BULLOCH ACADEMY

2026-2027 STAFF HANDBOOK



CHALLENGING, TEACHING, AND NURTURING
TOMORROW'S LEADERS TODAY

Welcome

Instructional Procedures

Administrative Procedures

Attendance Procedures

Disaster Plan

Discipline

Field Trip Procedures

SST

Student Records

The Code of Ethics for Educators

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WELCOME

Head of School's Comments

I would like to take this opportunity to welcome you to the Bulloch Academy. I congratulate you on your decision to be a part of the Bulloch Academy community and look forward to working with you to continue our tradition of excellence and integrity, while also providing a rewarding and supportive environment to the faculty and staff. I value the employees' loyalty and honesty and I encourage open communication. If we all work together, we can create a rewarding employment environment and a successful school.

Year after year, families entrust us with the education of their children. We take this trust very seriously and strive to live up to, and exceed, our community's high expectations. Our success depends on the day to day activities at the school and the customer service we provide for educating the students. No matter what job you hold, your employment is very important to us and to the students of our school.

After reading the following material, I urge you to discuss any questions and comments you may have with your immediate supervisor. We strongly believe in an "open-door, open-communication" philosophy and expect every employee to give us their input to achieve our mutual goals.

We are delighted and proud that you are a member of our community.

Leisa Houghton
Head of School

Bulloch Academy Mission Statement

Challenging, Teaching, and Nurturing

Tomorrow's Leaders Today

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Staff Handbook Agreement

THE POLICIES OF BA ARE SUBJECT TO CHANGE. CHANGES MAY BE MADE DURING THE ACADEMIC YEAR. IT IS THE RESPONSIBILITY OF THE STAFF TO KEEP ABREAST OF CHANGES VIA THE ADMINISTRATION. UPDATED COPIES WILL BE PROVIDED VIA EMAIL THROUGHOUT THE YEAR IF CHANGES OCCUR.

THIS IS TO CERTIFY THAT I HAVE READ THE 2025 – 2026 BULLOCH ACADEMY STAFF HANDBOOK CAREFULLY AND THOROUGHLY AND AM AWARE OF AND IN AGREEMENT WITH THE POLICIES AND PROCEDURES OUTLINED THEREIN.

Please sign and return this sheet to the Front Office by August 6, 2026.

_____ _____

Staff Signature Date

_____ _____

Printed Staff Name Grade or Subject Area

About the Handbook

This handbook is intended as a means of communicating our policies and procedures to you in order for you to better understand how we, your employer, operate. It is presented as a matter of information only and its contents should not be interpreted, and are not intended, as a written employment contract between the school and any of its employees or a guarantee of continued employment. The information contained in this handbook applies to all employees of the school uniformly and supersedes all prior policies and procedures. All employees are subject to the policies outlined in this handbook, except as otherwise provided under their individual contracts. The school reserves the right to suspend, modify, or amend any policy or procedure at any time.

Equal Employment Opportunity

It has been and will continue to be the policy of the Bulloch Academy to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs, and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job-related factors. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or to the Title IX staff representative, Joie Roach. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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INSTRUCTIONAL PROCEDURES

I. Challenged Instructional Materials

Care should be exercised in choosing materials / making assignments which could become controversial. If any parent or student should object to a particular work / material, please see the Head of School, Assistant Head of School, or the Director of Curriculum and Support Services for information.

II. Cheating

Cheating by students is to be considered INEXCUSABLE conduct and incidents will be dealt with strictly. If a student is detected cheating, the teacher will:

1. Complete a discipline form on the student and give it to the Building Level Administrator.
2. Give the student a zero on the assignment.
3. Contact the parents.

It is the teachers' responsibility to stress this policy to their classes at the beginning of each grading period so that students are well aware of it. REFER TO STUDENT HANDBOOK.

III. Curriculum Maps

Curriculum maps are prepared to ensure a systematic, sequential approach to instruction. Helping students to attain the objectives identified by the course guides is the teacher's first instructional responsibility. Once this has been accomplished, the teacher is encouraged to enrich the curriculum by identifying additional objectives. Curriculum maps are due each year at the end of August to the Director of Curriculum and Support Services and Head of School via the Chalk software provided to teachers. The maps should be updated throughout the year, as changes are made to your curriculum.

IV. Contributions

Contributions/donations may not be collected, even on a voluntary basis, without prior approval from the Head of School.

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V. Grade Reporting

The grade mark is an achievement report of the individual student's performance in class and is the business of the individual student and his/her parents. Grades should reflect the progress of an individual and not the group.

Each teacher will maintain a grade book for all classes/students he/she teaches; the grade book is an official document, and care must be taken in assuring the accuracy of all entries. It is recommended that representative papers/work of students be archived as further documentation of students' progress. Grades must be posted by Wednesday of each week to the Portal.

It is important that all students and parents be fully informed about teachers' grading/evaluation procedures and standards at the beginning of the school term. Additionally, parents and students need to know the learning activities used to determine a grade. It is imperative that the same criteria be employed in determining grades within a grade level in order to assure uniformity.

Each grade level in Lower School and each teacher in Middle and High School will establish a grading system for each year at the beginning of the school year. The grading system for each grade level will be published to the parents and students. Further, it will be filed with the Director of Curriculum & Support Services and be copied to the Head of School. Once the system is established, changes to the system cannot be made during the school year.

The teacher's evaluation of student progress should be timely and continuously available to students and parents on an individual basis. Generally, the most serious problems arise in grading where there is a lack of communication with students and parents. Teachers are encouraged to use every opportunity to maintain communication with students and parents. To ensure open communication, a web page linked to the school's web site will be created and maintained by each teacher. The teacher portal class pages will include at a minimum the following information:

1. Course syllabi

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2. Test and quiz dates (tests should be posted **AT LEAST 3-5 day**s in advance, tentative dates are preferable to no dates for tests)
3. Rubrics to be used for assessments of student work
4. Homework assignments as applicable
5. Helpful hints/useful websites
6. Long range projects due dates
7. Grading procedures/allocation of weights to arrive at such grade.

If help is needed to establish Plus Portal pages, see the Technology Director. Understand it is each teacher's ultimate responsibility to update and keep all information current on Plus Portal.

Report cards will be issued every nine weeks; progress reports will be posted on the Portal mid quarter. However, at any time that a student is in danger of failing a class, the teacher will contact the parent by telephone, email, or letter to inform him/her of the situation. Documentation of calls and emails to parents will be recorded on the teacher's "Parent Contact Log"; phone/email logs are to be maintained for the entire year and will be submitted as part of grade documentation at the end of the year as needed.

NOTE: Any deviation, including changing grades, from the above procedures must be approved by the Principal.

VI. Homework

Homework should be given to reinforce new learning. "To study. . . " is considered homework. Always check homework and determine what the child knows and does not know. Always list homework on the board for students to copy in their notebooks, and include on your Portal page as applicable to the age of the student. All grades should coordinate with one another concerning homework, so no one student is overloaded.

VII. Lesson Plans

All teams are encouraged to plan together. Any field trips should be done by the entire grade. Any activity that is done should be planned by all teachers in that grade and done with all students in that grade.

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All staff is to submit **(Chalk.com)** curriculum map guides that show units (weekly or monthly), resources expected to be used, rubrics to be used for assessments, and correlation of material to test standards. Sequential material is based on a process of backward mapping (taking the expected date of the standard test to be administered for that grade level and working backward to ensure adequate time has been spent to prepare students prior to the testing date.

Weekly Lesson Plans:

All teachers at Bulloch Academy are to submit **weekly lesson plans** (electronically) to the Google Drive set up by the Director of Curriculum and Support Services (Kim Burnette: kburnette@bullochacademy.com). Teachers should include the following information for each subject/class/period:

1. Content expected to cover
2. Topic, chapter/lesson, and page number
3. Assignments and/or quiz and test information
4. Information on handouts and supplemental materials used for the day

Emergency (Sub) Lesson Plans:

By the assigned date during pre-planning, all staff is to have on file with the Front Office emergency lesson plans. These plans are also to be filed in each teacher's room in a well-marked notebook; the location of the emergency notebook is to be made known to the front office and the Director of Curriculum & Support Services. A minimum of three (3) days' worth of plans is required, and the plans must be geared to all ability levels within the teacher's class. These lesson plans must include the following:

1. Plans for each class, group, or subject that the teacher would normally have on any given day.
2. A statement of assigned duties.
3. Paraprofessional assignments where applicable.A
4. Any other information that the teacher feels is necessary.

Immediately upon return from an absence, teachers are expected to update and revise as necessary all emergency lesson plans.

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It is generally NOT a good idea to plan media center/library time for emergencies since it is impossible to predict the daily census for the media center. Further, it is not best practice to send students with a substitute to the media center.

Please do not make library study a part of your emergency plans. Moreover, never allow a test to be administered by a substitute. The validity of the test grade becomes a concern if this is done.

VIII. Make-Up Work

Students are expected to make up all work missed due to excused or approved absences. Arrangements must be made with individual teachers. Policies are to be established for handling make-up work and in compliance with procedures set forth in the Student Handbook.

NOTE: Generally, one day for each day missed should be the expectation for completion of make-up work in order to maximize learning and maintain class pace for students who are absent. SEE ALSO: BA Student Handbook, "Academic Policies and Procedures."

Short-Term Assignments: If a student is expected to be absent a minimum of three (3) days, the parent may request class assignments through the Teacher. Teachers will have 24 hours to prepare the assignments for parent pick-up.

In-School and Out-of-School Suspension: Students who are assigned to ISS or OSS will be counted absent and will be subject to a 2-letter grade drop in marks for all work completed.

IX. Learning Commons (Library/Media Center) Services and Procedures

Hours of Operation: 7:30 – 3:45 daily

The Learning Commons is designed to support all phases of the instructional programs, providing materials, equipment, and instructions for use to students and staff members.

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Through the full implementation of flexible scheduling, the Learning Commons is accessible to students and faculty throughout each instructional day. As in other educational endeavors, effective use of the Learning Commons resources depend upon recognizing students' strengths and assisting them in defining their interests.

Scheduling the Learning Commons for class visits must be done in consultation with a member of the media staff. Teachers must accompany their classes to the Learning Commons when they go as a group unless prior arrangements have been made with the media staff. Classes should not be scheduled for the Learning Commons when you know you will be absent; productivity generally suffers with a substitute.

X. Parent Conferences

Conferences and parent communication may be held face-to-face, by telephone call, or virtual. Email is sufficient for initial contact, but discussion of issues should be in one of the other formats.

Conferences with parents should be scheduled at the first sign of academic difficulty on the part of the student. While this certainly does not guarantee improvement, it can be a way to enlist help in the home in motivating the student. Parents deserve to know about these problems before it is too late to do anything about them.

****Additionally, teachers are required to notify the parent of any student in danger of failing. This eliminates the element of surprise at the end of the grading period. In making contact with parents, you are in charge and can set the stage for a positive interaction.**

An effective parent-teacher conference requires educators to have positive attitudes, be good listeners, and have specific, reliable data to share with parents in a non-judgmental way. Used skillfully, the conference can serve as a powerful tool to help students develop to their full potential. Document all conferences, written communications, and telephone calls.

Helpful Hints for Conducting a Conference:

Beginning the Conference

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1. The start is crucial. Stand up, introduce yourself, and try to make the parent feel at ease. · Begin and end the conference with some positive comments about the child.
2. Remind the parent how much you need his/her help.

During the Conference

1. Try to put yourself in the parent's position and imagine the effects of your remarks.
2. Be honest, but tactful.
3. Be a good listener; try to hear how the parent feels about the child.
4. Avoid argument.
5. Watch closely for signs of emotional changes in the parent's expressions, gestures, and voice.
6. Do not permit comments about another child to enter the conference.

Ending the Conference

1. Limit the number of suggestions offered to the parent.
2. Summarize the major areas discussed.
3. Invite the parent to visit the school at any time.
4. Suggest another conference at a later date.
5. End with a positive or optimistic note.
6. Record and file notes summarizing the conference for future reference. Be sure that these notes are factual with no judgment comments; you may make other notes to file in "Personal Notes" of your own, if you wish. Keep the two files separate.
7. At a later date, make follow-up contact with the parent.

XI. Progress Reports

Progress reports may be incorporated in weekly packets of students' work sent home to parents. Additionally, each student will have a progress report for each subject/class at mid-quarter posted on the Portal.

XII. Professional Learning Community/SAIS Groups

The teaching staff is organized by grade-level/curriculum area groupings, with "specials" forming a group. Each group is headed by a chairperson whose duties include:

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1. Communicating information to the members of the group.
2. Determining textbook needs and seeing that they are met.
3. Preparing purchase orders for use of allocated funds.
4. Communicating with the administration about specific problems with materials and/or classroom situations.
5. Coordinating the instructional programs of the group to ensure a sequential program of study that is thoroughly understood by the other members of the grade level.
6. Giving input into the master schedule.
7. Participating in meetings and activities.
8. Assisting in the planning of in-service activities.

Each teacher also has responsibilities to her/his group. This begins with conducting your classes in a professional manner and includes participating in ordering materials, suggesting improvements in the instructional program, and cooperating with other group members to form a cohesive and dedicated staff. Group meetings are an important part of the school's operation and should be attended by all members unless prior arrangements are made with the chairman.

XIII. Promotion and Retention

Promotion policies have been implemented for all grade levels. Please refer to the Bulloch Academy Student/Parent Handbook to review such policies.

Because retention can be emotionally painful to students, the decision should never be taken lightly. Whenever retention is considered, early discussion about the matter is essential. Several meetings with parents and on-going assessments of progress throughout the spring should occur to ensure that the decision is a sound one. Retention must not be viewed as a decision for the next school year, only, but its ramifications should be projected long into the future. SEE ALSO: BA Student Handbook, "Academic Policies and Procedures."

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XIV. Gradebooks & Attendance

The teacher's gradebook is the official record for students' grades and class attendance. Many times during parent conferences, the record book becomes an object of discussion. Often, in the summer, someone other than the teacher must interpret the record book to students and parents. For these reasons, accuracy and clarity are absolutely essential in completing the record book.

Each student's daily attendance must be recorded in Lower School and be submitted **by 8:30 a.m. each day**. Teachers in middle and high school must keep attendance for each class period via the Portal Gradebook and send it within the **first ten (10) minutes** of each class. All staff should become familiar with the state policy (Student Handbook) concerning the number of absences allowed under the law. Habitual absences must be flagged and reported to the counselor and registrar.

XV. Supplementals Materials (Videos/Movies)

When planning to use videos, movies, television programs, or any other form of supplemental materials in your classroom, you are required to review the materials to be sure they are curriculum related and educationally appropriate. If you have any questions whether the material relates to the curriculum, it probably doesn't. Any material that does not have a "G" rating must be approved by the Head of School, Assistant Head of School, or an administrator before use.

XVI. Tests

All grades should coordinate with the schedule of tests. No student should be expected to have more than two tests per day. Testing should be spread throughout the week, not solely on Mondays or Fridays. High School teachers refer to the HS Testing Schedule.

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Textbook Procedures

Each teacher who issues textbooks for his / her class will use the "Textbook Issue Form" to record students' names and textbook numbers. If a student loses or damages a book, he / she must pay for it before another book is issued.

A textbook check will be conducted before the end of the first semester and again at the end of the second semester. All textbooks need to be accounted for at the end of the year, and clear all textbook records with the Curriculum Director.

XVII. Tutoring

Teachers should be available outside of classroom hours to assist students with questions (7:30-3:30). However, **teachers should not tutor students enrolled in one of their classes for pay.** Tutoring for pay with students who are not in your classroom - refer to the Tutoring Policies in the Gator Hub.

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Administrative Procedures

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ADMINISTRATIVE PROCEDURES

I. Absences, Teacher

Pre-arranged Absences: Pre-arranged absences are for personal leave, professional leave, jury duty, and scheduled appointments.

- Personal leave must be requested in writing at least 3 days in advance and must be approved by the Head of School or her designee.
- Professional leave must be requested in writing at least 3 days in advance and must be submitted for approval by the Head of School or her designee.
- Jury Duty: Please attach a copy of the summons for duty to the leave request. Please give as much advance notice as possible.

All Other Absences:
All absences must be in compliance with the BA Policies and Procedures.

Procedures for Notifying the School of Absence:

A. Pre-arranged:
   1. Submit the request form to the Head of School, Assistant Head of School or Lower School Director at least 2 weeks in advance for approval
   2. Once approved, secure the name and commitment of a substitute teacher from the list of those approved to substitute at BA; keep a current list of approved substitutes with phone numbers at home as well as at school.

B. All other:
   1. Call/text Kim Burnette or Leisa Houghton for assistance in obtaining a substitute.
   2. Call the office secretary, OR
   3. Call the school office at 912.764.6297 to give notice of your absence.

C. Leave Days
   1. Employees receive 10 days of leave per year.
   2. Leave days can be rolled over to the next year, up to 30 days.

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3. Partial leave time will accumulate to ¼ day increments or more each month.
4. Any accumulated leave days above 30 days not used in a school year will be reimbursed at the rate of $30 per day on the July paycheck.

All substitutes are paid according to the sick leave forms completed by you. If you are unable to complete one due to a sudden illness, be sure you complete the form upon your return to work. Submit to the business manager that day.

NOTE: Refer to the Instruction Procedures chapter of this handbook for substitute teacher / emergency lesson plans guidelines.

NOTE: Approval for **leaving during school during the day,** must be secured from the Head of School or her designee. BA Board of Trustees' policies governing leave will dictate leave accounting procedures. Leave will be deducted for any amount of time off campus that does not relate to school business. Permission must be granted by an administrator. **For leave during the school day, employees must either sign out and back in in the main office or in one of the notebooks located in the Lower or Upper School building on the "Leave during Duty" sheet OR complete a leave form.**

NOTE: As a courtesy, submitting the request for personal / professional leave as soon as you know you will need the leave is appreciated; it is necessary to monitor the total number of substitutes in the building and in a particular grade level in order to ensure smooth operations of the school.

NOTE: Leave days cannot be donated to others. **If you use more leave days than you have, then pay would be deducted for each day over the number of days you have calculated on a daily rate of pay.**

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II. Accidents

A. Student Accidents

In case of an emergency or accident on the school grounds or at school activities involving students, which, in the opinion of the school authorities present, requires medical or surgical attention by a physician, the following procedures will be followed:

1. The teacher will notify an administrator.
2. The parent(s) will be notified by the office, the building administrator or the school nurse.
3. The parent will make the decision as to how the student will be transported and which physician or hospital will be used.
4. If neither the parent nor the person designated by the parent to be notified in case of an emergency / accident can be reached, the administrator or school nurse will make arrangements for transportation of the student to the student's family physician or to the hospital.
5. The person reporting the accident should immediately see the grade level office secretary in order to fill out an "Accident Report" form.

B. Employee Accidents:

1. For any employee injured on the job or with a job-related illness, a "Supervisor's Report of Accident" must be completed promptly. Every accident that occurs on the job, however slight, should be reported immediately (same day) to the school nurse and Head of School.
2. If you are injured while at work, a physician who has been selected by the Board of Trustees will provide first aid or medical services. A list of approved physicians is posted permanently in both the Administrative Office and the Lower School Office.
3. If medical assistance is needed due to a job-related illness or injury, a "Medical Identification" form must be obtained from the Administrative Office for the employee to give to the doctor.

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NOTE: Worker's Compensation Insurance covers an employee for work-related injury or illness only if he / she follows the procedure described above and is treated by a physician designated by Bulloch Academy.

III. Announcements

A. Routine, daily announcements directed to teachers will be made through in-house email. Teachers should check email when they arrive and throughout the day. Announcements over the public address system will be limited to true emergencies only.

B. Announcements directed to students will be made during the morning opening and at dismissal time over the public address system. Please make certain your students are quiet and attentive to all announcements.

IV. Attendance & Punctuality

A. Meeting our commitment to provide the best educational experience to our students requires that all employees perform their jobs in an efficient and timely manner.

B. Satisfactory attendance and punctuality is necessary for the efficient operation of the school. To ensure that we meet our commitments to our students and to our colleagues, the school requires all employees to be present from 7:30 a.m. to 3:30 p.m., unless they are absent due to school business or approved leave.

C. If an employee must be absent or late to work, he or she must notify the office or an administrator immediately. If the employee is incapacitated and can't notify the appropriate office or administrator, he or she should have someone else do so.

D. Absence for any reason other than illness or an emergency situation should always have the prior approval of the head of the appropriate school. Failure to provide appropriate notice of an absence may result in disciplinary action up to and including dismissal.

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E. Repeated, excessive, or unreported failures to **arrive at work on time** will result in discipline, up to and including termination. Similarly, **repeated or excessive unauthorized early departures** from work may result in discipline, up to and including termination. Repeated, excessive, or unreported **absences from work** will result in discipline, up to and including termination.

F. Employees who leave school prior to completing their work day must get permission from the Head of School or her designee prior to leaving the campus. Requests to leave campus should be restricted to unavoidable situations.

G. When you arrive in the mornings, log in either on the computer or phone app. When you leave in the afternoons, log out on the computer or the phone app. Log in time is 7:30 a.m. Log out time is 3:30 p.m. Make sure you log in and out every day; this is how the business manager keeps an account of all staff present, and therefore paid.

H. **Classified staff (anyone not teaching or supervising employees) are not to work overtime, unless written permission is given. Disciplinary action may be taken for employees who do not follow this policy.**

I. Every effort should be made to attend to personal business outside of school hours. If this is not possible, the time missed must be accounted for as personal leave. (See "Absences, Teacher" in this handbook)

J. If you are going to be late to school, it is your responsibility to phone an administrator PRIOR to 7:30 a.m. Bulloch Academy attendance policies will govern teacher tardy-to school / absent-from-duty procedures.

V. Calendar of Events

The Administrative Office Secretary keeps the school calendar of events. All school events must be placed on the master calendar. Please use the "School Calendar Date Request Form" to reserve a date. This includes club / activity meetings, field trips, sports events and other activities. Please clear a date as far in advance as possible before making any firm plans for the event.

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VI. Certification/Staff Development/Background Checks/Professional Development

A. Maintaining certification is your responsibility.
B. All employees are required to have a background check completed every five (5) years.
C. All teachers are required to have an up-to-date, in-field teaching certificate. Please see the curriculum coordinator for assistance. It is your responsibility to know the expiration date of your certificate and to initiate certification. Professional Development must be approved by an administrator in order for reimbursement or for the school to pay expenses.

VII. Child Abuse Reporting

A. **Purpose and Legal Requirements.** Bulloch Academy is committed to providing a safe, secure, and nurturing environment in which every student is treated with dignity and respect. Protecting the safety and well-being of students is the responsibility of every employee, coach, volunteer, contractor, and visitor. All individuals serving students are expected to maintain the highest ethical standards and comply with applicable child-protection and mandatory-reporting laws.

B. The State of Georgia requires certain individuals, including school personnel and other persons who provide care, education, training, supervision, coaching, or counseling to children, to report suspected child abuse or neglect in accordance with O.C.G.A. § 19-7-5. A required report must be made within 24 hours after the individual learns of or reasonably suspects the abuse or neglect. The law provides protection for individuals who report in good faith and establishes penalties for failing to report.

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C. **Zero-Tolerance Policy.** Bulloch Academy maintains a zero-tolerance policy regarding child abuse, neglect, exploitation, harassment, grooming, or other inappropriate conduct involving students. Any employee, coach, volunteer, contractor, or visitor who engages in, facilitates, conceals, or fails to report suspected abuse or inappropriate conduct may be subject to immediate removal from campus, suspension or termination of employment or volunteer service, notification of law enforcement or the Georgia Division of Family and Children Services (DFCS), and criminal prosecution when applicable.

D. The safety of students shall always take precedence over the reputation of any individual or the School.

E. **Definitions.** For purposes of this policy, prohibited conduct includes, but is not limited to, the following:

F. Physical Abuse: Any nonaccidental physical injury inflicted upon a child, including hitting, slapping, punching, shaking, burning, kicking, excessive physical discipline, or any other action resulting in bodily injury.

G. Sexual Abuse: Any sexual activity, contact, exploitation, assault, exposure to pornography, solicitation of sexual acts, electronic sexual communication, or grooming behavior involving a child.

H. Emotional Abuse: Conduct that harms a child's emotional development or sense of self-worth, including verbal abuse, humiliation, threats, intimidation, isolation, repeated ridicule, or emotional manipulation.

I. Neglect: The failure to provide necessary care, supervision, medical treatment, education, nutrition, or protection when that failure places a child's health or safety at risk.

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J. **Mandatory Reporting Procedures.** Any employee who knows of or reasonably suspects child abuse or neglect shall:

K. Take reasonable steps to ensure the student's immediate safety.

L. Immediately notify the Head of School, a Curriculum Director, or the Counselor.

M. Provide all available information necessary for the required report to DFCS or the appropriate law-enforcement agency.

N. Personally make a report when required by law or when there is uncertainty that the designated administrator has made or will make the report within the legally required period.

O. Cooperate fully with any resulting investigation.

P. The Head of School or designee shall ensure that all required reports are made within 24 hours. If a report cannot be made to DFCS, it shall be made to the appropriate law-enforcement agency or district attorney as permitted by Georgia law. If a child appears to be in immediate danger, employees shall contact 911.

Q. No employee shall delay a required report or independently investigate an allegation before reporting it. Employees should not conduct extensive interviews, confront the suspected individual, or attempt to determine whether an allegation is true. Failure to report suspected abuse or neglect may result in disciplinary action and legal consequences.

R. **Identification and Prevention.** Employees are expected to remain alert for indicators of possible abuse or neglect, including:

S. Unexplained bruises, burns, frequent injuries, or injuries inconsistent with the explanation provided.

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T. Sudden withdrawal, fear of adults, sexualized behavior, significant mood changes, aggression, excessive compliance, or unusual anxiety.

U. Poor hygiene, chronic hunger, inappropriate clothing, or a lack of adequate supervision.

V. The presence of an indicator does not require an employee to prove that abuse or neglect occurred. Any reasonable suspicion shall be reported immediately.

W. **Recognition of Grooming Behaviors.** Employees and volunteers shall receive annual training on recognizing grooming behaviors. Warning signs may include favoritism toward a particular student, secretive relationships, excessive gift-giving, isolating a student from peers, frequent private communications, encouraging secrecy, inappropriate physical contact, repeated boundary violations, excessive texting or social-media interaction, or attempting to become a student's primary emotional support. Observed or suspected grooming behavior shall be reported immediately to the Head of School, a Curriculum Director, or the Counselor.

X. **One-on-One Interactions.** Bulloch Academy discourages situations in which one adult is alone with one student whenever reasonably possible. Employees should:

Y. Conduct meetings in rooms with windows or with the door open.

Z. Remain visible and accessible to others.

AA. Inform another employee when a one-on-one meeting is necessary.

BB. Use observable and interruptible spaces.

CC. Avoid transporting a student alone unless authorized by the administration and appropriate parental permission has been obtained.

DD. Private tutoring, counseling, coaching, or mentoring should take place in an approved school setting whenever possible.

EE. **Appropriate Physical Contact.** Appropriate physical contact may include handshakes, high-fives, side hugs, assistance during an injury, and age-appropriate reassurance. Inappropriate physical contact includes prolonged front embraces, tickling, wrestling, massages, contact involving private areas of the body, or any physical contact intended for adult gratification. Students should not sit on an adult's lap except for infants in an approved early-childhood setting. Employees shall respect each student's comfort level and personal boundaries at all times.

FF. **Electronic Communication.** Employees shall communicate with students through school-approved communication methods whenever possible. Employees shall not engage in secretive communications, delete communications to conceal an interaction, or communicate with students for the purpose of developing a personal or inappropriate relationship. Parents or guardians should be included in student communications when appropriate.

GG. **Interactions Outside the Scope of Employment.** Employees shall maintain professional relationships with students at all times. Employees may not:

HH. Socialize privately with students outside authorized school activities.

II. Invite students to a personal residence without prior school approval.

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JJ. Spend recreational time alone with students.

KK. Give students expensive or excessive gifts.

LL. Engage in romantic, sexual, or otherwise inappropriate relationships with students.

MM. Exchange personal social-media messages unrelated to legitimate school activities.

NN. Employees shall avoid situations that could create an actual conflict, a boundary violation, or the appearance of impropriety.

OO. **Transportation.** The transportation of students shall comply with school-approved procedures. Whenever possible, more than one student should be transported, written parental permission should be obtained, the administration should be informed, and only approved drivers and properly insured vehicles should be used.

PP. **Student Privacy and Restroom Procedures.** Employees shall respect student privacy while maintaining appropriate supervision and student safety. Employees should knock and announce their presence before entering a restroom, supervise from outside restroom entrances whenever possible, and avoid entering an occupied restroom stall except during an emergency. Same-gender supervision should be used when reasonably feasible.

QQ. Employees shall never photograph students in private settings, unnecessarily observe students while they are changing clothes, or require students to change in view of adults or other students without appropriate privacy. Locker-room supervision shall emphasize safety while respecting student dignity.

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RR. **Volunteer Screening and Supervision.** Individuals who volunteer regularly or have direct contact with students shall complete an application, undergo any background screening required by school policy, receive child-protection training, review applicable school policies, and sign the Volunteer Child Protection Acknowledgement Form. Volunteers may not begin service until approved by the administration.

SS. Volunteers shall work under the supervision of school personnel and may not provide unsupervised one-on-one instruction, independently discipline students, transport students without approval, or supervise overnight activities unless specifically authorized. School employees remain responsible for volunteer oversight.

TT. **Visitor Screening.** All visitors shall enter through the designated entrance, present identification when requested, sign in using the School's visitor-management system, wear a visitor badge visibly while on campus, remain in approved areas unless escorted, and sign out before leaving campus. Unauthorized individuals may be directed to leave campus immediately.

UU. **Employee Screening.** Before employment begins, Bulloch Academy may conduct criminal-background checks, reference checks, employment verification, credential verification, and any other screening permitted by law. Offers of employment may be contingent upon satisfactory screening results.

VV. **Reporting Inappropriate Conduct.** Employees shall immediately report boundary violations, suspected grooming, inappropriate communications, suspicious physical contact, policy violations, student disclosures, or any other behavior that creates concern for a student's

safety. Individuals who make good-faith reports are protected from retaliation.

WW. **Confidentiality.** Information concerning suspected abuse or inappropriate conduct shall be shared only with individuals who have a legitimate need to know. Employees shall not discuss allegations with unauthorized individuals or post information concerning an allegation on social media.

XX. **Annual Training and Acknowledgement.** All employees shall annually complete training addressing child-abuse prevention, mandatory reporting, grooming recognition, professional boundaries, student supervision, appropriate electronic communication, and the School's child-protection policies. Completion of required training shall be documented and maintained by the School.

YY. Employees, coaches, volunteers, contractors, and other individuals with direct student contact shall sign an acknowledgement confirming that they:

ZZ. Have received and reviewed the Child Protection and Abuse Prevention Policy.

AAA. Understand and agree to comply with its requirements.

BBB. Understand their mandatory-reporting responsibilities.

CCC. Understand that violations may result in disciplinary action, termination, removal from campus, and referral to the appropriate authorities.

DDD. **Administration and Enforcement.** The Head of School or designee is responsible for administering this policy, maintaining required records, coordinating annual training, reviewing child-protection procedures,

and ensuring continued compliance with applicable laws and insurance requirements. This policy shall be reviewed annually and updated as necessary to reflect changes in applicable law, recognized practices, and school operations.

VIII. Confidentiality

A. All employees of Bulloch Academy are required to respect and maintain the confidentiality of all information, including but not limited to, school records, documents, reports, files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with Bulloch Academy.

B. All employees of BA are required to respect and maintain the confidentiality of all information, including but not limited to, student enrollment and or performance records, documents, reports, files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with BA. With the exception of student work removed for the purpose of grading, none of the aforementioned may be copied or removed from the premises of the School.

C. All employees are expected to show the highest regard for the privacy of each student and the school and will strictly observe the confidentiality of records and other information associated with students and the school. Confidentiality is essential to the sound relationship with our students; it is also a legal and ethical matter of the utmost importance.

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D. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of school operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or staff members who are not involved (i.e. discussing problems in the hall or reception area). Furthermore, it is essential that prior to having conversations with service providers including psychologists, testers and other educational professionals, parents or guardians sign permission slips authorizing such discussion.

E. Calls, letters or other forms of communication from legal counsel should be directed to the head of school. Employees are not to fill out any court papers without notifying administration (ie – Affidavits).

F. Any discussion of confidential information outside the property or similar violation of these standards will result in disciplinary action. All employees must sign a confidentiality agreement each year and return to the office by the end of the first full week of school.

IX. Custodial Service or Maintenance Service

A. If you have need for custodial services, or if the routine cleaning is not being done satisfactorily, fill out the "Request for Custodial Service" available in the Administrative Office and place it in Joie Roach's box in the main office or send an email to an administrator.

B. Please report all needed services and repairs immediately to Joie Roach. All requests must be made using the form or via email; do not make your request verbally.

X. Duty (Morning, Break, Etc.)

A. All teachers (all grade levels) should be standing in their classroom doors **greeting students at 7:45 a.m. (lower and middle school) and at 8:00 a.m. (upper school).** This is a time for Lower School teachers to greet students and parents and help children get into the rooms. The Middle and High School teachers need to monitor hallways and **check for dress code at this time.**

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B. The assigned duty schedule for other areas will be in the pre planning packet.

C. The Middle and Upper School teachers will need to work out a break and lunch duty schedule that is fair and equitable to all members of that faculty. Each day an adult needs to be visible in the hallways and outside where students break. These schedules must be submitted to the Head of School and Assistant Head of School BEFORE the first day of school with students.

D. Monitoring of foods and drinks brought inside, noise, foolish play, etc, must be maintained. Safety of all students and enforcement of all school rules are top priorities. Follow the student / parent handbook to guide this duty.

E. All Lower School teachers will have after school car duty. All middle and upper school teachers who do not have coaching responsibilities during release times will have car duty on a rotation established by the teachers. This rotation must be submitted to the Head of School and Assistant Head of School before the first day of school with students.

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XI. Employee Conduct

A. The orderly and efficient operation of Bulloch Academy requires that employees maintain proper standards of personal conduct. Fortunately, the vast majority of our employees have the desire and self-discipline to follow common sense rules. These rules are necessary to protect Bulloch Academy and our employees and to ensure that the school meets its commitments to our community. While every situation cannot be anticipated, the following section provides examples of types of impermissible conduct that may result in disciplinary action including immediate discharge. In all instances, the school administration will determine the appropriate discipline to be imposed. Commission of any of the following or similar acts is considered serious and provides grounds for disciplinary action, up to and including termination of employment. Without limiting Bulloch Academy's right to discharge an employee at any time, with or without cause, the following acts of misconduct are provided as nonexclusive examples of unacceptable activity:

1. Misusing, defacing, destroying, stealing, or wrongfully possessing property of the school or school employees, students, vendors, or visitors.
2. Gambling on school property.
3. Possessing weapons, firearms, or ammunition on school property.
4. Possessing, using, distributing, or being under the influence of illegal drugs at any time while conducting school business or while on school property, or possessing, consuming or being under the influence of alcoholic beverages while conducting school business.
5. Committing a criminal act in connection with job performance, or which victimizes or is abusive to a school employee, student, parent, vendor, or visitor.
6. Supplying false or misleading information when applying for employment, or at any time during your employment.
7. Altering, destroying, willfully misplacing, discarding or falsifying school records.

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8. Failing to maintain any privilege or the confidentiality of school information, including but not limited to, documents, reports, records, files, correspondence, and communications.
9. Publicizing your relationship with the school in the furtherance of any outside business, political, or philanthropic pursuit without the express written approval of the head of school.
10. Engaging in any unethical conduct, including soliciting or accepting any gratuity, favor, gift, or entertainment from anyone who reasonably believes they might benefit from your connection to school.
11. Uttering, publishing, or distributing false, vicious, or malicious statements concerning the school or any of its employees, students, parents, or trustees.
12. Being tardy excessively, failing to report to your supervisor, being absent from work without proper permission, or misusing personal leave or other leave programs.
13. Using abusive language or engaging in disrupting or discourteous behavior adversely affecting employees, students, parents, vendors, trustees, or visitors.
14. Performing duties in an irresponsible or unsafe manner, or behaving in a manner not conducive to a safe and healthful work environment, including engaging in horseplay, throwing objects, wrestling, or scuffling on school property.
15. Deliberately or through gross negligence causing injury to another person, or committing gross negligence or carelessness.
16. Smoking or otherwise using tobacco in an unauthorized area.
17. Making or receiving excessive personal telephone calls or personal visits from a non-employee.
18. Sleeping on the job, loitering or wasting time while on the job.
19. Refusing or failing to perform assigned work, to follow a supervisor's instructions, or committing any act of insubordination.

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20. Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.
21. Violating any policies or procedures contained in this Employee Handbook.

XII. Faculty, SAIS, Leadership Council, Committee and PLC Meetings

A. **Wednesday** is designated as the day when school-wide and grade/group level meetings will be held. Personal appointments i.e., doctor and dentist, should not be made on Wednesdays or should be made at a time later than 4:30 p.m. Emergency meetings may occasionally be called, but in most instances, they will be avoided.

NOTE: Any teacher who cannot attend a faculty meeting must receive prior permission from the Head of School.

XIII. Fundraising

A. Any fundraising activities by any school group must be approved in advance by the Head of School.

B. All monies collected must be turned in to the Director of Finance and Operations on a daily basis.

XIV. Gate Duty

A. All employees are required to work gates at home games. If you change assignments with another staff member, be certain you notify the athletic secretary prior to the assigned date. The athletic department is neither responsible for securing substitutes for you, nor responsible for assuming your duty if you fail to report for duty. Working at least three (3) gates per year gives you two passes to all athletic events at BA.

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XV. General Housekeeping

A. Your classroom should be a reflection of best educational practices.

B. All teachers are required to vacuum and sweep rooms, wipe tables and desks, and keep rooms sanitized and tidy on a daily basis.

C. Take care that all bulletin boards displays are instructional or informational and kept in a neat, up-to-date fashion.

D. Post students work frequently. Recognize as many students as possible on a rotation basis. Rely on student-generated work and not on store bought decorations.

E. Please see that your classroom is kept neat and clean. Ask students to tidy the areas around them as you transition, change classes, and at the end of the day.

F. Do a quick check of desktops and classroom equipment each day to determine if there is any damage that needs to be reported or handled as disciplinary problems.

G. Please be sure to secure your classroom before you leave in the afternoon. Be sure to check that the windows are closed and locked and that both the door to the hallway and the door to the outside are closed and locked.

H. If you work after hours or on weekends, you are responsible for locking your area and being certain the building is left secured. Always lock the door when you enter; this is a safety precaution. Remember to turn off all lights and air conditioners when you leave.

XVI. Harassment

A. Bulloch Academy expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, age, disability or national origin, or as provided under state or local law, will not be tolerated and is strictly prohibited.

B. Offensive language is viewed as harassment, is strictly prohibited, and will not be tolerated.

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C. Any person who believes that he/she is the victim of any type of discriminatory conduct should bring that conduct to the immediate attention of his/her supervisor or to **Joie Roach**, the staff Title IX designee. The school will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential manner. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination.

D. Retaliation in any form against an employee who, in good faith, complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action.

E. Any supervisory employee to whom an employee brings a complaint of harassment but who fails to take appropriate action to resolve it will also be disciplined.

XVII. Internet, Email, & Communications

A. Bulloch Academy recognizes that e-mail, instant messaging, chat, message board, listserv and related tools present a tremendous opportunity for real-time communication with students, parents, fellow employees, and other members of the BA community. At the same time, the school recognizes the potential danger of inappropriate use of these tools. Employees must maintain professionalism at all times in all communications with the BA community.

B. It is imperative to respond to all parent communication concerning students in a timely manner **(within 24-48 hours)** of receiving the communication. This includes all communication, email, voicemail, message left with the office, etc.

C. Teachers are asked not to reply to emails or texts during the school day, except during their planning time, lunch, before or after school. If a parent needs to get a message to a student during the school day, please call the main school office at 912-764-6297 to leave a message for the teacher/student.

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D. While electronic communication tools often lend themselves to informal communications, we must maintain a consistent level of formality and professionalism in all of our communications. Message board postings, instant messages, chats, and even e-mail communications can easily be taken out of context or misinterpreted.

E. All employees must sign an Internet usage policy each year. Employees should refrain from visiting non-educational sites during the school day. Teachers should limit the amount of time spent sitting at the computer while students are present (unless actively teaching using the SmartBoard or other interactive device). All social networking sites, shopping, personal sites, etc. are to be avoided. The school has the ability to track the sites and times users spend on the Internet.

F. If at any time, you feel your password has been compromised; it is your responsibility to immediately notify a technology specialist to get your password changed.

G. All teachers are responsible for monitoring students on the Internet.

H. Our e-mail systems and internet access are school tools, and as such are subject to review by the school at any time.

XVIII. Lunchroom Procedures

A. You are to escort your class to and from the cafeteria at the assigned times. Teachers and paraprofessionals will supervise the students while they are at lunch, and when necessary, sit among the students.

B. Meal fees are to be paid directly to the cashier in the cafeteria or through the online cafeteria portal before school begins. Any overdue accounts of the staff must be paid immediately.

C. Each class is responsible for cleaning the tables and eliminating debris from where its members sat.

D. Food, plates and utensils are not to be taken from the cafeteria. Monitor students to be certain no food or drink is taken back inside the building or classrooms.

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XIX. Insurance

If you need to file an insurance claim, get the necessary forms from the Business Office.

XX. Mailboxes

Each teacher is assigned a mailbox to facilitate communication. Please check it daily for messages. Mailboxes are to be kept clear of all but current messages. Most messages from the Head of School will be through email; login early, check often.

XXI. Monies Collected

According to SAIS and state regulations, all monies in a school must go through the Bulloch Academy's financial records. Therefore, you should never deposit money into your own account and then write a check to the school to cover the amount.

All monies collected must be deposited daily with the Director of Finance and Operations. Do not leave money in your desk, purse, or wallet overnight. Monies not handled according to these regulations, and that is subsequently lost or stolen, will be the staff person's responsibility to replace.

XXII. Observations and Evaluations

Bulloch Academy provides assessment for all personnel.

All professionally certified teaching, support, and administrative personnel will be evaluated 2+ times per year for performance appraisal and professional development purposes. New teachers will be evaluated 3+ times the first year with at least one informal evaluation and two formal observations.

All personnel are expected to receive a satisfactory annual written evaluation in order to continue employment at Bulloch Academy.
Personnel will be informed by their immediate supervisor as to:

1. the basis on which the evaluation will be made;
2. who the trained evaluators will be
3. the frequency and minimum number of evaluations;

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4. what instruments will be used; and
5. how the results will be evaluated.

The evaluation process will be completed prior to the issuance of contracts for the ensuing school year.

XXIII. PTA/Open House/Prom/Dances

Teachers are expected to attend PTA meetings / events during the year. If you find that it is impossible for you to attend, please notify the Head of School prior to the event. Please consider joining the PTA. PTA membership is a great bargain considering all the PTA accomplishes for students and teachers at BA!

All high school teachers are expected to attend Prom and Homecoming Dance for at least one chaperone time slot to help with supervision.

All Lower School teachers are expected to sign up for the LS Dance/Event/GatorFest.

All MS teachers are expected to sign up for the MS Dance/Event.

XXIV. Professional Dress

All Bulloch Academy employees are required to dress in accordance with professional standards on days when students are in attendance. Be sure to refer to dress and skirt lengths mandated in the student dress code, as teacher dress should also fall into that range. Please adhere to the old adage: "Dress for the job to which you aspire."

For Special Event Days teachers and staff should dress professionally, refer to the Student Special Event Dress Code Days. Teachers and staff should not wear jeans on these days.

NOTE: Unacceptable attire for men and women includes jeans, sweat pants, warm-ups, leggings, and shorts/skorts/scooter skirts/dresses that are too short. Coaches should be dressed in pants, unless teaching PE or Weight Lifting during the school day. All staff may donate $10 in exchange for the privilege of wearing jeans on Dress-Down Fridays. Teachers are also allowed

to wear jeans with no holes on Wednesdays with professional tops. This money goes toward the Sunshine Fund.

XXV. Professional Relationships with Students

Be a teacher to your students, not a pal or buddy. Treat all students with dignity and in compliance with all the policies of Bulloch Academy.

Refrain from unprofessional behaviors such as discussions of adult topics / use of adult language when you are around students, discussion of students / parents with those not involved professionally with the situation, and touching students in an inappropriate way or manner.

Any employee of Bulloch Academy who engages in an inappropriate disciplinary measure or abuses a student or who touches a student in an inappropriate way or manner may be subject to reprimand, suspension, termination, or other appropriate job-related disciplinary action and legal action.

XXVI. Purchases

Requests for instructional materials are to be submitted via email to the Head of School for approval. Be certain to complete the purchase order, noting the date, the vendor and complete address with FAX number/email, quantity, catalog number, description, unit price, total price (including 10% shipping and handling costs), and total. Any purchases made by any staff member without prior approval will not be subject to reimbursement.

When orders are received, be certain to check the item in the box to your purchase order, pull out the packing slip and attach it to the purchase order, mark all items with a check that are correct, and circle any items not received or not correct. Submit to the business manager.

XXVII. Record Keeping

Teachers must keep and maintain the following records:

1. Attendance
2. permanent record
3. individual cumulative folders
4. inventory of classroom equipment and materials

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5. textbook inventory
6. any other records required by the Head of School and / or the Board of Trustees

XXVIII. Resignations

Notice of resignation must be presented in writing to the Head of School whenever termination of work is known, but in no case shall this be less than two weeks prior to the effective date.

XXIX. Room Parent

Each classroom, grades K-12, will need room mothers. At Open House, have a sign up sheet for all parents who might be interested in being room parents, helping with parties, phone trees, and decorations of classrooms.

XXX. School Council/Class Officers

Each grade level in grades 11-12 will elect the following class officers: President, Vice President, Secretary, Treasurer, and may have Members at Large. Grades 9-10 will elect representatives. The Student council Advisor will distribute criteria for such selection during the first two weeks of school. The Student Council sponsors will notify students of meeting dates.

XXXI. Students and Employees Grievance Procedure

If you believe that you are being mistreated by school employees on the basis of your race, color, religion, gender, national origin, or handicap, you may contact **Joie Roach**, the Title IX Designee for Bulloch Academy.

XXXII. Sunshine Fund

The staff sponsors a sunshine fund to provide gifts, cards, and flowers to staff members for events such as marriage, births, illness, or death in the family. A committee establishes the guidelines and operates the fund. In addition, staff members are asked to make the chairperson, Kim Burnette, of the Sunshine Committee aware of any events, which need to be recognized. Please give your **donation of $15** to this fund within the first week of school to the administrative secretary in the main office. Any money remaining at the end of the school year will go toward the faculty and staff end of year luncheon.

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XXXIII. Telephone Use

**Telephone calls are not to be made in the presence of students, or at times when teachers have responsibility for students.

XXXIV. Violation of Laws by Educators

The Head of School is required to make a written report to the Board of Trustees if a written complaint from any school employee, parent of a child, or any other person is received by the Head of School contending that any "school system educator employed by the local unit of administration" has committed any one of the following crimes:

1. Violent crimes such as murder, manslaughter, and kidnapping
2. Sexual crimes such as rape and sexual exploitation of a minor
3. Drug-related offenses
4. Any offense involving theft
5. Unlawfully operating a motor vehicle after being declared a habitual offender

Bulloch Academy is committed to maintaining a drug and alcohol-free environment for its students and employees in compliance with applicable state and federal laws. Accordingly, the use, possession, manufacture, distribution, dispensation, purchase and/or sale of alcohol or illegal drugs (which includes controlled substances), or the abuse of legal drugs or being under the influence of either illegal drugs or alcohol during school hours, on school property, on school business, or at school events, is prohibited and may result in termination.

NOTE: Bulloch Academy will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988.

XXXV. Visitors to School

Only in special circumstances will non-BA students be allowed to visit classes or other activities during the school day. All visitors must register in the Administrative Office, state the purpose of their visit, receive a visitor's badge, go directly to the destination approved, and check out through the office at the end of the visit.

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Teachers who see non-students on campus should advise an administrator immediately or send the visitor to the Administrative Office.

If visitors without passes come to your door, be polite, but firm and send them to the Administrative Office. If they have scheduled appointments, they will be issued passes and will be instructed in where / when to meet you; if they do not have scheduled appointments, they may set up conferences through the office secretary for a future date / time.

If you notice someone loitering on or near the campus, notify an administrator or someone in the Administrative Office immediately.

XXXVI. Operating School Owned Equipment

It shall be a policy at Bulloch Academy that students shall not operate any motorized equipment owned by Bulloch Academy. This will include any vehicles, buses, golf carts, utility vehicles, and lawn mowers. Any person operating said equipment shall be an employee, full or part-time, of Bulloch Academy and given authorization to operate the equipment. Failure to follow this policy could lead to the termination of your employment at Bulloch Academy.

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BULLOCH ACADEMY STAFF HANDBOOK

Attendance Procedures

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ATTENDANCE PROCEDURES

I. Attendance Statement

Attendance is critical for academic achievement and for adapting to the school environment.

NOTE: Refer to the Bulloch Academy Student Handbook, "Daily Policies and Procedures."

II. Check-In and Check-Out

For safety and security reasons, students may not be dropped off or enter the building before 7:30 am. Students arriving in the lower school between 7:30 – 7:45 am are to report to the cafeteria, where they will be supervised until being sent to their classrooms.
When necessary, a student is permitted to leave during the school day if a parent, guardian, or other approved person comes to school to get him/her. Arrangements for early dismissal should be made by a written note or in person. The person picking up the student must sign him/her out in the Main Office. You will be notified by the office to send the child for check out.

Do not release a child to leave school unless you have the proper authority to do so issued from the Administrative Office.

NOTE: If a child is restricted from leaving school with certain adults, a copy of the court order stating any such restriction and a list of names should be left with the Head of School or her designee in the Administrative Office.

SEE ALSO: Bulloch Academy Student Handbook, "Daily Policies and Procedures."

III. Tardies at School

For Lower School and Middle School, the warning bell rings at 7:55 a.m., and the start-of-school bell sounds at 8:00 a.m; students who are not in their classrooms at 8:00 a.m. will be marked as tardy. For HIgh School, the warning bell rings at 8:10 a.m., and the start-of-school bell sounds at 8:15 a.m; students who are not in their classrooms at 8:15 a.m. will be marked as tardy. If a tardy student arrives at your classroom without a pass to enter class, ring the office to inform the secretary that the student is being sent to the office.

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High School students who drive to school, and who are tardy, will report to the Administrative Office to sign in.

IV. Reporting Student Attendance

Keep accurate records of attendance for each pupil. The attendance records may be used by those who must enforce the compulsory school attendance laws and can be subpoenaed in other judicial instances, MS and HS teachers are required to keep attendance records for each period by using the Period Attendance component in the Portal. The period attendance should be sent within the **first ten (10) minutes of each class**. Teachers will receive reminders the first couple of weeks of school, but then written plans of improvement will be developed for those not submitting period attendance.

It is of utmost importance that reports to the building level administrator are made for students who are habitually absent or tardy. Please refer to the student handbook for details on allowed numbers of absences, and what constitutes an excused or unexcused absence.

Lower School attendance reports will be sent electronically by 8:20 a.m. each morning.

V. School Ending Time and Policy

Pre-K students are dismissed at 2:30 p.m. K-5th students are dismissed at 2:45 p.m. PK-4th grade students will be released with the oldest sibling in those grades ONLY. Grades 6-8 students are dismissed at 3:00 p.m. High School is released at 3:15 p.m. Unless a student is required to remain at school and is under the direct supervision of his/her teacher, he/she is to be picked up from school within 15 minutes of dismissal times.

A. PK students are dismissed from the end of the LS
B. K-5th in front of the Cornerstone building
C. Grades 6th-12 grades are to be picked up from the middle/upper school drive

Emphasize to all students: No walking back and forth among the traffic

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VI. Make-up Work

Students are expected to make up all work missed due an excused or approved absence from class. Arrangements must be made with individual teachers.

You may be asked to provide class work to parents if a student is going to be absent for more than two days. Assignments must then be available at the end of the next school day for parents to pick up. Students will have one school day for each day absent to submit missed work, unless otherwise specified by you.

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BULLOCH ACADEMY STAFF HANDBOOK

Disaster Plan Procedures

Quick Reference…

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DISASTER PLAN

The school has developed emergency procedures for responding to events requiring evacuation of the school (e.g. fire alarm, tornado alarm, intruder, etc.). These procedures exist to protect the safety of employees, students, and other persons on the school premises and preserve order to ensure prompt rescue and medical treatment as needed. These procedures may be tested from time to time, as in the case of fire drills. Unless otherwise instructed, however, employees should regard any activation of these procedures as an actual emergency – not a drill. Employees should review the emergency procedures and discuss them with their supervisor to determine their own responsibilities in the event that these procedures are activated. Any employee having questions or concerns about the procedures or his/her responsibilities under the procedures should contact their supervisor or the business manager to discuss and resolve these issues.

I. Fire Drill Procedure

Signal: Continuous fire alarm bell/signal and/or announcement over the public address system. In case of loss of electricity, a messenger sent from the Administrative Office will alert you to leave the building with your students.

All Clear: Steady beat of beeps with a slight pause between each beep.

Procedure to Follow in Fire Drill:

1. At the sound of the alarm, have students line up at the emergency exit/backdoor in the classroom.
2. Quickly remind the students of where they will be walking.
3. Exit the classroom.
4. Walk to the designated area. (See Safety Procedures in Gator Hub)
5. Take roll and make eye contact with each child.
6. If all are present, hold up green paper from the emergency folder.
7. If anyone is missing or if you have additional students with your class, write the names of those students on the sheet attached to the red paper and hold up the red paper.
8. Designated “reporting” staff will call/text your reports.
9. Remain with your class and supervise the students.
10. At the all clear signal, escort your class back to the classroom.

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NOTE: When a fire drill is held, close the windows and doors and turn off the classroom lights. Take your roll book and emergency folder. You may opt to take your purse, but leave all other things in the classroom.

ALL STAFF and STUDENTS will exit the building during a fire drill with the exception of administrative office personnel.

STUDENT BEHAVIOR EXPECTATIONS: Students will move in single-file lines exiting and entering the building. Absolute silence will be observed during the drill so that instructions can be heard and be understood.

II. Tornado Drill Procedure

Signal: An announcement over the PA of the drill and one continuous bell

All Clear: Announcement over the PA of the completion of the drill.

Procedure to Follow in Tornado Drill:

1. At the sound of the alarm, have students line up at the hallway door in the classroom.
2. Quickly remind the students of where they will be going in the hallway/restrooms/inside the classroom.
3. Exit the classroom or assume position inside the classroom (refer to map posted in rooms).
4. Walk to the designated area in the hallway/restrooms. (See Safety Procedures in Gator Hub)
5. Stay as far away from the end doors/glass as possible.
6. Have students **face the walls,** bend their heads toward their knees, and place their interlocked hands behind their heads. Students can be double stacked in the hallways.
7. Take roll after the students assume the safe position.
8. If all are present, hold up green paper from the emergency folder, or place the green card outside your door on the floor.
9. If anyone is missing or if you have additional students with your class, write the names of those students on the sheet attached to the red paper and hold up the red paper or slide it into the hall outside the classroom door.
10. A “reporting” person will call in your reports.

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11. Remain with your class and supervise the students.
12. At the all clear signal, escort your class back to the classroom.

NOTE: When a tornado drill is held, leave windows and doors closed. Take your roll book and emergency folder. You may opt to take your purse, but leave other things in the classroom.

STUDENT BEHAVIOR EXPECTATIONS: Students will move in single-file lines exiting and entering the classroom. Absolute silence will be observed during the drill so that instructions can be heard and be understood.

III. Procedure to Follow for Power Outage/Utility Emergency

Keep all students in the classroom. Do not dismiss students to regularly assigned activities. Administrators will notify each class of the situation and what course of action to follow.

IV. Procedure to Follow for Hazardous Materials Emergency

Upon the decision of fire department personnel, the school will follow one of the following procedures:

A. evacuate the building
B. Lockdown

Listen for instructions over the public address system or in case of power failure, a messenger will notify each class of the situation and what course of action to follow.

V. Medical Emergency/Accident

Contact the Administrative Office by intercom or by messenger if the emergency is in your area/room.

VI. Student Disturbance

Contact the Administrative Office by intercom or messenger. An administrator will come to assist you and remove the student(s), if necessary.

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VII. Student Runaway/Abduction

Notify the Administrative Office and provide a description of the student and any other information you have. Refer to SAFETY PLAN BOOKLET.

VIII. Other Disaster Alerts

Any other disaster alerts will be made on the intercom.

IX. Lock-down Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

The Head of School or designee will issue lock-down procedures by announcing a warning over the PA system. If there is no electrical power, the Head of School or designee will use an alternative communication device.

Teachers should direct all students, staff, and visitors into classrooms, then call roll. If students are located elsewhere, make every attempt to secure their location by locking any doors and windows.

Teachers should lock classroom doors, close blinds, stay away from windows without blinds, and turn off lights.

Teachers should move all persons away from windows and doors. Students may remain working at their desks unless otherwise notified via email or word of mouth from administration.

Teachers should allow no one outside of the classroom or out of desks until the Head of School or designee gives the “all clear’ signal.

Head of School or designee should lock all exterior doors and allow no one to enter or exit the building until the “all clear’ signal is given.

X. Verbal Signals

Verbal directions will be given over the PA system, and teachers should follow designated plans.

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BULLOCH ACADEMY STAFF HANDBOOK

Discipline Procedures

Quick Reference…

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II.	Causes of Discipline Problems	50
III.	Approaches to Effective Discipline	50
IV.	Elements of a Preventive Discipline Program	51
V.	The “Do Nots” of Discipline	52
VI.	Effective Strategies for Intervention and Discipline	52
VII.	Student Behavior Contracts	54
VIII.	Implementing a School Discipline Plan	54
IX.	Student Behavior Procedures	55

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DISCIPLINE

I. Policy Statement

The faculty and administration should be committed to a preventive, rather than punitive, approach to discipline. Efforts should be made to discover the reason causing the student to break the rules and an equal effort should be made to help alleviate the causes.

The teacher is the primary agent in the school to aid the student in reconciling his behavior with school rules. Each teacher is responsible for managing his/her classroom. It is of the utmost importance that the teacher models his/her expectations for the classroom. Seek the assistance of the administrator when all other avenues have been exhausted.

Student behavior is no one person's responsibility. Everyone shares in managing student behavior. Only when the teacher, parent, and administration work together is there a chance for behavior to improve. Remember, you are in charge of your classroom. Student behavior will be only as good or as bad as you will allow.

A. Fundamental Rules:
    1. Be consistent, friendly, fair, firm, and positive.
    2. Be patient and controlled in handling students.
    3. Remember that mass punishment is poor discipline. Discipline is most effective on an individual basis. A reprimand is more effective in private, even if you must wait to correct the student.

B. Principles of Effective Discipline:
    1. Long-term behavior change takes time, not quick fixes.
    2. Rules must make sense.
    3. Model what you expect.
    4. Treat students with dignity.
    5. Treat students fairly, not necessarily equally.
    6. Be public about your rules, but discipline your students privately.
    7. Stop doing ineffective things to manage discipline.

C. Ineffective Methods of Discipline:
    1. Scolding

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2. Sending to the room / office
3. Lecturing
4. Demanding public apologies
5. Using sarcasm / humiliation
6. Taking away unrelated privileges

II. Causes of Discipline Problems

Discipline problems occur when children:

1. are unhappy or suffer low self-esteem;
2. lack sufficient impulse control to function effectively in group situations;
3. are developmentally immature;
4. have an unhappy / stressful home life;
5. have health or dietary problems; and / or
6. have a boring, trivial instructional program or teacher who runs a classroom that lacks any sense of structure.

Anger in a child, for whatever reason, is a symptom of some difficulty. The angry child is the one who will have problems with personal and social relationships.

A child who has the propensity for misbehavior, when placed in an environment lacking in structure and routine, is a prime candidate for discipline problems. Inconsistent expectations are confusing to children who do not know or cannot find the limits or boundaries.

III. Approaches to Effective Discipline

Factors contributing to good discipline:

1. appropriate limits
2. teachers sensitive to what is going on in the student's life
3. structure and routine
4. establishment and expectation of mutual respect and cooperation
5. expression of objection to behavior/actions, not the child
6. establishment of a deliberate program of preventive discipline

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IV. Elements of a Preventive Discipline Program

A. School "structures" that promote good discipline:
   1. a visible, approachable administrator
   2. a sense of order in, and cleanliness of, physical spaces
   3. collaboratively developed class rules
   4. general agreement on standards for student behavior
   5. respect for all individuals
   6. an active, engaging instructional program
   7. attractive classrooms in which student work is displayed with pride
   8. a pervasive belief in good motives among all people
   9. teachers who are willing to accept student discipline as a personal responsibility
   10. a friendly, cohesive staff

B. Factors of a Positive School Environment:
   1. cheerful and inviting schools
   2. children's feelings honored
   3. apparent order
   4. responsibility of all stakeholders to maintain high standards
   5. predictable rhythm and flow to the school day that children know and expect

C. An Ounce of Prevention:
   1. be aware of potential problems before they become true difficulties
   2. be proactive in averting problems
   3. think out-of-the-box in assessing the root of the problem
   4. seek alternatives to discipline as part of the solution

D. Accentuate the Positive:
   1. identify and praise positive student behaviors
   2. be specific in your positive reinforcement
   3. call parents to compliment children's good behavior
   4. publicly recognize appropriate behaviors

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E. Develop Expectations and Make Them Clear:
    1. Age-appropriate?
    2. Reasonable?
    3. Realistic?
    4. Clearly-stated?
    5. Flexible?
    6. progress easily monitored?

V. The "Do Nots" of Discipline

1. Do Not: act from anger or frustration.
2. Do Not: make unreasonable requirements/reprimands.
3. Do Not: shout at children; it tells them you are out of control.
4. Do Not: punish the entire group for the misbehavior of one or a few.
5. Do Not: speak negatively about a child within the listening distance of others.
6. Do Not: isolate a child from the group routinely or excessively.
7. Do Not: put yourself into a power struggle with a child; you will lose.

VI. Effective Strategies for Intervention and Discipline

A. In attempting to make a change in a student's disruptive behavior, many remedies may have to be tried in order to determine what is the most effective for a particular child, at a particular time. Remember, the goal is to handle the undesirable behavior with the least disruption to the ongoing instruction in the classroom and to allow the disruptive student to "save face" while refocusing on his/her own learning.

B. The following are age-appropriate intervention strategies and disciplinary consequences that may be used in working with your students and their parents:
    1. hold student/parent orientation prior to start of school and/or at PTA Open House; outline the student expectations for BA
    2. establish personal relationships with students and their parents
    3. be aware of student needs as they arise
    4. hold class meetings to discuss issues / problem solve

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5. send daily/weekly progress reports
6. use the counselor to provide positive reinforcement
7. ask a peer to observe and offer suggestions
8. ask the administrators/counselors to observe and offer suggestions
9. ask for formal assessment and evaluation of behavior
10. ask for classroom observation by psychologist, counselor, administrator
11. contact previous teachers
12. issue verbal warnings
13. hold a student conference
14. develop a student action plan
15. develop/maintain a behavior chart; look for patterns
16. develop a behavior management plan with consequences and rewards; involve parent in the development
17. develop a "loss of privileges" list
18. have student pay for damaged items
19. time-out in the classroom
20. time-out in a discipline partner's room
21. hold for detention before or after school
22. arrange for an adult mentor/buddy for the student
23. call parent
24. hold a parent conference; hold a parent and child conference
25. invite parent for an SST meeting
26. invite parent to observe student at school
27. modify the school day of the student
28. seek administrative assistance with time-out room; suspension

C. Administrators may use the following strategies for intervention and discipline:
    1. conferences with students/parents/teachers/counselors
    2. SST meeting
    3. administrative time-out
    4. ask parent to pick up child from school
    5. ask parent to attend school with child in lieu of suspension
    6. ask for consequences at home

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7. modification of school day
8. assign work detail during the day, before school, or after school
9. Suspension
10. consultation with special education consultant
11. crisis placement
12. contact outside agencies
13. develop a behavior improvement plan with the student, parent, counselor, teacher, and administrator present

(NOTE: not arranged in any particular order or sequence of severity)

VII. Student Behavior Contracts

A. The Student Behavior Contract is an excellent tool for student management. You are encouraged to make use of this strategy as a proactive way to involve parents and students in taking charge of the disruptive behaviors that are interfering with learning.

B. The contract is a written agreement with the student of what behaviors are to be attained and how they will be acknowledged. The teacher, student, and parent must be willing to work on developing a contract and must be involved in drawing up the agreement.The expectations must be clarified and must be stated in clear, concise statements.

C. Consequences and/or interventions for not attaining the desired behaviors should be spelled out. Note that these are not called "punishments." A reward for successfully maintaining the contract should be a part of the contract. Target dates should be included, as well.

VIII. Implementing a School Discipline Plan

In implementing a discipline plan at Bulloch Academy, we must consider the balance of rewards and consequences so that students will internalize the school expectations for behavior. Review "Student Expectations" with your students. These expectations cover most eventualities that may arise at Bulloch Academy; they are broad in scope, but meaningful.

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IX. Student Behavior Procedures

A. Teachers will establish behavioral requirements with students at the beginning of the year and will enforce them consistently, keeping guidelines and expectations within the framework of Bulloch Academy policy.

B. The following are considered minor offenses and should not be referred to an administrator until the teacher has made several attempts to correct the behavior:
   1. getting out of seat
   2. throwing paper or other non-dangerous objects
   3. excessive talking
   4. creating a minor disturbance
   5. marking on desks or other minor property damage
   6. scuffling/playing around
   7. eating food/chewing gum
   8. talking in while in line

C. The following alternatives for each separate behavior are available and are to be used before a referral is sent to the administrator:
   1. warning, verbal or proximity, to student
   2. teacher-student conference outside of class
   3. phone call to parent
   4. disciplinary action by teacher, including assigning detention
   5. informal conference with student's other teachers or SST referral
   6. parent conference
   7. referral to counselor
   8. placed on a behavior improvement plan

D. An academic and/or emotional problem should be referred to the counselor who in turn may refer the student for special services.

E. Any student problem that is referred to either the counselor or to the administration requires a parent phone call and a referral form. Barring absolute emergency, the administrators will not accept a student who has been referred unless the parents have been called by the teacher

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and a referral form has been filled out completely. A completely filled out referral includes

1. Date
2. time sent to office
3. teacher making referral
4. student's full name
5. full explanation of offense and steps taken to eliminate the problem

F. EXCEPTIONS:

1. Any student who poses an immediate threat to his/her own and/or others' safety and/or security, or who engages in any kind of serious misconduct or any major infraction of school rules, should be referred to the Head of School or her designee immediately. Refer to the Bulloch Academy Student Handbook or consult an administrator for clarification.

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BULLOCH ACADEMY
STAFF HANDBOOK

Athletic Trip / Field Trip Procedures

Quick Reference...

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II. REQUIRED FORMS: 59
- A. (FORM 1) Bulloch Academy Field Trip Request Form 61
- B. (FORM 2) Bulloch Academy Field Trip Permission Form 62
- C. (FORM 3) Field Trip Lunch Form 63
- D. (FORM 4) Field Trip Roster of Students 64
- E. (FORM 5) Athletic Trip/Field Trip Release of Student to Parent 65
- F. (FORM 6) Athletic Trip/Field Trip Lunch Roster 66
- G. (FORM 7) Bulloch Academy Field Trip Medication Form 67

III. Bus Prices 2025-2026 68

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ATHLETIC TRIP / FIELD TRIP PROCEDURES

I. Athletic Trip / Field Trip Procedures

A. All grade levels and academic teams will submit a yearly list of expected field trips within the **first two weeks** of school, so field trip requests will not be duplicated. Do not complete the plans for the trip until you have approval. Any teacher who plans a trip must do the following:

1. Request trip/curriculum approval from the appropriate level administrator (Julie Anna Boyd PK-5, Aaron Phillips 6-12).
2. Email Leisa Houghton for field trip date(s).
3. Make field trip arrangements, determine cost for students (Include bus fees. Seek help from an administrator if you have questions.), and discuss chaperone needs with your building administrator.
4. Complete **FORM 1** and submit to Brettany Ponder.
5. Communicate field trip information with parents and collect permission forms, **FORM 2.** Send Google form to parents: https://forms.gle/Tjuh7rd2xqNRhttZ8. Click on the link and make a copy updating the fields with the specific field trip information. Make sure to include Joie Roach & Brettany Ponder.
6. Complete **FORM 3** and submit to Brettany Ponder at least one week prior to the field trip. Changes should be communicated to the Cafeteria Manager the morning of the trip.
7. The business office will invoice the students that are attending. If you receive any payments, please send to the office as you receive them.
8. Request a substitute teacher, if applicable.
9. Complete and submit a copy of **FORM 4** to the main office the morning of the field trip. Take a copy with you. Note on the roster of those students not going on the trip where they will be during the time you are away from the building.
10. Take a cell phone with you. Provide the number of the cell phone to the main office and building administrator. Be sure that you

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have the main office and building administrator's telephone numbers with you, as well.

11. Take **FORM 5** with you if parents are attending the trip.

12. **FORM 6** is optional and for your use only.

II. REQUIRED FORMS:

FORM 1: submit to Brettany Ponder
FORM 2: collect and keep with you
FORM 3: submit to Brettany Ponder
FORM 4: submit to main office
FORM 5: take with you on the trip IF parents are attending
FORM 6: OPTIONAL and for your use only
FORM 7: Complete if the tour company does not manage medication.

A. All field trip transportation must be done via school bus or chartered bus. Bus drivers and buses are limited, so coordination of efforts is required for any trip to be approved.

B. Field trips to the Averitt Center or GSU PAC with multiple grade levels attending will only be able to go to the performance and return to school. Requests to go eat will only be approved once the number of grade levels attending is known.

C. Student insurance coverage, either individual or school, is required for all students participating in a field trip. Insurance verification must be obtained by the teacher prior to the trip. This is included on the permission form.

D. Students may not be excluded from fee-for-participation field trips; factor into your planning.

E. Expenses of the bus driver are to be paid; factor those costs into your planning. See Brettany Ponder for these costs.

F. Dismissal of students to parents at the end of trips:

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1. Students may be released to their parents at the end of trips. However, each child must be properly signed out of school before being released. Use **FORM 5**.
2. DO NOT RELEASE ANY CHILD/STUDENT WITHOUT PROPER PARENTAL SIGNATURES.

G. Guidelines for Chaperones:
   1. Review the chaperones' responsibilities and procedures prior to the trip.
   2. Discuss appropriate dress with them prior to the trip.
   3. Assign chaperones at one per ten students.
   4. Assign chaperones seats located throughout the bus so that all areas are supervised.
   5. Chaperones should not bring any of their other children on the trip. They need to be able to assist you and your students. This does not mean that parents cannot use their own transportation or take other children with them; they would not be chaperones.

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Bulloch Academy
Athletic Trip/Field Trip Request Form

*Trip requests must be received by **Brettany Ponder** at least two weeks prior to the trip.*

Today's Date: _____

Destination(s): Please list all destinations _____

Teacher(s): _____

Grade(s): _____

Describe the Trip relating it to learning objectives:

_____

_____

_____

_____

Date of Trip: _____ Load Bus Time:_____ Depart BA Time:_____

Trip Logistics (one location or multiple)

Destination 1 Arrival:_____ Pick up 1 Time: _____

Destination 2 Arrival:_____ Pick up 2 Time: _____

Destination 3 Arrival:_____ Pick up 3 Time:_____

Time Returning to BA: _____

Mode of Transportation: _____

Number of Students: _____ Number of Adults: _____

How many Teachers? _____

Lunches needed? _____ Yes _____ No

Cost of trip: _____/person Total Cost of Trip: _____

NOTE: Display both a per-person cost and a total. Include student/teacher admissions, driver's expenses, and chaperones' expenses where applicable.

_____ Approved _____ Not Approved

Head of School's Signature: _____ Date: _____

For Office Use: Bus driver _____ Notified driver (date) _____
By (initials) _____

FORM 1

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Bulloch Academy
Athletic Trip / Field Trip Permission Form

Athletic Trip / Field Trip Permission forms must be received by the teacher at least five days prior to the proposed date of the trip.

Return Permission Form by: _____

My child, _____, has permission to attend the field trip to

_____.

Date of trip: _____

Parent's Signature_____ Phone #: _____

Emergency Contacts:

_____

Print Name Print Relationship Phone #

_____

Print Name Print Relationship Phone #

Insurance Carrier:

Name of Insured:_____

Address:_____

Telephone Number: _____

Policy Number: _____ Group Number: _____

Medical Information:

Primary Doctor's Name: _____ Phone #:_____

Any known medical problems?

_____

Allergies?

_____

Taking medications?

_____

FORM 2

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FIELD TRIP LUNCH FORM

Required for ALL off campus field trips. Place a zero if no lunches are required.

*Complete and submit to **Brettany Ponder** one week prior to the trip.*
Adult lunches must be paid for at the time of pick-up on the day of the trip.

Date of Trip: _____

Staff Member in Charge of Trip: _____

_____ # Students eating school lunches

_____ # Adults eating school lunches

_____ Total # lunches ordered for carryout

_____ # extra milks

_____# extra waters

_____ _____

Signature of Staff Member Date

FORM 3

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Bulloch Academy
Athletic Trip / Field Trip Roster of Students

Submit to the office the day of the trip.

Teacher's Name: _____ Destination: _____

Students attending	Students NOT attending	Location/Plan for students NOT attending the trip

FORM 4

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Bulloch Academy
Athletic Trip / Field Trip Release of Student to Parent

Date: _____ Staff Member in Charge:_____

My signature below indicates that I have signed out my child from Bulloch Academy and from the athletic trip / field trip. I am responsible for getting my child home from the trip.

	Student Name	Parent Name	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

FORM 5

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Bulloch Academy
Athletic Trip / Field Trip Lunch Roster

Teacher: _____ Grade: _____ Date: _____

	Student Name	Lunch Number	School Lunch	Home Lunch
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

FORM 6

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BULLOCH ACADEMY

FIELD TRIP MEDICATION FORM

List all students on the trip with medication. The adult in charge should collect the medication the morning of the trip and administer accordingly.
(If the trip is booked through a tour company, they might handle this for you.)

STUDENT NAME	MEDICATION(S)	INSTRUCTIONS	# REC'D	# RETURNED/ RECIPIENT INITIALS

FORM 7

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Bus Prices

Field Trips 2026-2027

Local (inside 10 mile radius) -	$7.00
11- 25 mile radius	$10.00
26-40 mile radius	$12.00
41-60 mile radius	$15.00
60 – 90 mile radius	$18.00
91 – 120 mile radius	$20.00

Over 150 miles one way – Charter buses are suggested and encouraged.

- **These prices are not negotiable - Due to the increase in bus maintenance, bus driver cost, and occasionally substitute teacher cost.**
- **Due to the limited number of buses and bus drivers please make sure to turn in field trip requests well in advance. Field trips are assigned on a first come first serve basis and will depend on the availability of the buses and drivers.**

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BULLOCH ACADEMY
STAFF HANDBOOK

Student Support Team / Student Records

Quick Reference…

I. Student Support Team (SST)
II. Student Records

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STUDENT SUPPORT TEAM/STUDENT RECORDS

I. Student Support Team (SST)

Purpose: to provide support for students who are having difficulty in meeting success in the school setting; to provide support for the classroom teachers; to assist classroom teachers in planning interventions for students; and to utilize all necessary data and information for educational planning.

A. Who may be referred: Students who…
   1. consistently score below average on standardized achievement tests
   2. demonstrate academic difficulties
   3. demonstrate poor social and/or group interaction skills
   4. exhibit behavior problems
   5. maintain poor attendance

B. Informal SST Process:
   1. Concerns about a student should first be brought to the appropriate administrator, and/or counselor.
   2. Concerns, classroom disciplinary and/or instructional interventions should be discussed at this time. The meeting should be documented and be signed by those present. It only takes two people to convene an SST.
   3. The referring teacher should monitor the identified interventions to determine if they are appropriate and report back to the appropriate person.
   4. Parents should be notified that their child is having difficulty and that he/she has been discussed among professionals. The parents should be told what interventions are being tried to help their child.
   5. If these interventions are not successful, the referring teacher will then be asked to complete an "SST Referral" form and the formal SST process will be initiated.

C. Formal SST Process:

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1. The teacher expresses concerns about a student to the counselor with a formal request for observational conference to the counselor.
2. Pertinent information will be gathered from all teachers who work with the student and other school sources by the administrator or counselor.
3. The administrator or counselor will analyze the information he/she has attained, discuss the situation with the referring teacher, counselor, or administrator and determine whether a support meeting needs to be held.
4. If it is determined that a meeting needs to be held, the parents, teachers and appropriate administrators will be notified.

II. Student Records

School records come under federal regulations of the "Family Educational Rights and Privacy Act" (FERPA). As the professional in charge of students' records, it is the teacher's responsibility to remember the confidential nature of all student information gained from written and/or verbal communication to/with anyone.

Specific instructions for recording/maintaining/handling records of your students will be provided for each type of record.

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Bulloch Academy
Student Expectations and Guidelines

Philosophy:

All students at Bulloch Academy are capable of learning and becoming responsible citizens of the community. We are committed to encouraging students to choose appropriate behavior.

Student Expectations:

1. We take responsibility for learning.
   This means:
   - ➢ We arrive at school on time.
   - ➢ We are prepared for class.
   - ➢ We demonstrate a serious and responsible attitude in daily work.
   - ➢ We prepare homework carefully, thoughtfully, and on time.
2. We try to settle our differences in a peaceful manner.
   This means:
   - ➢ We respect other people's property and personal space.
   - ➢ We do not physically or verbally fight with others.
   - ➢ We do not take anything that does not belong to us.
3. We follow the directions of adults in charge, the first time given.
   This means:
   - ➢ We look at the speaker.
   - ➢ We do not talk back to teachers or adults in charge, including substitutes, lunchroom supervisors, and bus drivers.
4. We are sensitive to the needs and feelings of others.
   This means:
   - ➢ We use appropriate language at all times.
   - ➢ We do not bully or tease others.
   - ➢ We never boo or whistle in assembly programs.
   - ➢ We are willing to help each other.
   - ➢ We are friendly and courteous.
5. We are expected to move safely through the school.
   This means:
   - ➢ We do not play around in the restrooms or hallways.
   - ➢ We do not run in the cafeteria, hallways, or breezeways.

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Bulloch Academy
Student Behavior Guidelines

Additional rules will be specified by teachers and grade level teams.

Standard Classroom Guidelines:

1. Pay attention to the teacher and follow directions.
2. Be in the right place, at the right time, doing the right thing, with the right materials.
3. Respect all teachers, staff members, and fellow students.

Hallway / Breezeway Guidelines:

1. Act with quiet, courteous behavior.
2. Walk single file, on the right side.
3. Go directly to your destination.

Media Center Guidelines:

1. Act with quiet, courteous behavior.
2. Enter with a pass as instructed; return to class on time.
3. Use the media center wisely with a purpose in mind.
4. Use materials in an appropriate manner.
5. Treat items on display with respect.

Cafeteria Guidelines:

1. Act with quiet, courteous behavior.
2. Observe appropriate manners while at the table.
3. Be responsible for cleaning up your area.
4. Remain seated; raise your hand if you need assistance.

Playground Guidelines:

1. Act with courteous behavior, observing rules of safety.
2. Remain in the designated play area with adult supervision.
3. Use equipment properly and as directed.

Athletic Events Guidelines:

1. Act with courteous behavior, observing rules of good sportsmanship.
2. Respect all adults, visitors, and classmates present at the event
3. Show appropriate appreciation for BA's athletes AND for the visiting athletes and fans.
4. Be responsible for placing trash items in appropriate waste receptacles.

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505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

1. Introduction.

   The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

2. Definitions
   a. "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.
   b. "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
   c. "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.
   d. "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
   e. "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of

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Ethics for Educators. A "complaint" will be deemed a request to investigate.

f. "Revocation" is the invalidation of any certificate held by the educator.
g. "Denial" is the refusal to grant initial certification to an applicant for a certificate.
h. "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.
i. "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
j. "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
k. "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period. 505-6-.01
l. "No Probable Cause" is a determination by the Georgia Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

3. Standards

a. Standard2: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the Commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender

treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

b. Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

    i. committing any act of child abuse, including physical and verbal abuse;

    ii. committing any act of cruelty to children or any act of child endangerment;

    iii. committing any sexual act with a student or soliciting such from a student;

    iv. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;

    v. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;

    vi. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or

    vii. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

c. Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

    i. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

ii. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc). 505-6-.01

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