TALLULAH FALLS SCHOOL | 2026-2027

STUDENT HANDBOOK



LOWER SCHOOL | MIDDLE SCHOOL | UPPER SCHOOL

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NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS, FACULTY AND STAFF

Tallulah Falls School admits students regardless of race, color, national or ethnic origin, religion, disability, gender, or sex who possess the motivation, ability and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, religion, disability, gender, sex or any other characteristics which are protected by applicable federal or state law in the administration of its educational policies, admission policies, scholarships, loan programs, and athletic and other school-administered programs.

A LETTER FROM OUR PRESIDENT

Welcome to Tallulah Falls School!

We are excited to provide a safe, world-class college-preparatory experience for more than 550 students this year. Our students, faculty, staff, parents and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

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

All new and returning students have outstanding facilities to enjoy throughout our 500-acre campus, providing the perfect setting for learning with the beautiful Northeast Georgia mountains as a backdrop, but our greatest asset is the student body that makes this place come alive. That is why I look forward to coming to work every day.

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

Our Student-Parent Handbook outlines our basic expectations, guidelines and policies. It is important for both students and parents to read and understand this document. If you have questions or need clarification, please do not hesitate to contact us.

We are extremely excited about this year, as a great school, great students and great parents come together in a mutually beneficial partnership where the sky is truly the limit!



Warm regards,

Larry A. Peevy

Larry A. Peevy
President and Head of School

PURPOSE OF THIS HANDBOOK

This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the school are bound by all student and parent obligations in this handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by the school and (2) student's agreement for the school to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about information being shared with his/her parents/legal guardians, the student should consult with the Head of School.

I. INTRODUCTION

Mission Statement

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

Our Values

Students are at the heart of everything we do.

Every student has potential for individual success.

Education is a life-long pursuit.

Community nurtures a strong sense of belonging.

Leadership and service lead to purposeful lives.

We are good stewards of our resources.

Our actions are guided by honesty and integrity.

Philosophy and Goals

Benjamin Disraeli, former prime minister of Great Britain, once said, "The secret of success is constancy to purpose." These words are especially significant and meaningful for Tallulah Falls School. For more than a century, Tallulah Falls School has existed to meet the educational and emotional needs of young people. While the apparatus for implementing this basic philosophy inevitably has changed in the intervening decades since the school's founding, the philosophy itself remains as relevant today as it was in 1909. The extent to which we can match individual student needs with the services that we provide will largely determine our present and future success as an institution of living and learning.

Statement of Philosophy

We believe education is interactional and multi-dimensional, involving both societal and human factors, including such variables as the school environment, the home environment, peer interaction, and student motivation. When one or more of these factors becomes a limiting influence on student learning and growth, students will not be able to achieve all that they can achieve in school or in life. Our aim as an independent school is to provide our students with opportunities to enable them to experience success.

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

For our boarding students, living away from home requires a certain level of personal responsibility. Operating within clearly defined behavioral expectations, specifically outlined and consistently applied by all employees, students develop value systems and respect for authority. Emphasis is placed on ways to be "a positive and a productive student" rather than on "what not to do as a student." Students are encouraged to establish and to work toward realistic personal goals. This value system permeates interactions with day students as well. Students who benefit from the Tallulah Falls School educational environment come from diverse academic, religious, social and economic backgrounds. This diversity provides students with opportunities for healthy peer interaction and exposes them to a broad range of outlooks and opinions. Another outcome of diversity is that our students have different postgraduate educational goals, and consequently, the school curriculum is flexible. Through guidance and counseling, students are encouraged to think realistically about the future and to prepare accordingly for their next step after graduation.

Tallulah Falls School, while striving for success as an institution, seeks to instill the desire to achieve success in its students. In bringing together the ingredients necessary to accomplish this aim, we must look beyond facilities, curriculum, and highly qualified employees. Students who find personal success within our structured environment are those students who want to be here and who are willing to make the efforts necessary to be successful.

Statement of Objectives

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

Statement of Expectations

At the heart of Tallulah Falls School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the school's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people, their privacy and property, both within and beyond the school.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the school.

Our school cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected

to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, school employees are mandated reporters of suspected abuse or neglect as specified by Georgia law. The school has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary-crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the President and Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our school values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the school as a whole and therefore strive to live in a way that is consistent with our values.

Objectives of the Academic Program

To provide an atmosphere conducive to learning that is structured in such a way students have opportunities to achieve their full level of ability, thus allowing students to perform without frustration and with growing confidence in their ability to learn.

To achieve personalization of learning through small classes.

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

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

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

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

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

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

Objectives of the Boarding Program

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

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

To provide the environment of a family as the student develops relationships with other students and responds to the leadership and authority of the dormitory counselor and other faculty/staff.

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

To develop an awareness of and wise use of time.

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

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

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

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

To obtain student input regarding the types of recreational experiences that they would enjoy and to provide them with flexibility in making individual choices as to how they spend their leisure time.

To encourage students to participate in weekend activities and to interact socially with other students to further develop a sense of belonging to the school family.

II. SAFETY

Child Abuse Reporting

Under Georgia law, persons volunteering at any business or organization that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children, are mandatory reporters for suspicions of child abuse. This includes parent volunteers at Tallulah Falls School.

When acting as a Tallulah Falls School parent volunteer, if suspected child abuse has occurred, immediately report it to a Division Head or the President and Head of School. The school will then follow all legally required steps.

Georgia law defines child abuse as:

- Physical injury or death by non-accidental means, excluding physical discipline so long as there is no physical injury to the child
- Neglect
- Emotional abuse
- Sexual abuse or sexual exploitation
- An act or failure to act that presents an imminent risk of serious harm to the child's physical, mental, or emotional health
- Trafficking a child for labor servitude

The definition of "sexual abuse" is far broader than one might realize. "Sexual Abuse" is any of the following: employing, using, persuading, inducing, enticing, or coercing any minor to engage in any sexual act.

Sexual abuse **includes consensual sex acts** when the sex acts are between minors if any individual is less than 14 years of age. Sexual abuse includes consensual acts when the sex acts are between a minor (under 18) and an adult more than four years older than the minor.

The laws about what constitutes child abuse and/or sexual abuse can be complicated, and one might not always know the ages of those involved. However, doing the right thing is easy. As a parent volunteer of the school, any suspicion of possible child abuse and/or sexual abuse should be immediately reported to the school.

Finally, please know that all school faculty and staff are mandatory reporters under Georgia law. We must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute child abuse. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by legal authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the school's mandatory reporting obligations, please consult with the President and Head of School.

Student/Adult Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the school counselor or administrator of the division.

Further, students and their parents should promptly notify the school counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications, telephone calls, electronic communications (emails, texts), social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Giving gifts to a student or exchanging cards and letters
- Inviting a student into their home
- Taking students off school property other than for approved field trips and school activities
- Flirting or asking a student on a date
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events
- Visiting a student in their home, dorm room, or another location
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events
- Asking students to sit on a teacher's lap
- Telling secrets or telling the student not to tell something that's a secret
- Swearing, making inappropriate sexual or racial comments
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students
- Providing students with alcohol or other mind-altering substances
- Vaping, smoking, or drinking with students

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student's counselor or administrator of the student's division.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees and those parents who volunteer for school activities with unsupervised access to our students are screened through the school's criminal background process. Although the school performs such screenings, the school cannot attest to the background of the various parents whom their child may associate with away from school.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit http://www.familywatchdog.us.

Reporting of Students Committing Prohibited Acts

Georgia law requires Tallulah Falls School to report immediately to the police and district attorney's office the name of any student who is reasonably believed to have committed certain acts on-campus or while attending any school function.

The acts covered under the law include aggravated assault if a firearm is involved, aggravated battery, sexual offenses (including, but not limited to, inappropriate touching and the distribution of certain sexual images, including via electronic devices including text message), weapons offenses such as carrying weapons at school functions or on campus, or possession and other activities regarding marijuana and controlled substances. See O. C. G. A. § 20-2-1184 for more information.

Harassment and Bullying

Tallulah Falls School cherishes the diverse characteristics and traits that make each of us unique. Thus, the school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals, and we seek to make our school community a respectful, welcoming, and safe learning environment. Therefore, the school will not tolerate any type of harassment or bullying by a student, employee, or any third party

(including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing, or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried outphysically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to- face communications, phone, text, email, postings on social media

(Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Academic Dean, Dean of Students, the student's advisor, or any faculty member. We also expect that anyone, whether student, faculty, staff or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the school's expectations for appropriate behavior and be actionable. Under certain circumstances, the sexual harassment of a child may constitute child sexual abuse as defined by state law. Such incidents will be reported to child protection agencies and law enforcement agencies as dictated by law. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct, whether between students or adults and students, is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See Student/Adult Interaction and Communication Policy)
- Any sexual activity between students
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired
- Any act of sexual harassment, intimate partner violence, or stalking
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording

- Nonconsensual sexual advances and propositions or other undesirable verbal or physical conduct of a sexual nature. (See the Harassment/Bullying policy for additional information on sexual harassment)

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students. However, sexual conduct between or among students whether it occurs on or off campus is a violation of our school values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the President and Head of School. In accordance with Georgia law, the school reports suspected instances of sexual misconduct to the Division of Family & Children Services and may also report such instances to local law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the school will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the school determines at any stage that a student poses a threat of harm or disruption to the school community, the school may take immediate action, including removing the student from school, restricting the student's movement on campus, and so on.

As stated elsewhere, the school expects that students will treat all persons with dignity both at school and beyond. The school reserves the right to act if it learns that a student's actions violate the school's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Hazing

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, the school prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts, or dares that could result in physical injury or harm to a person's mental, emotional, or social well-being, any act in violation of the law or school policy, and any other activity that could

fall within the definition of hazing.

If you think a particular activity could possibly be hazing, then it probably is. If you are not sure,then you need to contact the division administrator and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off our campus. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the respective division administrator. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Weapons and Threats

Tallulah Falls School takes all threats seriously, even when students make comments in jest, on the internet, by text, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to school (including, without limitation, parking lots, athletic fields, and outbuildings) or school-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even if part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated, and if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the school, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the school. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the school deems appropriate. The school will cooperate with investigations by authorities, and the school may also conduct its own investigation. With respect to such threats or acts by

students, the school may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the school may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

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

III. ACADEMICS

LOWER/MIDDLE SCHOOL

Academic Building Visitors

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

Academic/Athletic Expectations

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

To help every student-athlete achieve academic success, the following guidelines have been put in place:

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

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

- Week 1: Warning week
- Week 2: Students will not travel with their teams during the week.
- Week 3: Students will not travel or participate in team games.
- Week 4: Students will not participate in practices or games.

Grade reviews will occur weekly during the season. If at any point a student's grade is above 70, the student will resume normal team activities.

The Academic Dean and the Athletic Director may review a student on a case-by-case basis and make any changes that benefit the student's academic success.

Academic Probation

Tallulah Falls School wants every student to be academically successful. At the end of each semester all grades will be formally reviewed. If a student's GPA is below 2.0 for the semester or if the student fails more than one class for the semester, the student will be immediately placed on academic probation. If a student remains on academic probation at the end of the following semester, the student may be dismissed from Tallulah Falls School.

Academic Integrity & AI Use Policy

Educational Commitments and AI: Tallulah Falls School is committed to fostering thinking, learning, and development within our student community, recognizing that artificial intelligence (AI) is a readily available tool that will be an increasingly present and integral part of our lives. It is, therefore, essential to prepare students to succeed in an AI-driven world. As educators, AI requires that we evaluate how its use intersects with our mission of preparing our students for success beyond the classroom. The purpose of this policy is to ensure responsible and ethical use of AI, promote personalized learning, develop a culture of honesty and trust, and foster critical thinking skills in students.

Tallulah Falls School students will be introduced to the responsible, ethical, and appropriate use of AI through guided and supervised classroom activities. Additionally, students will be expected to adhere to all terms and conditions of AI use when allowed for classroom purposes, with the understanding that the applications will enhance learning instead of being a substitute for student efforts.

AI has introduced new dimensions to plagiarism through its ability to generate and manipulate content autonomously. If a teacher allows the use of AI for certain steps of an assignment, attribution is expected.

What Counts as Unethical AI Use (but is not limited to):

- Submitting AI-generated work as your own without permission.
- Using AI to complete tests, quizzes, or assignments when your teacher has not given permission.
- Copying text, images, or ideas without proper citations.
- Rewording AI-generated content slightly and claiming it as original work.

What Counts as Ethical AI Use:

- Use AI to brainstorm, get feedback, or check your work—not to replace it.
- Cite AI sources when required (including the exact prompt you used).
- Follow your teacher's guidelines for when and how AI can be used.
- Understand if you have permission to use AI on an assignment. Always ask a teacher if you are unsure.

Consequences for Plagiarism or Unethical Use of AI: Consequences for students who engage in plagiarism or the unethical use of AI are designed to address the infraction while also providing opportunities for education, rehabilitation, and accountability.

Possible Educational Consequences:

- Demerits
- Academic penalties, such as failing grades or partial loss of credit for assignments or exams affected by plagiarism or the unethical use of AI
- Loss of academic privileges, participation in extracurricular activities and/or eligibility for honor programs
- Loss of standing in honor programs or leadership positions

- Suspension from school, depending on the severity of the offense and/or the frequency of occurrence
- Recording of the incident on the academic record
- Follow-up monitoring and support to track student progress

Restorative Actions:

- Mandatory participation in educational programs or training focused on the avoidance of plagiarism or responsible AI usage, digital ethics, and cyber-citizenship.
- Apology or restitution to any individuals or groups harmed by the unethical behavior, such as peers, teachers, or affected parties outside the school community
- Period of probation–depending on the number of events–for honor society membership to be restored
- Counseling sessions with school counselors, teachers, or mentors to explore the underlying reasons for the unethical behavior, address any personal or social issues, and develop strategies for making ethical choices in the future

Parental Involvement:

- Notification of parents or guardians about the student's behavior and involvement with plagiarism or the unethical use of AI, with opportunities for parental involvement in addressing the situation and supporting the student's ethical development.

School Involvement:

- TFS will provide continuous guidance, in-person supervision, and computer monitoring with student use of AI.
- The goal is to help students use AI tools thoughtfully, ethically, and responsibly, building skills that prepare them for college, careers, and life in a technology-driven world. Responsible use protects your education, your reputation, and your future.

Academic Schedule

See schedule posted in the Addendum.

Academic Testing

All students in grades 4 through 8 will take the MAP Growth test in English and Math. These tests will be given three times a year and will help teachers better support student learning.

Class Attendance

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. A middle school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents must contact the middle school front desk by 9:00 a.m. For an extensive illness, the school may require a statement from a physician. For boarding students, dorm staff will advise the school of an absence due to illness.

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

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

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

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

Eighth-Grade Graduation Requirements

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

Exploratory

Seventh and eighth-grade exploratory classes will be graded using the same grading scale as academic classes. These grades will be calculated as part of the GPA. Fourth, fifth and sixth-grade students will receive a pass/fail grade for exploratory classes.

Extracurricular/Athletic Attendance

Students must attend at least half of the school day to participate in extracurricular and/or athletic activities after school. Excused from this are emergencies or medical appointments that are communicated ahead of time.

Field Trips

Student participation in lower and middle school field trips will be contingent upon demonstrated behavior and discipline history. No student deemed to be a potential problem for the faculty, staff, or other students or whose presence could adversely affect the learning environment will be allowed to attend off-campus field trips. This determination will be made by the Academic Dean and the middle school faculty.

Proper behavior during the trip is of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to provide transportation home for the student.

Grades

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

House Time

Students meet regularly with an assigned teacher for house time. House time ensures that each middle school student has an adult advocate to support and assist them. During this scheduled time, activities and discussion based on monthly themes, as well as student needs and interests are implemented to help every student be successful.

Personal Technology & Electronic Device Policy

At Tallulah Falls School, we are committed to fostering a focused, respectful, and academically honest learning environment. To minimize distractions, promote face-to-face interaction, and ensure academic integrity, clear expectations are enforced regarding personal electronic devices during the school day.

1. General Cell Phone Policy

Students are not permitted to use cell phones for personal reasons during the course of the school day. This prohibition applies throughout the entire school day, including class transitions, lunch periods, restroom breaks, and free time.

- Lower and middle school students are required to turn in cell phones, smart watches, and any other electronic devices to the front desk each day. Electronic devices are not allowed in class.
- **Instructional Exemption:** Teachers may occasionally permit cell phone use strictly for specific instructional purposes. In these instances, students may use their devices solely under the direct supervision of the teacher for that class period.

2. Additional Personal Devices

- **Headphones & Earbuds:** Headphones and earbuds may not be used during the school day and must remain stored away, unless explicitly permitted by a teacher for a specific classroom activity.
- **Personal Laptops & Tablets:** Students are not permitted to use personal laptops or tablets during the school day. All students must use their school-issued, managed devices for academic work.

3. Academic Integrity & Misuse

- **Testing Integrity:** Any student found in possession of an active or powered-on electronic device during a test, quiz, or examination will be presumed to have used the device to cheat and will receive a zero (0) for the assessment.
- **Prohibited Behavior:** Devices may not be used to make threats, take unauthorized or inappropriate photos/videos, record classes, send text messages during class, or engage in harassing or disruptive behavior.

4. Confiscation, Search Rights, and Discipline

Violations of this policy will result in immediate confiscation of the device and disciplinary action.

- **Search Rights & Passwords:** If a device is confiscated, the school reserves the right to inspect the device and its contents. Students and parents consent to school administrators logging into the device, applications, and stored communications. Students must provide all passwords upon request by a school administrator.
- **Parent Retrieval:** Parents of day students are required to come to the Academic Front Office in person to retrieve confiscated items.

5. Limitation of Liability

To the extent that a student brings any personal electronic device to school or a school-related activity, they do so **at their own risk.** Tallulah Falls School is **not responsible for the theft, loss, or damage** of personal electronic items.

For questions regarding technology policies, please contact the Lower/Middle School Office.

School Hours

Students should be picked up by 3:15 if they do not ride a shuttle or participate in athletics. Students participating in athletics should be picked up at the designated practice site by 4:30. Students participating in the after school program should be picked up at the middle school by 4:30.

Tutorial

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

UPPER SCHOOL

Academic Building Visitors

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

Academic/Athletic Expectations

The Academic Dean and the Athletic Director may review a student on a case-by-case basis and make modifications as necessary.

<u>Review Timeline & Baseline</u>

- Initial Review: Grade reviews begin after the first 3 weeks of the semester.
- Ongoing Reviews: Subsequent grade reviews occur every 2 weeks during the sport's season.
- Season Start: All student-athletes (S-A) start their season in the Green Zone.

<u>The Three Status Zones</u>

- Green Zone: Full participation in all team activities.
- Yellow Zone: Full participation, but the student-athlete must complete and turn in the Student Success Form.
- Red Zone: Suspended from all team activities.

<u>How Status Changes at Each Grade Review</u>

1. If currently in the GREEN Zone: Are all grades above 70?
    - Yes: Stay in the Green Zone.
    - No: Check history. Has the S-A already been in the Yellow Zone this season?
        - Yes: Move immediately to the Red Zone (athletes are only allowed one period in the Yellow Zone per season).
        - No: Move to the Yellow Zone.
2. If currently in the YELLOW Zone: Are all grades above 70 AND has the Student Success Form been turned in?
    - Yes: Return to the Green Zone.
    - No: Drop to the Red Zone.

3. If currently in the RED Zone (doesn't have to wait for grade review): Are all grades above 70 AND has the Student Success Form been turned in?
    - Yes: Move immediately back to the Green Zone.
    - No: Remain in the Red Zone.

Academic Probation

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Possible Educational Consequences:

- Demerits
- Academic penalties, such as failing grades or partial loss of credit for assignments or exams affected by plagiarism or the unethical use of AI
- Loss of academic privileges, participation in extracurricular activities and/or eligibility for honor programs
- Loss of standing in honor programs or leadership positions
- Suspension from school, depending on the severity of the offense and/or the frequency of occurrence
- Recording of the incident on the academic record
- Follow-up monitoring and support to track student progress

Restorative Actions:

- Mandatory participation in educational programs or training focused on the avoidance of plagiarism or responsible AI usage, digital ethics, and cyber-citizenship.
- Apology or restitution to any individuals or groups harmed by the unethical behavior, such as peers, teachers, or affected parties outside the school community
- Period of probation–depending on the number of events–for honor society membership to be restored
- Counseling sessions with school counselors, teachers, or mentors to explore the underlying reasons for the unethical behavior, address any personal or social issues, and develop strategies for making ethical choices in the future

Parental Involvement:

- Notification of parents or guardians about the student's behavior and involvement with plagiarism or the unethical use of AI, with opportunities for parental involvement in addressing the situation and supporting the student's ethical development.

School Involvement:

- TFS will provide continuous guidance, in-person supervision, and computer monitoring with student use of AI.
- The goal is to help students use AI tools thoughtfully, ethically, and responsibly, building skills that prepare them for college, careers, and life in a technology-driven world. Responsible use protects your education, your reputation, and your future.

Academic Schedule

See schedule posted in the Addendum.

Academic Testing

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

The PSAT 8/9 is the first test in the SAT Suite of Assessments and establishes a baseline for college and career readiness. Given in the spring to all freshmen, the PSAT 8/9 is tightly aligned with the PSAT 10, PSAT/NMSQT, and SAT.

The PSAT 8/9 supports students with early feedback on skills and knowledge that matter most for college and career success.

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

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

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

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

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

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

After-School Tutorial

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

Class Attendance

Class attendance is vital to the successful and smooth operation of Tallulah Falls School. Student absences from class are disruptive to both the student and the academic program. An upper school student who during a semester incurs excessive absences (seven or more) may not be granted a passing grade for the course. Excessive absences will be reviewed for determining a student's future at TFS. Exceptions will be made for a long-term illness. Tallulah Falls School requests parents and guardians refrain from requesting students miss academic time. When a student is absent because of illness or family emergency, parents (regardless of the age of student) must contact the upper school front desk by 9:00 a.m. For an extensive illness, the school may require a statement from a physician. For boarding students, the boarding staff will communicate the illness to appropriate school personnel.

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

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

Seniors may have three days of absence to tour colleges. This absence is excused if the visitation is cleared by the Academic Dean no less than five days before the scheduled college visit. Juniors are allowed two college visits during spring.

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

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

Clubs

All Tallulah Falls School clubs must be sponsored by a member of the TFS faculty or staff. All club sponsors will be recommended and approved by the Academic Dean. All upper school students are highly encouraged to participate in at least one club.

Grade Classification

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

The grade level is determined by the total units which are earned in the ninth-12th grades as follows:

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

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

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

Graduation Requirements for College-Preparatory Curriculum

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

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

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

Valedictorian and Salutatorian

The Valedictorian will be determined by the highest numeric grade point average (GPA) based on the three-tier scale.

Tier 1 - Standard college-preparatory classes	4.0 scale
Tier 2 – Honors-level classes	4.5 scale
Tier 3 - All AP and College-level classes	5.0 scale

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

- Minimum two years at Tallulah Falls School (grades nine-12)
- Maximum five elective credits used in the GPA calculations
- Character
- Community Involvement
- Extracurricular Activities
- Disciplinary Record

The Salutatorian of the graduating class is determined by the second-highest numeric GPA and other criteria as listed above.

The Valedictorian and Salutatorian will be awarded only to students who have attended TFS for a minimum of two years prior to graduation.

*If two or more students have the same GPAs, the ACT/SAT standardized test scores for one sitting will be used to determine the final selection.

Homework Policy

Homework is an essential component of the instructional program at Tallulah Falls School. Students are assigned homework to check their understanding of content material and to review/reinforce concepts taught in class. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. In addition, all student work must be school appropriate. When making videos, a presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette/vaping references or innuendos. Additionally, students must not ridicule others because of their disability, sex, sexual orientation, gender identity or expression, religion, ethnic, or racial characteristics at any time.

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

Student Ambassador Team

The Student Ambassador Team is a select group of Tallulah Falls School students chosen to represent the school at a variety of functions throughout the year. The Ambassador Team is composed of ninth - 12th grade students who are recommended by members of the TFS faculty and administrative staff. Ambassadors must possess a strong record of academic success and proven leadership skills and demonstrate a positive attitude toward the school, faculty and staff, and fellow students. Ambassador team members represent the school at a wide variety of special events on campus, in the surrounding community, and at conferences and special events around the region. These events include activities such as Business After Hours, campus visits and civic club meetings on campus.

National Honor Society

Tallulah Falls School offers students seven different honor societies in which to participate: Art Honor Society, International Thespian Society, Mu Alpha Theta, National Honor Society, Quill and Scroll, Tome Society, and Tri-M Music Honor Society. Students interested in participating in one of the school's honor societies are encouraged to review the specific eligibility criteria, application procedures, and membership expectations for each organization. Detailed information about all honor societies available on campus can be found on the school's website.

To navigate to this information, go to tallulahfalls.org, Find Your Fit, Upper School, Experience the Upper School, and Upper School and Clubs.

Field Trip Policy

Student participation in upper school field trips will be contingent upon demonstrated behavior and discipline history. No student deemed to be a potential problem for the faculty, staff, or other students or whose presence could adversely affect the learning environment will be allowed to attend off-campusfield trips. This determination will be made by the Academic Dean and the upper school faculty.

Proper behavior during the trip is of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to provide transportation home for the student.

Personal Technology & Electronic Device Policy

At Tallulah Falls School, we are committed to fostering a focused, respectful, and academically honest learning environment. To minimize distractions, promote face-to-face interaction, and ensure academic integrity, clear expectations are enforced regarding personal electronic devices during the school day.

1. General Cell Phone Policy

Students are not permitted to use cell phones for personal reasons during the course of the school day. This prohibition applies throughout the entire school day, including class transitions, lunch periods, restroom breaks, and free time.

- **Instructional Exemption:** Teachers may occasionally permit cell phone use strictly for specific instructional purposes. In these instances, students may use their devices solely under the direct supervision of the teacher for that class period.
- **Testing Sessions:** To ensure academic integrity, teachers may collect cell phones at the beginning of testing sessions and return them upon completion.
- **Restroom Breaks:** Teachers may require students to leave their cell phones at the front of the classroom when stepping out for a break.

2. Additional Personal Devices

- **Headphones & Earbuds:** Headphones and earbuds may not be used during the school day and must remain stored away, unless explicitly permitted by a teacher for a specific classroom activity.
- **Smartwatches:** Smartwatches may be worn for timekeeping but must not be used for texting, calling, messaging, or non-academic functions. Teachers may require removal during assessments or if the device becomes a distraction.
- **Personal Laptops & Tablets:** Students are not permitted to use personal laptops or tablets during the school day. All students must use their school-issued, managed devices for academic work.

3. Academic Integrity & Misuse

- **Testing Integrity:** Any student found in possession of an active or powered-on electronic device during a test, quiz, or examination will be **presumed to have used the device to cheat and will receive a zero (0)** for the assessment.
- **Prohibited Behavior:** Devices may not be used to make threats, take unauthorized or inappropriate photos/videos, record classes, send text messages during class, or engage in harassing or disruptive behavior.

4. Confiscation, Search Rights, and Discipline

Violations of this policy will result in the immediate confiscation of the device and disciplinary action.

- **Search Rights & Passwords:** If a device is confiscated, the school reserves the right to inspect the device and its contents. Students and parents consent to school administrators logging into the device, applications, and stored communications. Students **must provide all passwords** upon request by a school administrator.
- **Parent Retrieval:** Parents of day students are required to come to the Academic Front Office in person to retrieve confiscated items.

5. Limitation of Liability

To the extent that a student brings any personal electronic device to school or a school-related activity, they do so **at their own risk.** Tallulah Falls School is **not responsible for the theft, loss, or damage** of personal electronic items.

For questions regarding technology policies, please contact the Upper School Office.

ALL TFS STUDENTS

Parent, Teacher and School Communication

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

- All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher.
- If further assistance is necessary, then communication with the respective academic dean is the next appropriate step.
- Questions concerning the athletic program should be directed to the coach and, subsequently, the athletic director.
- All teachers, administrators, and staff have email addresses that are available in the faculty listing on the website. Parents are encouraged to use email to communicate with individual teachers in a positive and constructive fashion.

Parents should check the school's website, www.tallulahfalls.org, for current news, information and announcements which can also be found on FACTS, as well as shared through the school's social media accounts.

Code of Conduct for Family Members

This Code of Conduct is an unsigned agreement between the parent, student, guardian, visitor, and any other person associated with the student ("family member") and Tallulah Falls School.

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

- Disruptive behavior, communications, or interactions on or off campus which interfere or threaten to interfere with any of the school's normal operation or activities, including, without limitation, health and safety policies.
- Any behavior, communications, or interactions on or off campus that reflect a loss of confidence in or disagreement with the school's policies, methods of instruction, or discipline.
- Using loud or offensive language or displaying a temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian, or child.
- Damaging or destroying school property.
- Sending abusive, intimidating, or threatening emails/text/voicemail/phone messages or other written communications (including social media) to anyone within the school community or about anyone in the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on social media or other public media.

- The use of physical, verbal, or written aggression toward another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child to discuss or chastise them because of the actions of this child toward their own child. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.
- Smoking, tobacco, taking illegal drugs, or consuming alcohol on campus.
- Pets being brought on to the school premises (other than service animals).

Should any of the above occur, the school may find it is necessary to take action by contacting the appropriate authorities. In addition, the school reserves the right to place restrictions on the family member's involvement or activity at school, on campus, and/or at school-related events or to dismiss the family member from the community. The school may also place restrictions on a family member's involvement or activity at school, on campus, or at school-related events for other reasons that the school deems appropriate. The school also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy.

Additionally, the school requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the school. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the school or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

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

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

Use of Social Media by Parents/Guardians

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

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

Other online activity which is considered inappropriate:

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

Any parent/guardian or other individual associated with a student of the school violating this policy may result in the school, among other things, banning the individual from campus and/or school events, dismissing the child(ren) from the school, or not offering re-enrollment for future academic years. In addition:

- In cases where the behavior is a serious and potentially criminal matter, the concerns will in the first instance be referred to law enforcement. This will include any or all cases of threats or violence and actual violence to any student, employee, visitor, or other member of the school community. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests behavior would be tantamount to libel or slander, then the school will evaluate its legal options.

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

Cell Phones/Mobile Devices

Students are not permitted to have cell phones/communication devices at school or school-related activities. Cell phones/communication devices must be left in the day students' automobiles or at home or turned in at the Academic front office.

Boarding students are to leave their phones in their dorm rooms. Students may be asked to remove smart watches during tests or at other times throughout the day. Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

While students may have a smart watch, students may not use such devices (or any electronic device) to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a school rule. Further, students may not use electronic devices in any way that is inappropriate, harassing, or disruptive to the educational environment.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents of day students will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

To the extent that a student brings any electronic device to school or a school-related activity, the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices.

Food and Drinks in the Classroom Building

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

Social Activities

Parties, dances, special trips, etc., are periodically planned for Tallulah Falls School students. Social activity with non-students is limited to those occasions when students are officially on leave from school and under the supervision of parents/guardians (exception: Juniors and seniors may invite a date of their choice to the prom with the prior approval of the school, parent/guardian).

Student Center

(Vending Machines and ATM)
The Lettie Pate Evans Student Center is available to Tallulah Falls School students in grades 7-12 each day. In the student center a student may purchase snacks as well as engage in activities which are provided in the facility. Seventh and eighth grade students that utilize the student center must remain in the student center building.

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

Gender Policy

TFS will not make gender identity determinations. The determination will be made by the gender listed on the birth certificate at the time of birth.

Students are expected to use the bathrooms and other facilities that are consistent with the gender designated on the at-time-of birth certificate.

Grades

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

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

A student's weighted GPA is calculated as follows:

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

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

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

Honor Code

Honor, respect, and trust are values that embody the moral and ethical foundation of the mission of Tallulah Falls School as well as its Honor Code.

The Honor Code Pledge states, "I will uphold the principles of honesty and responsibility at Tallulah Falls School." All students are expected to honor and agree to this pledge. The Honor Code represents the school's commitment to fostering integrity in our students and to teaching and promoting honor, trust and respect within our community.

Honor Code Terms and Definitions

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

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

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

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

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

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

All members of the Tallulah Falls School community are expected to observe and support the Honor Code and to report all violations that may occur. Violations may be reported to any employee of Tallulah Falls School.

Tallulah Falls School takes the Honor Code seriously and realizes it will function only with the full cooperation of every student and employee of Tallulah Falls School. Students are expected to exercise common sense, good judgment, and ethical principles at all times. Any violation of the Honor Code may result in disciplinary action up to and including dismissal.

Presidential Scholar List

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

Ride Sharing

The school will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.

Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the school will treat violations of this policy as it would treat other violations of school rules and policies. In addition, should the school become aware of a violation, it will contact the third-party car service and report it.

Home Visits between Boarding/Day Students

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

Visitors on Campus and in the Dormitories

Day students/boarding students are not permitted to bring visitors to school without prior approval. Visitors are limited to parents, guardians, or members of the immediate family and are required to report to the Academic Office/ Boarding Office in the classroom building.

If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus. This is a closed campus. Outside visitors are not allowed to visit without prior permission from the administration.

IV. DAY STUDENTS

Inclement Weather

TFS administrators take seriously the decision to cancel or delay classes, with the safety of students, faculty, and staff a priority. The final decision to attend school on the day(s) of inclement weather rests with the parent/guardian. If students miss school due to inclement weather, it is considered an excused absence. If inclement weather is forecast, day students are encouraged to take home all class materials. Parents will receive a text and email from the school's Parent Alert if classes are delayed or canceled. All delays/closings will be posted to the school's website and social media channels and announced through local media outlets.

Shuttle Buses

Tallulah Falls School provides a shuttle for day students. There is an additional fee for this service. Day students who are interested in riding the shuttle must register with the Assistant Dean of Students. All TFS conduct guidelines apply to students riding the shuttle bus. Shuttle riding privileges may be revoked based on inappropriate conduct.

Vehicles

Students who have a permanent driver's license may apply to have a vehicle on campus. To reserve a parking spot, students must submit a Vehicle Registration Form with the Director of Security. The student must be in good academic and social standing. Student drivers are expected to follow all federal, state, and local ordinances in the operation of the vehicle.

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

Day students must park vehicles in the designated area for day student parking and must not move their cars until after the student's last commitment or activity of the day.

Day and boarding students are not permitted at any time to ride in a vehicle which has not been approved by the Dean of Students. Parental permission from all parties must be obtained (driver, as well as passenger). Any student (whether driver or passenger) may lose driving privileges if he/she does not follow all driving policies.

V. RESIDENTIAL LIFE STUDENTS

Campus Boundaries

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

Cell phones

To the extent that a boarding student brings any electronic device to campus (smart/cell phones, smart watches, iPads, PlayStation, etc.), the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices must comply with all rules and regulations regarding the same. Regarding the use of electronic devices during the school day or at school-related events, see the Cell Phone/Mobile Device Policy in the All TFS Students section of this handbook.

Students may not use electronic devices in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are never permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, or in ways that would otherwise violate a school rule. Students are not permitted to use electronic devices in restrooms.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications.

Students will also be subject to disciplinary procedures for violation of this policy.

Boarding Upperclassmen (9th-12th grades)

Upperclassmen are to register their cell phone with their residential life assistants.

Boarding Underclassmen (6th-8th grades)

Underclassmen are to register their cell phone with their residential life assistants.
Underclassmen may keep their cell phone on weekends (after school Friday-until study time on Sunday).

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

Chapel

The school's Norwood Key Taylor Chapel is available to students as needed. The school's chaplain conducts a faith-based service each week. Chapel is mandatory to attend for all Residential Life Students who are on campus at the time of service. All students attending Chapel are to leave their cell phones in the dorms. Transportation to area church services can be arranged upon request. Students are required to wear dress uniform to any of these Sunday events.

Dormitory Rooms

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

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

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

Room Security. Residential Life Staff should be given a copy of the key to any locked item in the room. The school provides locks and keys to dorm rooms. Students are encouraged to lock their rooms when they leave. Large sums of cash should be turned into the school's Business Office to be placed in their student account. Students may withdraw small sums of cash as needed. Important documents are collected by dorm counselors for safekeeping in the dorms. A small safe box is provided in each dorm room closet. Students will be provided with a combination and should not give the combination to anyone. Keypads have been installed on all dorm room closet doors. We suggest that parents include their child's valuable belongings on their homeowners' insurance policy or arrange for a separate policy. Be sure all belongings are well-marked with the student's name. Serial numbers of valuable items should be recorded and kept in a safe place. The school does not insure any student's personal belongings.

Food and Drinks in Dorm Rooms. Students may bring food and drinks into their dorm rooms. Food must be stored in sealable containers. Ice machines are available in each dorm. Trips to stores are scheduled so that students may replenish supplies of food and drinks. Refrigerators are permitted. The approved size is 1.7 cu. Ft. and under.

Prohibited Items. Prohibited items include articles, such as weapons or inhalants, etc., that may be used in a harmful way. Certain electrical appliances are also prohibited, including coffee pots, hot water pots, hot plates, microwave ovens, popcorn poppers, coolers, irons, heaters, and items of a similar nature. Students may be allowed to use certain electrical appliances, such as rice cookers, in common rooms only with special permission from the Residential Life Staff. Students are not allowed to have pets in dorm rooms, no dogs, cats, birds, snakes, guinea pigs, etc.

Departing. Students are expected to leave their rooms clean at the end of the year. The departing students and their parents are responsible for packing and shipping all belongings before departure.

Although the school will offer assistance with this, the school will not be responsible for lost, damaged, or missing possessions, or for the costs of shipping and transportation. Students whose rooms require a cleaning service will be billed a minimum of $50.

Campus Procedures

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

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

Meal Check-In. All boarding students are to check-in with a Residential Life Staff at breakfast (excluding seniors), lunch (on weekends), and dinner. Students planning to miss dinner due to a scheduled athletic event should notify their counselor in advance.

Leaving Campus. A student may not leave campus at any time without the permission of the Academic Dean or the Director of Residential Life. This includes leaving the campus with any school employee (the campus is defined and mapped in the Addendum).

Leaving the Dormitory. A student may not leave the dormitory after check-in time at night under any conditions without the approval of the Residential Life Staff. The Residential Life Staff can grant such permission only in emergencies and only with the knowledge of the Director of Residential Life. Students of the opposite sex should not enter each other's dormitory buildings under any circumstances.

Laundry Service

The school operates a laundry service for all boarding students. Laundry must be placed in designated areas before students leave for school. All clothing which is sent to the laundry must be placed in the provided laundry bag and marked with the student's name. Clean laundry will be returned to students after school.

Storage

Tallulah Falls School recommends students limit the number of personal items brought to campus to what will properly fit in their dormitory room closet and drawers. Students will be responsible for providing their storage container. Additional storage is available for a fee.

Student Life Assistants

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

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

Two SLAs are assigned to each floor in each dormitory. Each SLA is given a job description and reports directly to the Residential Life Staff. SLAs are evaluated and given feedback as to their performance by their Residential Life Staff and the Director of Residential Life. The academic performance of an SLA should remain satisfactory; conduct and attitude should be exemplary. The SLA position is a work-study position. Failure to fulfill assigned duties and to maintain expected grades, conduct, and a positive attitude may result in reassignment.

Student Mail

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

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

Boys Dormitory
Tallulah Falls School
201 Campus Drive
Tallulah Falls, Georgia 30573

Girls Dormitory
Tallulah Falls School
201 Campus Drive
Tallulah Falls, Georgia 30573

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

Outgoing Mail. Outgoing mail may be placed in the Academic Office and will be taken to the U.S. Post Office each weekday.

Study Time in the Dormitories

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

Quiet-Time Privilege List. A student earns a position on the Quiet-Time Privilege List by earning a 3.5 midterm grade point average or higher. New students are eligible following the first grading period. Students who earn a position on the Quiet-Time Privilege List may use study areas with permission from the Residential Life Staff.

Weekend Leaves/Holiday Leaves

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

To realize the full potential of the TFS boarding program, parents should encourage students to remain on campus on weekends except during Fall and Winter breaks. Students may stay in the dorm for a fee of $900. However, there must be a minimum of 10 students per dorm to keep the dorms open. Contact the Director of Residential Life for more details. Please refer to the school calendar for a list of school breaks.

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

All student leave requests must be faxed or emailed to the Residential Life Office.

"Lights Out"

On Sunday through Thursday evenings, lights are out at 10 p.m. for middle school, 11 p.m. for freshmen, sophomores and juniors, and midnight for seniors. This means that one hour prior to "lights out" students must complete any bathroom needs (taking showers, brushing their teeth, etc.) and visits with others. At "lights out" it is necessary that the lights remain off, that conversations cease, and audio/visuals, washers and dryers are turned off. Upon request, additional study time may be granted by the dorm counselors to students who have already expended their free time for study. After 11 p.m., juniors and seniors must be in their room, working on quiet tasks or studying.

VI. INTERSCHOLASTIC ATHLETICS PROGRAMS AND ACTIVITIES

Athletic Mission Statement

The mission of Tallulah Falls School athletics is to be great competitors, develop great character, and embody the school's mission in all that we do athletically.

Eligibility

All participants in GIAA interscholastic activities are subject to the GIAA guidelines , and the Varsity Lettering Criteria (for high school sports). Every student must have a GIAA physical examination form on file at TFS. The consent to treat form and all other required GIAA forms must be completed to compete in athletics.

All athletes are subject to GIAA and TFS academic standards concerning all team activities.

Gender Policy

TFS will not make gender identity determinations. The determination will be made by the gender listed on the birth certificate at the time of birth.

Girls may participate on boys teams when there is no girls team offered in that sport or activity by the school. Boys may not participate on girls teams even when there is no corresponding boys sport or activity. Cheerleading, precision rifle, and esports are coed sports.

Facility Use (restrooms and locker rooms)
Students are expected to use the bathrooms and other facilities that are consistent with the gender designated on the at-time-of birth certificate.

Chain of Command

As a TFS athletics parent, I understand that TFS fields competitive athletic teams. I understand that all student-athletes might not play in every contest nor will student-athletes receive equal playing time. I understand this is the coaches' decision and I will not attempt to influence that decision. I agree to be a positive representative of the TFS community with my interactions with coaches, other spectators, administrators, and officials. If I have a conflict, I agree to follow the chain of command in seeking a resolution. The chain of command begins with the student-athlete meeting with the coach then the parent scheduling a meeting with the coach. The meeting with the coach should never happen on a gameday. If the issue is not satisfactorily resolved, the issue should then go to the athletic director.

Policy for Signing a Letter of Intent

When a student-athlete commits to sign a National Letter of Intent to compete in college athletics, the student-athlete should complete the College Commitment Form on the athletics website. TFS will hold one or two Next Level Athlete Celebrations during the school year to recognize student-athletes who will be competing in college.

Pick-up of Day Student Athletes After Practices

To enhance safety, reduce vehicle congestion, and improve traffic flow, parents of day students should pick up their child after practice at the main student parking lot below the upper school academic building. Student-athletes at the field may be picked up at the practice/event site; however, students may NOT wait for a ride at the field without adult supervision. Once the coach releases the team, the next step is to be picked up at the day student parking lot.

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

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

Pick-up of Day Student Athletes After Away Contests

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

Team Travel

We highly encourage parents, friends, and TFS community to support our teams, both home and away; however, transportation to and from contests on TFS vehicles is for team members only.

Athletic Student Transportation Policy

Students are allowed to go home with their parent after a contest if they request from the coach ahead of time. The students must be checked out from the coach by the parent. A student may ride with another parent IF BOTH sets of parents request in writing ahead of time. We must have the okay from both parents, and it must be in writing, not just verbal. Again, the students must be checked out from the coach to the driving parent. Students are allowed to leave ONLY with the approved person.

Any deviation of team transportation must be approved by the coach, Athletic Director, and Dean of Students. Day student-athletes are allowed to drive to off-campus practices, if approved by the coach and parents. This is the same for all driving arrangements to a location for practices or contests. Again, this must be pre-approved.

Parents may pick up their child at a TFS designated location on the team's route back to school as long as the bus does not need to wait for the parent. If the parent is not prompt, the bus will return to campus without waiting. The same policy applies as above where a student is permitted to go home with a parent.

If a contest occurs when school is not in session (for example, open weekends), transportation to and from the event is the responsibility of the parents. TFS may provide transportation depending upon the situation.

Athlete Behavior

While our goal is to honor positive behavior and reduce poor choices, consequences will occur when our character standards are not met. Any behavior unbecoming of a TFS student is subject to disciplinary action by the coach or athletic director. Unsportsmanlike infractions will have consequences that can originate from the coach or the athletic director. Consistent or egregious behavior that is not a positive representation of TFS will result in more stringent disciplinary action, which may include dismissal from the team. An athlete ejected from a contest for behavioral reasons will be suspended from competition for a minimum of one contest, per GIAA rules, and must pay the GIAA fine and take the NFHS Learn Sportsmanship Course before being allowed to play in another contest. This policy is in addition to consequences the coaching staff or athletic department deems necessary for the betterment of the individual, team, program, and school. The coach and athletic director may institute additional consequences or longer suspensions.

Extracurricular/Athletic Attendance

Students must attend at least half of the school day to participate in extracurricular and/or athletic activities after school. Excused from this are emergencies or medical appointments that are communicated ahead of time. Half day equivalent in the Upper School is two periods per day. Half day equivalent in the middle school is 3.5 hours (ie: 8-11:30am).

Practice Policy

It is expected that athletes attend every practice. Missing, arriving tardy, or leaving early from practice may affect playing time, lettering, etc. Please plan appointments or other potential conflicts around scheduled practice times. Coaches will determine any potential consequences when an athlete does not meet the practice requirement.

Athletic Banquet

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

Parent/Guardian/Spectator Behavior

We appreciate parents and all other spectators attending our athletic contests. Our standard of fan behavior is to "Cheer For, Not Against!" Derogatory comments toward officials, opposing teams, coaches, etc. are not permitted. Profanity, intimidating actions, or any other poor behavior will not be tolerated. Consequences include removal from the event and potentially being banned from all athletic events and/or from being on campus. Artificial noisemakers and animals are not permitted. Fans are expected to set the example of GREAT character in their own behavior and communication.

Fundraising

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

Concessions

Tallulah Falls School is a Powerade/Coca Cola school. We do not sell any other competing drinks. Any apparel sold must be pre-approved by the Athletic Director before ordering and must comply with official school logo requirements.

Advertising

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

TFS Athletic Logo

Access to the official logo must be requested from the Athletic Director. No Indian heads should be used on any items.

Quitting a Sport

Any athlete who after the first contest quits a sport without the coach's permission or is removed from the sport will not be allowed to participate in a different sport during that same season. An exception to this policy will be made if both coaches agree. The athletic director also has discretion to modify this policy on a case-by-case basis.

Varsity Lettering Criteria

Please refer to the website for the most up to date guidelines for lettering at TFS.

Visit tfsathletics.com for more information.

Equipment/Uniforms

TFS issued equipment and uniforms must be returned after the season. No athlete will be allowed to participate in any athletic activity, athletic banquet, or receive a letter or award until all uniforms and equipment are returned or paid for at the replacement rate set by the athletic director.

Baseball Performance Criteria 1) A player plays in any part of the scheduled games in one season at the varsity level with significant contributions. (2) Any player on the varsity squad who plays in a majority of the games and the team advances to the state tournament.

Basketball Performance Criteria 1) A player plays in 50 percent or more of the total quarters in a season, OR (2) a player plays in 25 percent or more of the total quarters in a season and the team advances to the State Tournament. (3) A role player whose contributions are so overwhelmingly productive to team success (the Head Coach determines that a letter is earned; this must be approved by the Athletic Director).

Bass Fishing 1) Fish at least four sanctioned tournaments through the designated tournament organization. (2) Qualify for the state championship tournament through the designated tournament organization or GIAA. (3) Attend scheduled fishing team meetings. 4) Participate in one conservation or related community service project.

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

Golf Performance Criteria 1) Any player selected to the All Area 1st or 2nd Team (2) 18 hole scoring average of 99 or below (males) or 109 or below (females) in more than half the varsity matches (min of 4 matches) (3) 9 hole average under 50 for girls and under 45 for boys. (4) Any team member playing in the State Championship.

Precision Rifle Performance Criteria Achieve one of the following in a match. 1) Standing air rifle (60 shot decimal scoring) minimum of 560 out of a possible 654. (2) 3 position air rifle (3x20 integer scoring) minimum of 560 out of a possible 600. (3) 3 position Small Bore (3x20 integer scoring) minimum of 525 out of a possible 600.

Soccer Performance Criteria 1) A player participated in at least half the games of one season.

Softball Performance Criteria 1) A player plays in any part of the scheduled games in one season at the varsity level with significant contributions. (2) Any player on the varsity squad who plays in a majority of the games and the team advances to the state tournament.

Spirit Cheerleading Performance Criteria 1) A cheerleader is an active varsity contributor (cheers in every contest, participates in all cheer activities)

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

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

Tennis Performance Criteria 1) A player competes in one of the top 7 positions for half of the matches in one season. (2) The player plays in 25 percent of the total team matches and the team advances to the State Tournament. An exhibition match does not count toward lettering.

Track and Field Performance Criteria 1) ranks in the top 8 at Region/Area Championships (score at least one point). (2) ranks in the top 5 in a relay at the Region Championships (relay team scores at least four points). (3) breaks a school record for normal events (excludes indoor and seldom run relays). (4) A Legacy List rank of Top 10 will be taken into consideration though not automatic. (5) meets the performance mark for an event

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

VII. TECHNOLOGY

Technology Acceptable Use Policy for Students

Tallulah Falls School is a place of learning and expects that all students will exercise self-control over their emotions and actions. For that reason, the school has in place defined rules of conduct which include but are not limited to the following: Technology Acceptable Use Policy for Students. All students are required to read and understand Tallulah Falls School Technology Acceptable Use Policy for Students as provided below.

Use of the school computers and computer system is a privilege, not a right, and inappropriate use may result in, but is not limited to, suspension or cancellation of those privileges and possible disciplinary response, including expulsion for serious offenses. The school administration determines what inappropriate use is and its decision is final. The System Administrator may close an account at any time as warranted. The administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user accounts. Access is given only to users who agree to conduct themselves in a considerate and responsible manner. Any user identified as a security risk may be denied access. This policy also applies to the use of personal electronic devices on campus, at a school-related event, or at or away from school for school work on a regular or intermittent basis.

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

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

Personal Safety

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

Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for irresponsible acts on the part of the student.

Illegal Activities

- Users will not deliberately attempt to disrupt the system performance or to destroy data. Users will avoid practices that make the network vulnerable to the spread of computer viruses or other software that damage or harm systems or networks.
- Users may not mount an attack against our system or any other systems on the Internet. This includes but is not limited to mail bombing (sending three (3) or more unsolicited items of email), "hacking" or attempting to gain access into unauthorized accounts, ping flooding, or annoyance utilities. A denial-of-service attack is illegal.
- Users will not send, receive, view, or download any illegal materials or engage in any other illegal act (e.g., arranging for the sale/purchase of drugs, engaging in criminal gang activity or threatening the safety of another individual).
- Users may not download, store, use, or distribute pirated software. Using an account to distribute copyrighted material without the consent of the copyright holder, to distribute threatening material, or to distribute material protected by trade secret is also illegal.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material that is posted on web pages. Students will conduct themselves in a manner that is appropriate as representatives of the school.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not engage in personal attacks including prejudicial or discriminatory attacks.
- Users will not knowingly or recklessly post false, defamatory, or malicious information about a person or organization via email, news, or any other electronic/media service that the school provides.

Respect for Others Privacy

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

There is no expectation of privacy on the school's network for data, email, or the contents, or internet sites due to the necessity of normal system administration.

Inappropriate Access to Material

- Although the school cannot effectively restrict all content of information obtained by students via the internet, accessing, obtaining, uploading, downloading, distributing, or possessing material that is explicitly labeled, as not intended for minors will be considered a violation of school rules. Further, users will not use the

system to access, obtain, upload, download, distribute, or possess material that is profane or obscene (pornography), that advocates illegal acts, that advocates violence, or is violent in nature, is harassing, or is discriminatory toward other people (e.g. hate literature). Making public or passing on such any material is totally unacceptable and will be dealt with immediately by the appropriate administrator.

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

Respecting Resource Limits

- The school system will be used only for educational and professional activities.
- Streaming media, both audio and video, is not allowed in the interest of preserving sufficient bandwidth to share among multiple users.
- Users will not engage in "spamming." Spamming includes sending annoying or unsolicited message(s) to other persons.
- Users may only use consumables in a manner that is not wasteful.
- Users are encouraged to recycle paper, print in grayscale, use color only for final versions of projects, and refrain from printing unnecessary copies.
- Students should not print jobs of more than 10 pages without prior approval.

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism includes taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will exercise proper methods of attribution.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces work (text, music, picture, etc.) that is protected by a copyright. If the work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. If the user is unsure whether he/she may properly use the work, he/she should request permission from the copyright owner.
- Transferring work in the form of digital data from one computer system to another is copying and distributing work.

System Security

- Users are responsible for their individual accounts and should take all precautions to prevent others from using their account. Guard your password. You will be responsible for any activity done on the school's system under your password.
- Users will immediately notify the Director of Information Technology if they have identified a possible security problem.
- Users may not access or attempt to gain access to passwords, accounts, or files of others. Users may not gain or attempt to gain unauthorized access to the school's systems or any other computer systems by using proxies or other means. Obtaining

another's password or rights to another's directory or email on the school's network is a violation ofschool rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

- Users may not purposely seek or exploit security flaws to gain system or data access.
- Users may not run mailing lists from or through any of the school's machines or mail servers.
- Users may not post or send anonymous messages.

Student Device Usage Policy

To support a focused and consistent learning environment, all students at Tallulah Falls School are issued Chromebooks for use in all classes. These devices are to be used for all academic work during school hours.

Personal Device Policy:
Students are not permitted to connect or use personal devices during school hours. This includes, but is not limited to:

- Cell phones
- iPads or tablets
- Non-school-issued laptops or computers

If a student connects or uses a personal device during school hours:

- The device will be confiscated.
- The student will receive demerits.
- The device will be turned over to the IT Staff for examination.
- Return of the device will be at the discretion of the IT Department.

Exceptions:
Students enrolled in college-level classes that require the use of a personal device must have the course verified. A school counselor or a college professor must contact the IT Staff directly to request approval.
Students may use a personal device if a teacher requires the student to use such a device for a project or assignment for his/her class.

Laptop Use

Tallulah Falls School has moved to a one-to-one environment in the interest of providing an enhanced and equal learning experience. Maintaining a high level of accessibility, management, and monitoring of these devices becomes the responsibility of all staff members. This section addresses additional practices focused on the one-to-one laptop initiative.

- Students shall charge laptop batteries fully prior to school each day. Not having laptops charged before class is taking away time from the teacher and a distraction to others.

- Laptops are to be carried between classes and to/from school in provided computer cases. These cases are not to be left outside, and laptops are not to be removed from the cases in the dining hall. Demerits will be issued for failure to observe this rule.
- Student work created digitally shall be submitted in the same fashion.
- Students are responsible for saving and backing up files and content. The IT Department is not responsible for any data loss.
- If a problem is found with the device, report it to a teacher, media specialist, or the Helpdesk immediately. A Helpdesk ticket will then be issued.
- If it is determined that a problem exists with the software installation, the laptop will be reimaged (all original files deleted and replaced).
- Removal of batteries, drives, or other originally issued components will only be done by Helpdesk or IT staff.
- If a student fails to bring his/her laptop to school, a loaner will NOT be provided.
- Damaged laptops should be brought to the IT Department as soon as the damage occurs. This prevents additional damage and/or the loss of data. Stolen or damaged computers and equipment will incur the following charges:
- Lost/Stolen charger - $30 replacement fee
- Lost/Stolen computer - $450 replacement fee
- Extensive damage and/or vandalism - $300 fine
- In the event of theft/loss, report it to a teacher, media specialist, Helpdesk, or IT Department immediately.
- If stolen off campus, a police report will be required.
- Software or hardware that circumvents the school network firewalls will result in disciplinary action to be determined by the Technology Department and Academic Dean.
- Technology staff do not support software or hardware on personally owned devices.

School's Right to Inspect

The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents.

The school also reserves the right to inspect any personal electronic devices brought onto campus, to a school-related event, or used at or away from school for schoolwork on a regular or intermittent basis. In such case, the school reserves the right to inspect the device, including all contents.

Students must provide all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the school's systems are private.

Electronic Communication

Students are expected to use their school-provided email for all school-related work and communication. Students are expected to check their email daily. Electronic communication, such as email and text messaging, may not be used to harass or threaten others. The school reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted emails can be retrieved.

Any person who believes that they have been harassed or threatened via any electronic communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy.

Viruses and Other Risks

Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use the school's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the school's negligence or by a student's errors or omissions. The school bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The school will not be responsible for any damage or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

Care of School Computers

Members of the school community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the administrator for the student's division so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Technology Acceptable Use Policy for Students will be subject to appropriate discipline and loss of computer or Internet privileges.

Online Learning Management Systems and COPPA Information

We are committed to high-quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Kahoot, Blooket, Quizizz, Boomlearning, Brainpop, Quizlet, Geoguessr, Readtheory, Canva, and other similar educational programs.

For our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this handbook will reflect and constitute your consent for our school to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends a message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others, and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the Academic Dean.

Sexting

Sexting is the term used to describe sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the school's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The school will comply with all state and local laws regarding sexting.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activities including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the school's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on campus or at a school-related event unless such use is on a school social media platform or school sanctioned site and the use is for school-related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you can access such sites on campus or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

Use Away from Campus: It is not our goal to regulate a student's personal online activities when not campus or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees, impact the school rights, or disrupt the school's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with the school's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.

Guidelines: You should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate. Finally, students are not permitted to disclose any confidential information about the school, employees, students, parents, or activities online.

Social/Political Issues: Students and parents who identify themselves as school students or parents on their personal social media account(s) or when posting on a school-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the school are not authorized. Students and parents must be moderate and professional when sharing social media posts, tagging the school's social media accounts, or when making any references to our school or programs.

Creation of Social Media Accounts: Any school-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the President and Head of School.

Your Identity Online: You are responsible for any of your online activity conducted with a school email address, which can be traced back to the school's domain, and/or which uses school assets.

What you publish on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

School's Right to Inspect: The school reserves the right to inspect all electronic data and usage occurring over the school's network or on campus without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the school's attention, and to discipline students for any violation of these guidelines.

VIII. SOCIAL GUIDELINES AND EXPECTATIONS

Our community is based on expectations of behavior supported by rules. Our standards of conduct are neither capricious nor unreasonable; rather, they exist to promote a civil society that is productive, fair, safe, and healthy. Our presumption is that our community members are of goodwill and character.

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

Expectations of appropriate conduct are always in force for both day and boarding students, on and off campus, at all times when a student is enrolled in the school. While the school does not seek to unnecessarily involve itself in a student's off-campus behavior, the school reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the school. The rules, policies, and standards apply any time a student is on campus or in the immediate vicinity of campus, any time a student is participating in or attending a school sponsored event on or off campus, any time a student is officially representing the school, any time a student is traveling on behalf of the school, and in the evenings, weekends, and during school breaks, including summer break. The school also regards any behavior prejudicial to the best interests of the school, whether on campus or elsewhere, as sufficient grounds for a disciplinary response. We expect parents to support school conduct standards and any means the school deems necessary in determining a student's potential violation of the policies, rules and expectations outlined in this handbook.

We expect students to learn the core values, accept them, and act upon them. A successful life harmonizes one's own well-being with the well-being of others. Our students are expected to pursue this ideal actively.

Expectations are the positive side of rules; penalties are the consequences of breaking rules. Penalties are aimed at protecting the school community, helping others take rules seriously, and awakening the offender to the need for increased responsibility to self and others. Violations will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the school community at large.

No list of expectations, policies, and rules can cover every conceivable situation and the expectations, rules and policies outlined in this handbook, in this section and elsewhere, should not be read as an all inclusive description of the school's standards. It is important to note that there will be consequences for unacceptable behavior whether mentioned here or not. Students and parents are asked to acknowledge the spirit of these expectations, rules, and policies rather than to look at the delineation of all possible violations.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect school property and the personal property of other people. Students and parents, both as participants or spectators, are required to show goodwill, sportsmanship, and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships. In addition, the health and well-being of all students is of utmost importance to the school. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from school.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the school's administration.

Behavior in Class/Halls/Walkways/Assemblies

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Campus Dating Activities

Campus dating is limited to members of the Tallulah Falls School student body. Off-campus dating falls under the jurisdiction of parents/guardians when students are away from school. Inappropriate conduct will be addressed on an individual basis. Intimate displays of affection are inappropriate conduct.

Cooperation with School Staff

Students are expected to be honest and cooperative with school staff at all times.

Controlled Substances, Synthetic Marijuana, and Alcohol

Tallulah Falls School is an alcohol and drug-free campus. Our commitment to the pursuit of a drug free community is evident by the serious disciplinary consequences of substance abuse.

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near campus or at school-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of alcohol and other mind-altering substances is also prohibited.

Alcohol/Drug Tests. Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests, hair tests, and medical examinations under the following circumstances:

(a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract, or (e) a boarding student while participating in the boarding program is suspected of having intoxicants or mind-altering substances in his or her system. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion. Tallulah Falls School may test onsite. Pending the results of any onsite test, the student may be transported to a health care facility for confirmation of the original test. The results of any tests will be submitted and reviewed by the Dean of Students/Academic Dean. Any offenders are subject to dismissal.

Medication. This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the school office of this fact when they report to school.

Consequences. In addition to determining the appropriate disciplinary action pursuant to the school's Disciplinary Rules, the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration.

Reporting to Law Enforcement Officials. Tallulah Falls School is required by state law to report to law enforcement authorities any student who is reasonably believed to use, purchase, sell, or otherwise have control of marijuana or any other controlled substance in accordance with O.C.G.A. & 20-2-1184.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a serious misdemeanor, or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the President and Head of School and the Division Head.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any school-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on campus or at a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Appearance Standards

Tallulah Falls School maintains a formal appearance standard, supported by a required school uniform to be worn each day. As a private boarding and day school, we believe a unified dress code helps reduce social competition, encourages modesty, supports character development, and shifts focus from external appearance to internal values—consistent with our mission of **elevating character and intellect.**

Students must be in uniform from their first commitment of the school day until the final academic day obligations conclude. Their overall appearance should be **neat, clean, well-groomed, and modest** at all times. Faculty, staff and advisors are expected to address uniform infractions and refer repeat issues to the Academic Dean. Final decisions regarding attire and appearance rest with school administration.

Violations of the appearance policy may result in two or more demerits, temporary removal from class or dining facilities, and may require immediate correction before returning to school functions.

General Uniform and Appearance Guidelines

While on campus or during school-sponsored activities, the following rules apply:

- Official Tallulah Falls School uniform items must be purchased through **Flynn O'Hara** or the **TFS Campus Store.**
- Uniforms must be worn as designed. Oversized or undersized clothing does not meet code.
- Skirts and skorts must be no shorter than **three inches above the crease at the back of the knee** and may not be rolled.
- Undergarments must not be visible at any time.
- All outerwear should be clearly marked with the student's name.
- Uniforms must be clean and in good repair; no writing, frayed hems, cuts, or alterations are allowed.
- Shirts and blouses must be **tucked in** at all times.
- Undershirts must be plain white, short-sleeved or sleeveless.
- No hats, caps, or hair coverings may be worn during the school day unless for religious purposes.
- Uniform-approved **hooded sweatshirts** may be worn, except on days when Dress Uniform is required.
- Students must wear **athletic shoes** during fitness or athletic periods.
- Students may wear tennis shoes, dress shoes, & boots as part of the daily uniform.
- Slippers, Crocs, flip flops and sandals are not permitted during the school day

Jewelry and Accessories

- Accessories and jewelry must be conservative and consistent with the TFS uniform.
- Girls may wear earrings; styles must not be distracting.
- Boys may not wear earrings or visible studs.
- No visible body piercings, nose studs, or nose rings are allowed during the school day.

- Students may wear simple, coordinating hair accessories.

Outerwear: Coats and Jackets

Outerwear worn during the school day must meet these requirements:

- TFS Fleece and coats are recommended, however non TFS winter jackets are allowed during winter months.
- Non TFS uniform hoodies or sweatshirts are not allowed (including athletic/club apparel).

Dress Day Guidelines

Tallulah Falls School observes four types of dress days: Regular Uniform, Dress Uniform, Spirit Day, and Casual Day.

- **Regular Uniform**
  - This includes khaki pants or shorts, regulation skorts, polo shirts, uniform sweaters, vests, or TFS-approved jackets.
  - The TFS polo or button down should be worn underneath any uniform outer wear (vests, sweatshirts, hoodies, and jackets).
- **Dress Uniform (Designated Days, Chapel & Special Events)**
  - Boys:
    - Regulation khaki pants with brown/black leather belt
    - White oxford shirt
    - TFS tie (not required for Lower School students)
    - Navy blazer with crest (not required for Lower School and Middle School students)
    - Black or brown dress shoes
  - Girls:
    - Regulation plaid skort or khaki pants
    - White oxford shirt
    - Navy blazer with crest (not required for Lower School and Middle School students)
    - Dress shoes only (no boots or athletic shoes)
    - Dress socks (navy or black)
- **Spirit Day**
  - Students may wear a T Shirt associated with a TFS club/extracurricular/ athletic team with regular uniform pants, skirts, or shorts.

- **Casual Day (Optional or Special Designation)**
  - Students may wear:
    - Blue jeans (without holes/tears) or shorts (mid-thigh length or longer)
    - Casual tops (must cover midriff and shoulders)
    - Shoes must follow standard dress guidelines
  - Not permitted on Casual Day:
    - Tank tops, spaghetti straps, strapless shirts or dresses
    - Exposed sports bras or undergarments
    - Shirts with plunging necklines or midriff exposure

- Clothing referencing alcohol, drugs, or containing offensive language
- Athletic shorts/pants, pajamas, sleepwear, or excessively tight clothing
- Hats or caps inside school buildings

Dining Hall Dress (Before/After School and Weekends)

- Shoes must be worn at all times
- No pajamas, tank tops, or dirty/sweaty clothing
- No hats, midriff exposure, or overly revealing attire
- Shorts and skirts must meet regular appearance guidelines

Physical Education/Swimwear Uniform

Males

- Flynn O'hara Gray Cotton or Dri-Fit T-Shirt with Logo
- Flynn O'hara Green Mesh PE Shorts with Logo
- Athletic Shoes, No Slip On's
- Swim trunks are required for any water activities (Any TFS trip or activity)

Females

- Flynn O'hara Gray Cotton or Dri-Fit T-Shirt with Logo
- Flynn O'hara Green Mesh PE Shorts with Logo
- Athletic Shoes, No Slip On's
- One piece bathing suit is required for any water activities (Any TFS trip or activity)

Boarding Student Expectations (Evenings, Weekends & Trips)

Boarding students are expected to maintain modest, clean, and appropriate dress during evenings, weekends, and while on school-sponsored trips. Residential Life Staff and Duty teachers have discretion in determining what is appropriate and may ask students to change if attire does not meet expectations.

Fighting

Students are prohibited from fighting, pushing, hitting, tripping, physical horseplay, or from committing any act of physical violence. When students are involved in any type of physical violence, it is usually impossible to fix blame for the situation on only one party. Accordingly, in such a situation, disciplinary measures typically will be taken against all students who are involved.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student. A withdrawal from the school during the pendency of the investigation does not preclude the school from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will appear before the Disciplinary Committee. The school reserves the right to determine what material is pornographic.

Property

It is expected that students will feel a sense of ownership and responsibility and will maintain and respect school property and the property of others. Students are responsible for the proper care of classrooms, dorm rooms, restrooms, supplies, and furniture. Students who disfigure property or otherwise damage school property or equipment will be required to pay for the damage or replace the item. Unless the person(s) responsible for damage to school or personal property can be determined, all damage will be charged to the students involved. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Searches

Parents and students authorize the school to inspect and conduct a search of any place or item on campus or at a school-related event including, but not limited to, a student's locker, dormitory room, personal safe box, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook,

Instagram, Snapchat, Yahoo, Gmail, etc.). Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on campus, buses or other school vehicles, adjacent properties, and school-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances and may include suspension or expulsion. Regarding the possession of vaping devices or oils containing nicotine, for the first offense, the student will be suspended for three days, not be allowed to participate virtually during the suspension, and not have access to a recorded class on the Google platform. The responsibility to stay current in the course will fall on the student. If a student is found in possession of vaping devices or oils containing nicotine for a second time, that student will appear before the Disciplinary Committee, where immediate dismissal may be the result.

If a boarding student is found vaping after school or on the weekend, the matter will be addressed by the Director of Residential Life. The student will be suspended from all after-school and weekend activities including three days of dorm restriction, beginning from the time the suspension is issued.

Depending on the circumstances, a violation of this policy may also be a violation of the school's Controlled Substances, Synthetic Marijuana, and Alcohol Policy and reportable to law enforcement.

IX. DISCIPLINARY PROGRAM

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

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

are to help students learn to take personal responsibility for their actions and to help students develop the invaluable life skill of self- discipline.

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

Any student who is unable to subscribe to the school's accepted behavior will be subjected to discipline as deemed necessary to maintain a balance of freedom and responsibility. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of school rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed
- Whether there was property damage or other loss of property
- The level of any class or school disruption caused by the student's behavior
- The number, if any, of prior infractions of school rules and regulations
- Whether the student has been previously disciplined
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.)
- Whether the student had been earlier warned about the same or similar conduct
- Whether there was a weapon or other dangerous item involved
- Whether the conduct is also prohibited by criminal law
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

Consequences for Breaches of School Standards

The school's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined in this handbook should not be read as an all-inclusive description of the school's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may result in disciplinary action. Students are expected to comply with school standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers, or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

All employees are responsible for enforcing school rules, regulations, and policies, and for overseeing student conduct and behavior. The Dean of Students, Academic and Assistant Academic Deans and the Disciplinary Committee (described below) will assume administrative responsibility for implementing the Disciplinary Program, although teachers

and other staff may issue demerits. Possible consequences for breaches of school standards include but are not limited to one or more of the following:

Assignment of Additional Work. A student may be assigned additional work tasks between the hours of 6:30 a.m. and 9 p.m. If such assignments include weekend hours, a student will be placed on school restriction.

Demerits for Minor Infractions. Demerits are intended to serve as an indicator of minor or repetitive minor conduct infractions. The goal is to enable the student to contemplate those actions and determine how those inappropriate and immature actions can be replaced with more mature and appropriate actions. Accumulated demerits over the course of a semester will result in additional consequences as outlined below in the section outlining the offenses, including an appearance before the disciplinary committee who can impose consequences up to and including student dismissal.

Detention. Detention will occur on Tuesday and Thursday afternoons from 3:15 to 4:25 pm at the Lower/Middle and Upper School. Students that have been assigned detention should report to the designated room with work to be completed. Students that are serving detention may ride the late shuttle home or be picked up at their respective building at 4:30 pm. Students must serve their detention session on the next date possible, there are no exceptions for athletic practices and clubs. Students missing detention without reason will be assigned further discipline.

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

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

Campus Restriction. A student who is placed on campus restriction is restricted to the school campus/school activities and may not attend off-campus recreational or social activities that are scheduled for other students.

Natural Consequences. Other discipline/consequences include but are not limited to wearing the dress uniform, restriction of email privileges and telephone use, and confiscation of a student's sound system, computer, skateboard, video game, etc., generally imposed as a "natural consequence" of the infraction.

In-School/Out of School Suspension. In-School Suspension [ISS] or Out of School Suspension [OSS] will be used as a disciplinary measure when deemed necessary by the Disciplinary Committee and/or senior administration. This option may be used as another level of consequence before dismissal.

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

Student Dismissal. It is not our desire to dismiss any student for misconduct, but students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the administration directly or considered serious enough to require the action of the Disciplinary Committee may be grounds for expulsion.

Withdrawal/Dismissal from Tallulah Falls School

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

Offenses that Result in Demerits. As stated above, one of the consequences for minor infractions of school standards is the imposition of demerits. Below are the offenses that will result in demerits, although other consequences may be imposed as well at the school's sole discretion. The accumulation of demerits over a semester will result in more serious consequences.

Two-Demerit Infractions

Two demerits are assigned for any of the following:

- Automotive violation
- Being tardy to class, work program (boarding students), or lights out (boarding students)
- Failing to follow instructions
- Failing room inspection (boarding students)
- Failure to check-in at meals (boarding students)
- Violating the dress code

Five-Demerit Infractions

Five demerits are assigned for any of the following:

- Argumentative behavior
- Inappropriate display of affection
- Absent from the work program (boarding students)

- Possessing unauthorized electrical items in a dormitory
- Using disruptive/inappropriate behavior that interferes with the teaching or learning process – being distracting to others
- Having a cell phone at school or a school-related activity (first offense)
- Profanity (general, not directed toward another individual)
- Violation of Computer Acceptable Use Policy (Level 1) – visiting inappropriate websites.

Ten-Demerit Infractions

Ten demerits are assigned for any of the following:

- Fighting (pushing and shoving)
- Violation/destruction of another student's property
- Having a cell phone at school or a school-related activity (second offense)

Twenty-five-Demerit Infractions

Twenty-five demerits are assigned for any of the following:

- Having a cell phone at school or a school-related activity (second offense)
- Disrespectful behavior
- Being in an unauthorized area without adult supervision or permission
- Leaving campus without permission
- Fighting (throwing punches and causing bodily harm)
- Intentional damage and/or vandalism to school computer
- Lying to an administrator/school official during the course of an investigation
- Violation of Honor Code, including but not limited to Plagiarism and/or Cheating damage and/or vandalism to school computer
- Vaping

Accumulated Demerits

Demerits are calculated on a semester basis and result in the following consequences:

- 10 demerits will result in a two-day detention.
- 20 demerits will result in a three-day detention.
- 30 demerits will result in a parent meeting and one-day ISS/OSS.
- 40 demerits will result in a three-day in school suspension.
- 50 demerits will result in an appearance before the disciplinary committee, who may impose consequences up to and including dismissal.

Disciplinary Committee

All breaches of the school's standards (other than demerit offenses until a student accumulates 50 demerits) shall go to the Disciplinary Committee. The Disciplinary Committee is led by the Dean of Student and consists of select faculty and staff members. The committee will meet with the student, review the offense, the investigatory record, and the student's entire record with the school. The committee will decide and impose the discipline plan. If the student is not dismissed from school, the committee may impose a course of action the student must follow to remain enrolled. If the student does not agree to the plan, the student will be dismissed. The committee will inform the student and the student's family of their decision.

If the committee dismisses the student, the student may appeal the committee's decision to the President and Head of School. Only student dismissals can be appealed. All other decisions of the Disciplinary Committee are final. An appeal may be made by contacting the President and Head of School's Administrative Assistant at 706-839-2000. If the President and Head of School, determines that the appeal has merit, a meeting will be scheduled with the student, the parents/guardians, the President and Head of School, and the Dean of Students. A final decision will be reached by the President and Head of School and the Dean of Students and communicated to the student and their family. A dismissed student may not reapply for admission to Tallulah Falls School until one year has expired since the student's dismissal. Readmission will depend largely on the acts which led to the student's initial separation from the school.

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college or university's reporting guidelines, and for athletes, obligations imposed by the NCAA. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and if applicable any NCAA obligations and must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the college or university, and NCAA as applicable, of such an incident.

X. FINANCIAL INFORMATION

Student ATM Machine

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

Student Budgeting

The following is a suggested budgeting process for parents and students. Start by mutually establishing a weekly spending allowance ($15-$20) for use at the school's student center, a movie theater, or a local vendor. Remember to include an estimate of student incidental needs, i.e., shampoo, toothpaste, soap, and other personal items. Students are asked to turn in cash over $20 to the dorm counselor.

While the school arranges many free activities for students, there are activities where students are required to pay an activity fee to participate which will require budget allocations that are in addition to the student's basic spending needs.

The Dean of Students furnishes an activity schedule to parents and students to assist in planning and budgeting [also provided on the website]. In planning budgets, students should select the activities which they would like to attend and pay for those in advance.

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

- Open a joint checking account with your child at your local bank. Obtain a Visa Debit Card (check card) on the account. Provide your child with the card.
- Sign up for a prepaid card product, such as Visa Buxx. This type of payment card debits a prepaid account, which can provide parental control of/limits to student spending. It allows parents to load the card's account either online or over the telephone and helps monitor spending and avoid unexpected debt and interest charges. Many institutions offer the card, and ATM fees may be avoided if obtained through a local bank that has ATMs in Georgia.
- Provide your students with a traditional credit card. Credit cards do not provide the level of control, which is available with Options 1 or 2 above, so be sure your student acts responsibly if you choose this option.

Regardless of which payment option selected, credit/debit cards can be used directly at retail stores for student incidentals or food and refreshments during off-campus activities.

Tallulah Falls School is NOT RESPONSIBLE FOR LOST OR STOLEN CARDS.

Payment of Tuition and Fees

The school strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition and fees a budget priority. Failure to make tuition/fee payments by the contractual dates may result in student and family access to the FACTS Family portal being restricted, a child being removed or withdrawn from school, or not being allowed to take examinations. Transcripts and student records, including SEVIS records, cannot be forwarded to another school if there is an outstanding balance in the student's account or if there are other outstanding debts.

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

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

To make a payment by check, include the payment stub from the invoice email received from FACTS and mail to:

FACTS Management, P.O. Box 2597 Omaha, NE 68103 If you do not have your invoice, please contact the FACTS payment line at 866-441-4637 for a replacement or assistance.

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

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

XI. STUDENT HEALTH

Services for Students with Disabilities

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy: In general, it is the school's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the school, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose an undue financial hardship on the school, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the school's programs, services, or activities. An example of accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response, and/or presentation. The accommodation does not alter in any significant way what the test or assignment measures.

Procedures, Requests, and Accommodations:

Accommodations Unrelated to Testing and Academics: For any type of accommodation unrelated to testing (including administration of medication at school), e. g., auxiliary aids and services, the parent must communicate the need for accommodation to the school nurse. The school nurse will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Testing, Academic, and Learning Accommodations: A student with a diagnosed learning disability or a diagnosed mental disability may be entitled to reasonable accommodations (e.g. extended time on tests in the classroom) related to testing. The following types of documents can support a request for an accommodation:

- Recommendations of qualified professionals
- Proof of past testing accommodation
- Observations by educators
- Results of psycho-educational or other professional evaluation
- A student's history of diagnosis
- A parent or student's statement of a student's history regarding testing accommodations.

Information provided regarding a student's disability must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not a blood relative.

Accommodations will be based on documentation not more than three years old. Once the school has reviewed all information, which may include any of the above types of information, it will determine whether the accommodation[s] requested is reasonable. As stated above, suggested accommodations that require a fundamental alteration of our academic program or an elimination of an essential element of the course will not be granted. Further, the school will not grant an accommodation that interferes with the student's work in other classes.

Below are examples of academic and testing accommodations that generally are reasonable:

- Extended time on tests and quizzes
- Arranging seating away from distractions (other students, the door, window, etc.)
- Distributing tests one page at a time so that the student is not overwhelmed
- Breaking a test into two parts – class time for first part; after school for the second part
- Reading parts of a test or quiz aloud when possible
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed affecting these areas
- Accepting assignments done on computer
- Signing the Daily Planner either daily or weekly
- Varying teaching techniques to allow for different styles of learning

The following are examples of accommodations that will not be granted:

- Substantial modifications to academic standards
- Personal aids/devices
- Modification or adjustment of requirements essential to any program of instruction
- Modifications or adjustments that result in an undue burden, considering the nature, cost, and impact of the accommodation, and other factors.

Release for Communications with Qualified Professional Provider: Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Assessment of Request: Once the school has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the school determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the school will advise the parents in writing which requested accommodations have been granted. The Academic Dean or school counselor will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Student/Parent Responsibility: Students and parents are required to cooperate with the school in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. The school may deny a request for accommodation if either the student or the parents are uncooperative.

Student Medical Records

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

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

The Magnus Health App may also be downloaded onto a digital device or by accessing the site via www. magnushealthportal.com.

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

Parents are responsible for informing school nurse of any changes in their child's medications, health status, behavior, family dynamics, or other Health Services factors that may affect their student's well-being during the school day or while otherwise in our care. In addition, parents must immediately contact Health Services or division counselor about behavior, comments, or other concerns that potentially evidence that their student could harm themself or any other individual. Certain student communications or behaviors (such as threat of suicide, self-harm, etc.) will be addressed by the administration taking all factors into consideration. Students who mention suicide or self-harm or in any way present a danger to his/herself or to others, at the discretion of the administration, may be required to meet the following conditions prior to returning to school, if at all:

1) A psychological assessment of the student is completed by a school-approved mental health professional
2) Documentation is provided to the school on professional letterhead stating that the student is no longer a threat of harm to themselves or others and signed by the professional
3) The student and family have communicated with the school counselor/Academic Dean to review the documentation, outline a transition plan, and determine whether the student may return to school.

Parents must immediately contact Health Services or counselor about behavior, comments, or other concerns that potentially evidence that their child could harm him/herself or any other individual.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the President and Head of School or the President and Head of school's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Concussion Forms

Concussion forms are required every academic year.

Consultation with Health Services

Health Services oversees school health services and is available to students for assistance with their health needs. The student is to request a staff member to contact Health Services whenever is needed. School infirmaries are located in the Upper and Lower/Middle School buildings. The infirmary is open each school day from 8:30 a.m. until 3 p.m. If a student is unable to participate in physical activities, the student must furnish a note from Health Services.

If a day student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A day student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom, and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the school's request that the student be sent home due to illness. The student should be signed out at the front desk. Teachers will be informed of the student's dismissal for illness.

Sick Policy

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

- Temperature of 100 degrees or greater. Students should be fever free for at least 48 hours and not taking fever reducing medicine to control symptoms before returning to school.
- Heavy, moist productive cough or chest congestion. Students must have a nonproductive cough for at least 24 hours before returning to school.
- A diagnosis of a bacterial infection. Students will need to be on an antibiotic for at least 24 hours and be fever free before returning to school.
- Diagnosed pink eye. Students must be on an antibiotic eye drop for at least 24 hours before returning to school.
- Head lice. Students may not return to school without being treated. We can recommend professionals in the area who specialize in the removal of head lice.

Confinement to the Infirmary – Boarding Students

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

Communicable Diseases

The school has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the school may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary, or the school may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps; scarlet fever; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola;

and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs of illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to their Academic Dean if their child has a confirmed communicable disease that poses a risk to others in the school community. The Georgia Department of Public Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The school will generally not identify an infected student to school employees or other students or their parents, although public health guidance will guide the school's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The school will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The school will comply with all federal and state laws regarding confidentiality and privacy requirements.

Doctor's Appointments and Medical Bills – Boarding Students

Health Services makes all emergency appointments with doctors, dentists, etc., at their discretion. Routine appointments should be scheduled while students are at home. All medical bills, including prescription charges, are the responsibility of parents and guardians. Bills are not to be paid by the school and are not charged to student's individual accounts. A student's insurance documentation is very important and should be furnished to the school by a student's parent/guardian. The pharmacy where prescribed medications are purchased requires

a credit card number to charge the bill if there is no insurance or co-payment. The respective medical caregiver's (i.e., the doctor's) office - not the school - administers insurance filings.

Food Allergies

The school recognizes that food allergies, in some instances, may be severe and even on occasion life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences.

The school cannot guarantee that a student will never experience a food allergy-related event while at school or at a school-sponsored event, but we are committed to student safety, and therefore have created this policy to reduce the risk that students with food allergies will have a serious allergy-related event. The school prioritizes communication with a student's parents regarding food allergies as it believes that parents are a partner in ensuring the safety and health of all students. To that end, for students with severe food allergies, it is the family's responsibility to notify the school, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. Health Services will work with parents to implement reasonable protocols in the form of a Food Allergy Action Plan (FAAP). Food allergies noted on the Magnus Health SMR are communicated to the Food Services Director to accommodate specific dietary needs. Students must be aware of the foods that they are allergic to and must avoid them if they are served at meals.

Insurance (Student Accident)

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

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

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

Physical Examination and Immunizations

For the benefit of a student's health and safety, all students are required to have the results of annual physicals on file with Health Services prior to school attendance.

All students entering school for the first time must have a Georgia Certificate of Immunization (Form 3231) on file no later than the first day of school. In addition, immunization records are required for all students and must be kept current. An original (no photocopies) Certificate of Immunization, signed by a physician, or an appropriate immunization exemption (using the Georgia prescribed form), valid and provided in accordance with Georgia law, must be kept on file in the nurse's office. Students may not attend school without an appropriate immunization record or a valid exemption.

Prescription Drugs

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

Taking Medication

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

Students may not take any medication except under the direction of Health Services, office personnel, or a Residential Life Assistant if so designated by Health Services. No students are to administer any medications to other students. All medicines - prescription medications and nonprescription medications (aspirin, vitamins, cold tablets, etc.) - are to be distributed to Residential Life Assistants and students under the supervision of Health Services.

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

- Students who take prescription medications must consult with Health Services to confirm when and where to obtain medication.
- A nasal or bronchial inhaler for asthma or allergies must be kept at all times in the possession of the student who requires it. Health Services must maintain a backup inhaler for that student in the nurse's office.
- Students are to keep creams/lotions for acne, athlete's foot or any skin rash, etc., in their rooms.

- Health Services will provide the Residential Life Assistants with a list of students requiring medication; however, it is the student's responsibility to obtain the medication from the Residential Life Assistants/Health Services at the appropriate time(s).
  - Students should ask Health Services to clarify any questions which they may have about their medications.
  - Students should contact Health Services/a school employee immediately if they feel that their medications are not working.

XII. OTHER IMPORTANT INFORMATION

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or parent or family member causing disruption to the school or the school's educational mission can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Asbestos Management Plan

The Tallulah Falls School AHERA Management Plan is available for public inspection upon request at the Tallulah Falls School Plant Services Department. This notification is provided to fulfill the requirement of Section 763.93(4) of the Asbestos Hazard Emergency Response

Act, 40 CFR Part 763, October 30, 1987. All interested parents, TFS employees, or other persons are invited to review the plan which includes the following items:

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

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

Intellectual Property

By enrolling the student in the school, the parent and student acknowledge that during a student's attendance at the school, all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group school activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the school. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether

or not copyrightable, patentable, or otherwise protectable, which are conceived, designed, created or developed by any of the school's students in conjunction with other students and/or school personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the President and Head of School to discuss the specific circumstances.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school's control, occur, the school has the discretion to close the school and/or modify its operations (including, without limitation the boarding program), curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the school shall not be liable for any such failure or delay in its performance. Should the school close, the school's duties and obligations shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If the school cannot reopen due to a force majeure event, the school is under no obligation to refund any portion of tuition paid.

Student Records and Information

Requests forstudent records and transcripts must be directed in writing to the Registrar. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The school will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the school, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the school evidencing such restrictions. Parents are under an ongoing obligation to provide the school with new or subsequent orders, promptly upon issuance.

Fundraising

No class, individual, or organization is to begin any money raising activity without permission from the school. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Use of Surveillance Equipment

The school utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security 24 hours a day, year-round. Aside from bathrooms and locker rooms, as well as dorm rooms, the school retains the right to conduct video surveillance of any portion of the campus, which includes all persons and property located anywhere on campus, including, without limitation, parking lots. Therefore, please be aware that your (students and parents) activities are being recorded and maybe monitored. These video recordings are the property of the school.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on the student's part and on the part of the student's parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this handbook are not meant to be all comprehensive. Rather, they presuppose the goodwill and judgment of a student in all circumstances in which the student may find themself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____	_____
Student	Age	Date
_____	_____	_____
Parent or Guardian	Relationship	Date