

# STUDENT HANDBOOK

## EDMUND BURKE ACADEMY

**2018 - 2019**

*This book belongs to:*

NAME

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ADDRESS

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HOMEROOM TEACHER \_\_\_\_\_

SECTION \_\_\_\_\_ Dear Parents and Students,

This handbook is an attempt to answer questions which arise regarding the policies of our school. It has multiple purposes:

- (1) To give a ready source of reference for EBA students, parents, and faculty.
- (2) To aid new students by acquainting them with the entire program of the school.
- (3) To acquaint parents and other members of the community with the school's program and activities.

Thank you for supporting your school. Let's continue to work cooperatively to uphold the values and traditions that

have made EBA strong. Please contact us if you have any questions, concerns or suggestions.

Sincerely,

**Gregg Bunn**

Headmaster

## **Alma Mater**

Hail, Alma Mater, Burke Academy,  
We pledge our hope and faith and love to thee  
Be thou our leader, be our guiding hand,  
Hail, Alma Mater, proudly may you stand.

Our faith in thee has led us through the years.  
Guide us forever, calm our many fears.  
Fill all our lives with grace and love divine  
Hail, Alma Mater, praise be ever thine.

## **School Colors and Mascot**

The school colors of EBA are red and white. They are used in all uniforms of the athletic teams. The school mascot or team nickname is the Spartans.

## **Extra-Curricular Activities**

Clubs are essential for each student. They aid in preparing them for life in the community. The following is a list of clubs sponsored at EBA:

Beta Club

Literary Society

Student Council

Future Georgia Educators

S.A.D.D.

Fellowship of Christian Students

BA Club

Interact

Science Club

Athletic Activities include:

Basketball (7th-12th)

Cheerleading (3rd-12th)  
Football (3rd-12th)  
Softball (6th-12th)  
Baseball (6th-12th)  
Golf (8th-12th)  
Tennis (8th-12th)  
Track (8th-12th)  
Cross-Country (8th-12th)

## Daily Schedule

7:55	Teachers Report
8:05 - 8:20	Homeroom
8:23 - 9:13	1 <sup>st</sup> Period
9:16 - 10:08	2 <sup>nd</sup> Period Break
10:08 - 10:20	Break
10:23 - 11:13	3 <sup>rd</sup> Period
11:16- 12:06	4 <sup>th</sup> Period
12:06 - 12:36	7 <sup>th</sup> /8 <sup>th</sup> Grade Lunch
12:09 - 12:59	5 <sup>th</sup> Period (9 <sup>th</sup> -12 <sup>th</sup> Grade)
12:37 - 1:27	5 <sup>th</sup> Period (7 <sup>th</sup> /8 <sup>th</sup> Grade)
12:59 - 1:29	9 <sup>th</sup> -12 <sup>th</sup> Grade Lunch
1:32 - 2:22	6 <sup>th</sup> Period
2:25 - 3:15	7 <sup>th</sup> Period

## Attendance

Every homeroom teacher and classroom teacher must maintain attendance rolls.

### I. Tardiness

- A. Students who are not in homeroom at the 8:05 bell or in class when the bell rings are considered tardy and must sign in with the office.
- B. Students who arrive after the beginning of first period must sign in with the front office. A note from a parent may excuse a tardy to makeup work. However, only an official note such as a dentist's, doctor's, or orthodontist's will excuse a tardy to school. Students who arrive without such an official note will be credited with an

**UNEXCUSED TARDY. Any student whose UNEXCUSED TARDY total exceed five will not be allowed to exempt exams. In addition, any student whose TARDY TOTAL exceeds five will not be allowed to receive a perfect attendance certificate for the school year. Also, students who accumulate more than five tardies to a class period will not be allowed to exempt that particular exam.**

**Students, in grades 7-12, will receive detention after the 4th unexcused tardy to school/to class and will also receive detention for any subsequent tardy to school/to class.**

**Where applicable, on 8th tardy a student's driving privilege will be suspended for 20 school days.**

- C. To be counted present, a student must be at school for four full class periods.
- D. Tardies Per Class Period
  - a. The teacher shall take roll, using Ren Web, at the beginning of class immediately after the 2nd bell. Any student who enters class after the 2nd bell must be counted absent and sent to the office, **NO EXCEPTIONS!** It is the responsibility of the office to change the student's status from absent to tardy and determine disciplinary action.
  - b. A student who accumulates more than 5 tardies to a class will not be allowed to exempt that particular exam.

## II. Absences

- A. Upon returning to school after an absence, the student is to bring a signed and dated note from his/her parents/guardian detailing the cause of the absence. The student will report before school to the assigned location for handling absences and tardies. The signed and dated note will be presented to the office and an admit slip will be given to the student to be taken to student's homeroom teacher for his/ her initials. This dated slip permits the student to make up any missed assignments accrued during his/her absence. Failure to provide the office with a signed and dated note from his/ her parent/guardian will result in

the student's absence being "unexcused" and no credit will be given for work missed on the day of absence.

B. Absences without parental permission will be considered unexcused. Cases will be dealt with on an individual basis.

**C. All written parental/medical excuses for student absences are required within two school days of the student's return to school; otherwise the absence will be considered unexcused. For excused absences, students have up to five days to complete missed work.**

*For unexcused absences, students will receive a grade of "0" for all missed work.*

D. No student will leave school without permission from parents and the headmaster. If a parent wishes a pupil to leave school before the end of the day, the student must bring a note to the office before or during homeroom, giving the reason for leaving and the time at which the pupil is to leave. Students must come to the office before leaving and sign out. Early departure of students without such prior notification should be limited to emergencies.

E. No credit will be granted for school work for any student whose absences from school or classes total more than 20 days per year. Students should be careful with late arrival and early departure which might cause them to miss more than 20 days per year in a given class.

F. Student-athletes are expected to be present at school to participate in practices or contests. Students are also expected to be present the day following a sports event.

## **Visitors**

Students are not allowed to bring visitors to school without prior permission from the headmaster. Parents are always welcome.

## **Use of Facilities**

Any use of school facilities other than assigned usage must be cleared with the headmaster. In like manner, any borrowing of

school equipment must be authorized and signed for in the school office.

## **Phone Calls**

Part of a child's training includes remembering parental instructions, school assignments, and equipment needed for the day. Students will not be allowed to use the school phone for reasons other than illness. Parents are encouraged to limit phone calls to the school to emergencies only. Parents are strongly discouraged from calling the school to request early dismissal as it disrupts the learning process.

## **Cell Phones**

**Cell phones and any other electronic messaging devices may only be used under the direct teacher supervision in an organized class activity. In addition, cell phones and all other devices are not to be used or heard during normal school hours. The school reserves the right to search any student device (text messaging, pictures, or etc...). Offenses will result in consequences. See cell phone policy below for the only designated "PHONE ZONE" area.**

**All other areas are considered a "NO PHONE ZONE."**

### **Phone Policy Grades 7-12**

- **Phones are to be off/out of sight by 7:55 am each day**
- **Phones should not be used, seen, or heard from 7:55 am until 3:15 pm**
- **NO Phones are to be out during HR Phone Pockets**
- **Upon entering classrooms, students will place phones in phone pockets**
- **In Classrooms, phone use will be under direct teacher supervision only**
- **Phone Zone Rules**
  - o **Texting only (no snap chats, videos, or etc...)**
  - o **Phone Zone is in the LUNCHROOM ONLY, not in transit to and from the lunch room.**
  - o **Time used is during BREAK and LUNCH ONLY**
  - o **Srs. may text in Gym as part of their Sr. Privilege, not in transit to and from lunchroom.**

## **Automobiles**

- I. To drive on campus you must be of legal age and licensed.
- II. Students are not allowed to park in the area behind the school, teacher parking area, or any area not designated by the headmaster.
- III. When students arrive at school and park their car, they are to leave the parking area immediately. Cars are to remain in the student parking area unless they receive permission from the headmaster or athletic director. Students must notify the office staff before moving their vehicles.
- IV. Students are not allowed in the student parking area during the day without permission from the headmaster.
- V. Cars should remain locked during the day.
- VI. Failure to exercise proper care and failure to follow all traffic policies will result in students being denied driving privileges.
- VII. Student vehicles are subject to search while on the campus of Edmund Burke Academy.

## **Library**

The Library is for the use of students and faculty of our school. It is open every period of the day.

Books are arranged by the Dewey Decimal System. Selections can be made by browsing or by referring to the card catalog, which is available on the library computers.

Each student is assigned a library number. Students are responsible for knowing their number when they come to check out library materials.

A fine of five cents per day is charged for grades K-6 and ten cents per day for grades 7-12 for overdue books, unless the person having the book due is legally absent on the day the book should be returned. Students who leave school early on the day a book is due are responsible for returning books before they

leave. Books should be returned before school on the morning of the first day the student returns to school. Fines must be cleared within a nine weeks period. Every person automatically assumes responsibility for a book when he checks it out...regardless of what happens to it. Students may not check out books for other students.

If any student or teacher notices a library book left in some room or around campus anywhere, he should return it to the library or to the office. Assistance in preventing loss of books will be greatly appreciated.

If a borrower loses a book, he clears this record by paying the assessed price of the book based on its condition and replacement cost. In the case of loss of a Burke Academy Library book, the person responsible must pay the entire cost of the book plus a processing fee. A fine may be assessed for abuse of library books.

Current magazines are kept on the magazine rack and may be used in the library. They are to be returned to the proper place in the rack after use. Back issues of most magazines subscribed to are kept on file for a five-year period. These may be checked out when needed for reference by filling out a request form and turning it in to the desk. The Abridged Reader's Guide to Periodical Literature will assist a person in finding which magazine is needed. The current issue of a magazine may not be checked out.

More detailed instructions are given to class groups at the first of each school year concerning care and use of books, furnishing, behavior in the library and the library policy in general.

The library exists for the purpose of enriching the user's life. It will serve this function if properly used.

## **Lockers**

Lockers are furnished to protect the property of each student. Lockers may not be defaced. Only athletic locker tags may be placed on the outside of the lockers. Lockers are the property of Edmund Burke Academy and are subject to search at any time.



## **Bookbags**

Bookbags are to be placed in lockers or in a classroom. Bookbags and PE bags are not allowed in the hallway.

## **Hall Passes**

- I. Teachers are to severely limit student hall passes. Students who come to school or class without the needed materials should not be allowed to go to their lockers, cars, etc.... It is our goal to produce responsible, prepared students.
- II. **Restroom** passes, office passes, and all other passes should be kept to an absolute minimum.

## **Property**

We are proud to show our school to visitors. We cannot be proud of the school if the walls are marked and paper is thrown along the halls and grounds. We ask each student to join us in doing everything possible to keep our building and grounds clean and in good order.

## **Textbooks**

All textbooks are the property of Edmund Burke Academy and are issued to the students free of charge by the teacher. Students must pay for any book damaged or not returned. Lost books are to be turned in to the subject teacher or the office. Students may check with the office if they are missing a textbook. Any funds paid for a lost textbook are nonrefundable. Students are not issued another textbook for a lost one until it is paid for. Textbooks should not be left in the hallway, as they will be considered "lost" and collected. Textbooks should remain in lockers or book bags at all times.

## **Lunchroom**

- I. Students are to be orderly in the lunchroom at all times. The cafeteria staff will not begin serving lunch until a single-file line is formed at each serving station. Students are expected to show respect, patience, and kindness to other students and staff in the lunchroom.

- II. Students are not allowed to take food or cups out of the lunchroom.
- III. Tickets for trays or side-order items will be issued each morning during homeroom.
- IV. Students are to assist in keeping the lunchroom clean and orderly.
- V. Students are to display appropriate table manners at all times while dining in the lunchroom.

## Senior Privileges

Any privileges given to seniors during the school year will be determined by the headmaster. Seniors are the leaders of the school and should be the model for other students. Those who choose not to set a good example to other students by not following school rules may have their privileges revoked.

### *Senior Privileges:*

- \*Go to lunch 5 minutes early (teacher's discretion).
- \*Excused from school 5 minutes early (teacher's discretion).
- \*Exempting first semester exams if a student has a 90 or above average in a course for midterms and finals provided they have no more than 5 absences and 5 tardies.

## School Trips

- I. Students traveling to participate in school events must use the school's designated mode of transportation. Class trips, athletic or literary team trips, or any other trip organized under the direction of the Edmund Burke Academy Board of Directors is considered a school trip. All school rules apply on school trips.
- II. All field trips require a permission form on file with school officials. Parental signatures are required, **no exceptions.**

# **Code of Honor, Conduct, and Discipline**

Edmund Burke Academy policy assumes that because each student has chosen to enter EBA, he/she comes with a PROPER ATTITUDE AND A DESIRE TO CONFORM TO THIS SCHOOL'S CODES AND TRADITIONS. EBA students are expected to recognize that they have responsibility for their personal conduct and for the well being of the whole school community. The disciplinary system's most important purpose is to serve as an instrument of education. Disciplinary consequences are imposed to help the student understand the value of his word, the importance of his responsibility towards others, and the earnestness of his dedication to the ideals of Edmund Burke. The headmaster will evaluate the conduct involved and the consequences will depend on the severity of the infractions.

**Students will stand for and recite the pledge to the United States of America flag.**

## **Honor Code**

### **I. Mission Statement**

The purpose of Edmund Burke's honor code is to create and maintain within each member of the Edmund Burke community the proper attitude towards honorable living, so that throughout one's daily activities and interactions, a spirit of fair play and truth is encouraged, while dishonorable conduct is not tolerated.

### **II. Principles**

To accomplish the mission of the Honor Code, every member of the Edmund Burke Community pledges to follow and uphold the Honor Code's four principles:

\*I will not lie.

\*I will not cheat.

\*I will not steal.

\*I will not tolerate any dishonorable behavior on behalf of myself.

### **III. Honor Pledge**

The Honor Pledge is the most visible part of our honor code. “On my honor as an Edmund Burke student, I pledge that I have neither given nor received any assistance on this assignment.” *On my honor* is what the Honor Code is all about.

Each student is responsible for adherence to the Honor Code. Being honest is an agreement that implies faith and trust in each other. Adherence not only includes refraining from such conduct as lying, cheating, and stealing, but also requires that one understands the types of conduct that are unacceptable and thus prohibited by the Code. It is important to realize that honor is not just a value; it is a decision that must be made time and time again.

Definitions:

- *Lying - Any action, appearance, or statement which an individual knows, or should know, to be untrue, given with the intention to deceive.*
- *Cheating - Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one’s own individual efforts or the giving of such assistance to others.*
- *Stealing - Taking or attempting to take property, whether physical or intellectual, without right or permission.*
- *Plagiarism - Theft is a violation of the Honor Code, and plagiarism is a form of theft.*

#### IV. Signing the Pledge

**Each student will be required to reproduce a handwritten copy of the honor code and sign it.**

## Discipline

It is the responsibility of the faculty to enforce the discipline system in the classroom during class time to ensure an environment conducive to and supportive of learning. The faculty is responsible for assisting and maintaining the discipline system on campus, outside class, and at school

sponsored events off campus. The administration of the school may become involved when students fail to adhere to directions and admonishments of faculty.

***Behavior that must be referred to the Administration:***

Cheating

Dishonesty

Disrespect for the dignity, rights, safety, and well being of others

Disruption of the school day

Excessive and unexcused tardies and absences

Fighting

Gambling

Hazing

Insubordination

Profanity

Reckless Driving

Sexual misconduct

**Substance abuse {alcohol, drugs, and tobacco (including E-cigarettes, vaping, and Juul)}**

\*\*Edmund Burke Academy reserves the right to request drug and/or alcohol testing of students at any given time.

Theft

Truancy of any nature

Vandalism

Weapons

It is not possible to anticipate, nor is it feasible, to list all the infractions of discipline that may occur. The administration reserves the right and has implied authority to impose penalties for violations of policies stated herein as well as for other behavior not prescribed in the handbook. For violations of the Honor Code or Code of Conduct the following disciplinary actions may be considered:

1. Expulsion
2. Suspension (Students shall have a point per day of suspension deducted from final grade for the respective grading period *per class* and will not be able to exempt the upcoming semester exams. Points deducted from each class will not exceed 5 points.)

3. In-School Suspension (ISS)
4. Corporal Punishment
5. Detention (break, lunch, or after school)

*The Headmaster is the final authority in all disciplinary decisions.*

## **Drug Policy**

### ***Drug Screening Purpose***

The purpose of the drug screening program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the well being of all students. Specific goals of the program are as follows.

- To reassure students, parents and community that the health, safety and academic progress of each of its students is the primary goal of Edmund Burke Academy.
- To develop a drug-free educational environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
- To prevent drug use and abuse by students of Edmund Burke Academy.
- To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
- To educate any student who may be using or abusing drugs as to the possible physical and psychological effects drug use may have, and its possible adverse effects on the team and its members.
- To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.
- To provide reasonable safeguards to help insure that every student in Edmund Burke Academy is mentally and physically competent to participate in school activities.
- To remove the stigma of drug use and abuse from those students who do not use or abuse drugs.

## ***Use***

For the purposes of this policy, student refers to any student in grades 8-12. The intent of this policy is to discourage young people from making inappropriate choices regarding the use of illicit drugs. The policy is also designed to reward those students who choose NOT to participate in drug use by allowing them to validate their commitment to a drug free lifestyle. A further positive outcome for the program is to identify those students who, having made a poor choice, need help in understanding the dangers of using/ abusing illegal substances and who need help in divesting themselves of a potentially serious problem.

An offense is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal drugs
- Obviously under the influence of drug use
- Drugs or drug paraphernalia found on their person, in their car, or in their possession
- Direct or circumstantial evidence of possessing, using or supplying drugs

## ***Anonymity***

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

## ***Procedure***

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results of the tests to Edmund Burke Academy's Administration.

## ***Screening***

Edmund Burke Academy uses a urine analysis method for drug testing. All students covered under this policy will be screened for drug usage as follows:

**Random Screening:** Any student enrolled at Edmund Burke Academy is subject to screening for drug usage on a randomly selected basis. Consequently, some students may be tested more than once a year. There is no cost to the parent for the random testing. The students will be randomly selected for subsequent screening by numerical sampling conducted by the drug testing facility.

**Transfer Students:** Students in grades 8-12 who transfer to Edmund Burke Academy during the school year shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission will not be granted until the screening has taken place and results are obtained showing the absence of drug usage.

## ***Disciplinary Actions***

Students that commit such actions as defined under the Drug Use Section and/or tested "positive" on a drug screening test have the choice to remain at Edmund Burke Academy under the following conditions or they may withdraw from Edmund Burke Academy: First offense:

- One year probation which will include drug testing for one (1) year beginning within thirty (30) days of the offense. All costs associated with assessment, treatment and follow-up testing shall be borne by the student, the student's parents or guardians.
- Student must receive a Certificate of Completion from an accredited drug counseling program at the parent's/guardian's expense.
- Suspension for 5 days.
- Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Student must prepare a research paper relating to the effects of the illegal drug. This work is not to be done at school and the paper and presentation are due within 10 days of offense.



The paper is to be submitted to the Head of School, who will determine the suitability of the paper.

- Thirty (30) school days suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus.
- Student-athletes will be suspended from participation in GISA events (athletic and literary) for thirty (30) school days.
- Student's on campus driving and parking privileges will be suspended for thirty (30) school days beginning with the next school day.

Second offense (within academic career):

The student will be expelled from Edmund Burke Academy.

### ***Retention of Records***

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the headmaster and will be destroyed upon the student's graduation from high school.

### ***Completion of Conditions***

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion from Edmund Burke Academy.

### ***Refusals***

Refusal by student to be tested will be deemed as a violation of the drug policy and shall result in the student being expelled from Edmund Burke Academy. ***Drug Screening Test***

### ***Appeal Process***

If a student does test positive for drug use, the parent and/or guardian may request an additional drug- screening test be performed at their own expense. Because urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to

determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine seventy-two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test shall be within a time frame and procedure set by the school headmaster. A copy of the results shall be submitted directly from the testing agency to the headmaster.

## **Off Campus Behavior**

Students engaged in conduct off campus involving drugs, alcohol, criminal activity, or any act that is deemed detrimental to the reputation of our school must appear before a committee for a disciplinary hearing which may result in consequences including, but not limited to, suspension from all extra curricular activities, suspension from school, or expulsion. Any student who is charged with a crime must report the incident to the school's administration the following school day.

## **Dress Code**

Edmund Burke Academy is a conservative school in its policies and curriculum, and we extend that philosophy concerning the dress code. School day dress should always be neat, clean and appropriate. The school administration reserves the right to judge what is and what is not appropriate. Please note that on special occasions, such as Honor's Day, students will be required to dress in appropriate attire. Students are expected to follow the dress code below.

1. Hats and sunglasses are not allowed inside the building. Unless part of an approved school activity, students may not wear or have on their heads any headwear, such as hats, bandannas, knit caps, etc., at school.
2. Male and Female Dress:

- a. Any shirt/blouse must have sleeves - off the shoulder garments are not allowed.
  - b. Low neckline shirts/blouses are not permitted. No cleavage and/or midriff may be exposed.
  - c. Shoulders must be covered. No strapless or one shoulder shirt/blouse or dress will be allowed.
  - d. Gym shorts will only be permitted in P.E.
  - e. Tight fitting spandex type shorts, such as bicycle shorts or leotards, may not be worn as outer garments at school.
  - f. No cut-offs, no fleece type sweatpants or pajama bottoms permitted.  
*\*The week of Homecoming/Spirit week students will be allowed to dress in attire that promotes the activities scheduled.*
  - g. Clothing that advertises alcoholic beverages, tobacco or any distasteful logo is prohibited.
  - h. Clothing that contains obscenities or innuendos are prohibited.
  - i. Any body piercing (excluding female earrings) and tattoos must not be visible at any time during the school day or school activities.
  - j. Clothing must be free of cuts and tears.
  - k. Length of shorts, skirts and dresses will be determined by "arm's length" with extended fingers. They must be below the finger tips when standing.
3. Male's hair must be off of and tapered around the ear. Hair cannot hang over the ear. It also must be tapered, blocked or layered in the back off of the collar. Bangs must be cut above the eyebrows. Extreme hairstyles will not be permitted.
- a. Sideburns must not extend past the bottom of the ear.
  - b. No facial hair is allowed. Those in need of a shave will be sent to the office.

**THE DRESS CODE WILL BE STRICTLY  
ENFORCED FOR GRADES 5-12**

## **Grievances**

If a child is having an academic problem, the parent should schedule a conference with the teacher of the subject in question to discuss the matter. If further assistance is needed, the parent should contact the guidance counselor. If the problem has not been resolved with the aforementioned steps, the headmaster should then be contacted. If after discussion with the headmaster, the concern needs further attention, the parent should then contact the Chairman of the Board. These steps in brief

- (1) Contact the teacher.
- (2) Contact the Guidance Counselor.
- (3) Contact the Headmaster.
- (4) Contact the Chairman of the Board of Directors.

## **Academics**

### ***Challenging Curricular Materials:***

If a person wishes to challenge the use of classroom or media materials due to personal beliefs, the challenge must be presented to the administration for review. The decision will be based on the mission and principles established by the Board of Directors. The material will also be evaluated on liturgical value.

### ***Schedule Change***

Changes can be made or courses dropped the first week of classes if:

- a. Possible in terms of your existing schedule and the change will not overload a particular class.
- b. The change results in a reasonable program of study in terms of the established curriculum.
- c. The change is approved by headmaster, counselor, parent, and teacher.
- d. Course will not be dropped by students after the first two weeks.

### ***Withdrawal from School***

If necessary to withdraw from school, students and parents are to check with counselor.

## ***Counseling Services***

Counseling services are available to all students. Information on almost any college or occupation is available in the guidance office. If there are any questions concerning schedules, grades or classes, this should be taken to the counselor. The counselor is available to students for personal or social concerns.

## **Transcripts**

Partial transcripts will be sent during the school year to colleges to which seniors wish to apply, and one final transcript will be sent after graduation to the school or college of the student's choice. Seniors should request that a transcript be sent when they are sending college applications. Students planning to attend college must meet the following College Preparatory Requirements set forth by the University System in Georgia:

English (4 units)

Math (Algebra I, II, Geometry, Senior Math or Calculus)

Social Studies (American Government, US History,  
World History, and Economics)

Science (Physical Science; and at least 3 laboratory  
sciences from biology, chemistry, physics or  
related sciences.)

Foreign Language (2 years of the same foreign  
language)

## **Credits Needed for Promotion for Students**

### **Entering 9th Grade at 1984 - 1985 Year or After**

5 units to be classified as a sophomore

10 units to be classified as a junior

16 units to be classified as a senior

22 units are required for graduation      General  
Diploma

23 units are required for graduation      Academic  
Diploma

# Curriculum

EBA will recognize two programs of study - effective for graduates as of June 1988. The requirements for receiving a diploma under these two programs are as follows:

## A. General Program of Study

Students taking these courses of study will receive a General Diploma.

### *Required units.*

4 units English (9-10-11 & 12 grade)

3 units Math

4 units Social Studies -

American Government (9th grade)  
US History (10th grade)  
World History (11th grade)  
Economics (12th grade)

4 units Science - Physical Science (9th grade)

Biology I (10th grade)  
2 elective Sciences

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1 unit PE & Health

**16 Total Required Units**

**6 Total Elective Units (only one can be additional PE)**

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**22 Units required for a General Diploma**

## B. Academic Program of Study

Students taking these courses will receive an Academic Diploma. This diploma will carry a seal that states "Approved College Preparatory Program."

### *Required units:*

4 units English (9-10-11 & 12 grades)

4 units Math - Algebra I & II

Geometry

Senior Math or Calculus

4 units Social Studies -

American Government (9th grade)  
US History (10th grade)  
World History (11th grade)  
Economics (12th grade)

4 units Science - required

Physical Science (9th grade)  
Biology I (10th grade)  
2 electives from Chemistry, Physics,  
Biology II  
Or Environmental Science (11th grade  
or 12th grade)

2 units Foreign Language - 1st & 2nd year  
same language 1

unit Health/PE/Safety - Required 9th grade

1 \_\_\_ unit Computer (recommended 10th grade)

**19 Total required units**

**\_\_\_ 4 Total elective units**

**23 Units required for Academic Diploma**

## Academic Honors

Honors will be awarded beginning with Class of '88 as follows:

### Valedictorian and Salutatorian

Students for these honors must have met requirements for an Academic Diploma and must have completed **two consecutive, full years of high school at EBA.** The valedictorian is the senior who has maintained the highest academic average for four years of high school. The salutatorian is the senior who has maintained the second highest academic average for four years of high school.

### Honor Graduates

Any student who has a four year cumulative high school academic average of 89.5 or more.

### Joint Enrollment

Students who take joint enrollment classes will not have averages in the joint enrollment classes included in their overall

high school average which is used to determine valedictorian, salutatorian, honor graduate, and rank in class. However, the average may be used in computing an average for the **HOPE Scholarship** because certain classes must be used for this computation.

## **Grades, Exams, etc.**

Grades are given at the end of each nine weeks. Exams will be given at the end of first semester and second semester. Exams will count 20% of a student's grade for each semester.

Exams will be given for 3 days at the end of each semester.

The following grading scale will be used:

F - 69 and below
D - 70 - 72
C - 73 - 79
B - 80 - 89
A - 90 - 94
A+ - 95 - 100

Students with a nine-weeks average of 90 will be placed on the honor roll. Students must take 4 academic courses to be eligible for the honor roll.

A student will not be eligible for the honor roll if he/ she has two or more conduct marks that are below the Satisfactory rating. Underclassmen may exempt final exams provided they have a 90 or above average for the school year in the subject and no more than 5 tardies and 5 absences during the semester. (Includes first semester exam)

## **Fees**

All students may be required to pay a fee if he/she takes:

Science	Art
Biology	Accounting
Chemistry	Clerical Trn.
Home Ec.	Computer Courses

However, no student will be charged more than \$20.00 per year for above courses. Driver's education fee is in addition to lab fees.



## **Literary, Athletic and Cheerleading Eligibility Requirements for Participation**

Students are eligible to participate in events at EBA sponsored by the G.I.S.A.:

- (1) Who are regular students taking 4 or more academic courses in grades 7 - 12.
- (2) Who has passed in 5 unit subjects, or their equivalent, for the first semester of the year is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the year is eligible for the first semester of the following year. If a school is on the quarter system, a student must pass 5 unit subjects, or their equivalent, for the first quarter in order to be eligible for the second quarter. A student must pass 5 unit subjects, or their equivalent, for the second quarter in order to be eligible for the third quarter. A student must pass 5 unit subjects or their equivalent for the year in order to be eligible for the first quarter of the following year. Three units must be in the following subject areas: Language, Science, Social Studies, Mathematics, Business Education. Excluded for any credit are the following: teacher aides, office aides, or their equivalent.
- (3) Who has not attained his or her 19th birthday prior to May 1 preceding the school year of participation.
- (4) No student is allowed to participate in an athletic or literary event, who has not been present in school for 4 class periods on the day of competition.
- (5) No student is allowed to participate whose department does not satisfy the requirements of school authorities and bring credit to EBA.
- (6) Any exceptions to these rules are at discretion of administration.

## **COURSES OFFERED**

### **7th GRADE**

English 7  
Georgia History  
Science (Life)

### **8th GRADE**

English 8  
Global Geography  
Science (Earth)

Math  
Reading (Skills, Vocab.,  
Comprehension)  
Physical Education

Math  
Career Skills and  
Keyboarding  
Physical Education/Health

### 9th GRADE

#### *Required for Academic Dip.*

English I  
American Government  
Physical Science  
Alg. I  
Health/PE/Safety  
Spanish I

#### *Required for General Dip.*

English I  
American Government  
Physical Science  
Math (Alg. I, or General  
Math I)  
Health/PE/Safety

#### Electives

World Geography

Art

### 10th GRADE

#### *Required for Academic Dip.*

English II  
Geometry  
US History  
Biology I  
Spanish II

2 electives - see list (see electives)

#### *Required for General Dip.*

English II  
Math (See Electives)  
US History  
Biology I

#### Electives

Computer I  
Physical Education  
Gen. Math I, II  
Algebra I  
Teacher's Aide  
Environmental Science

Student Tutor  
Art  
SAT Prep  
Fine Arts  
AP US History

### 11th GRADE

#### *Required for Academic Dip.*

English III  
Algebra II  
World History  
Science (See electives)  
Electives (2)

#### *Required for General Dip.*

English III  
Math (See electives)  
World History  
Science (See electives)  
Electives (2)

#### Electives

Computer I

Algebra I, Geometry

Chemistry (Bio. I required)  
Bio. II  
Physical Education  
Composition  
Art  
Gen. Math I, II  
SAT Prep  
Fine Arts  
Student Tutor

Anatomy  
Bus. Math  
Accounting  
Family Sociology  
World Geography  
Journalism  
Environmental Science  
Spanish III

## 12th GRADE

### *Required for Academic Dip.*

English IV  
Economics  
Electives (3)  
Senior Math (1)  
Science (See electives)

### *Required for General Dip.*

English IV  
Economic  
Electives (4)  
Science (See electives)

### **Electives**

Computer I  
Composition  
Chemistry  
Physics  
Biology II (College Prep.)  
Accounting  
Algebra I, II  
Geometry  
Advance Math (Alg. III, Trig.  
& Computer Programming)  
Anatomy  
Environmental Science

Family Sociology  
World Geography  
General Math I, II  
Business Math  
Physical Education  
Basic Composition  
Art  
Journalism  
Fine Arts  
Student Tutor  
Spanish III  
SAT Prep

## **Athletics**

Athletic activities include:

Basketball (7th-12th)	Golf (8th-12th)
Cheerleading (7th-12th)	Tennis (8th-12th)
Football (3rd-12th)	Track (8th-12th)
Softball (7th-12th)	Cross-Country (8th-12th)
(7th-12th)	Baseball

## ***Grievances***

The parent/coach partnership is necessary for a successful season. Both want a worthwhile experience for the athlete. Both realize that growth and maturity can be an outcome of participating in athletics and that personal growth results from athletes learning to handle situations with teammates, coaches, referees, and opponents. Maturity also is enhanced by learning to set goals, to take responsibility for actions, and even take risks. By parents supporting each athlete, the coach, and the team, the athlete's experience is enriched.

Should problems arise in the athlete's attempt to resolve situations, we encourage the athlete to conference with the head coach. If additional problems occur, please communicate with your child first. If necessary, contact the head coach by appointment for further information, discussion, or advice.

***Please do not attempt this type of discussion immediately prior to a game, during a game, or immediately following a game.***

A coach has many responsibilities during these times. Should further communication be necessary, please schedule an appointment with the athletic director. If the problem has not been solved with the aforementioned steps, the Headmaster should then be contacted. These steps in brief:

- (1) Player conference with head coach.
- (2) Parent conference with head coach (by appointment only).
- (3) Conference with athletic director (by appointment only).
- (4) Conference with headmaster (by appointment only).

## ***Athletic Participation Rule***

If a varsity athlete quits a sport after the first official contest, he/she will be ineligible to participate in the next sport. A three day cooling off period shall apply. At which time a conference will be held, this conference will consist of the Athletic Director, coach of the sport, parent(s), and the athlete to discuss the consequences. (effective February 16, 2016)

## ***Transportation***

Athletes traveling to athletic contests must use the school's designated mode of transportation. The only exception is that athletes, pending the head coach's team rules, may return from

contests with their parents. However, parents *must* personally contact a member of the coaching staff.

Directions to all athletic events can be requested through the school office or via the school website.

### ***Equipment***

It is the responsibility of the head coach to issue and collect all athletic equipment. Athletes must pay for any lost or damaged equipment. Any funds paid for lost equipment are nonrefundable. Students are not issued report cards or replacement equipment until the lost equipment is paid for.

### ***Lettering***

Letter certificates will be given when a student letters or a certificate of participation will be given when they do not letter.

### ***Letter Jackets***

A student is eligible for a letter jacket if they earn a letter in a sport. Once a student has earned a letter, he or she may order a letter jacket. Jackets are ordered once or twice each year. The student is required to pay the full cost of the jacket and patches.

### ***Attendance***

Attendance is expected at all practices and games. Unexcused absences from practices and games could result in the loss of playing time and/or starting privileges. Excessive unexcused absences could lead to dismissal from the team. Athletes are to notify their coaches as soon as possible about planned absences. It is the responsibility of the athlete to have arranged with his or her parents to be picked up promptly after each practice and game. In the event that a weekend game or practice is cancelled or rescheduled, parent will be notified by telephone.

### ***Athletic Schedules***

All athletic schedules can be requested from the school office or via the website.

## ***Athletic Banquets***

A Fall and Spring Athletic Banquet will be held annually to recognize student-athletes and coaches. Attendance at these events is expected. Dress code is semi-formal or Sunday dress (shirts and ties for boys).

## ***Awards***

In order to make the athletic awards given by the athletic department more meaningful we place limits on the number of individual awards given at the banquet.

- No more than 4 individual awards may be given by any varsity athletic team.
- Only the allowed 4 individual awards and Region/Area/State awards may be given at the sports banquet.
- Any other awards must be given at a private team banquet.
- All individual award names must be approved by the athletic director and headmaster.

## NOTICE TO STUDENTS AND PARENTS

Students and parents should read this handbook and return this page to the homeroom teacher with signatures of both parent and student.

I have read the Edmund Burke Academy handbook containing rules and procedures and agree to abide by both their letter and spirit. This agreement has the force of a contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please note: This handbook is subject to revision at any time. Please notify the office when you have a change of address, telephone number, place of employment, etc. so that we may keep our mailing list and records up to date.

Please detach and return this page to your child's homeroom teacher.





**NOTICE OF  
NONDISCRIMINATORY POLICY  
AS TO STUDENTS**

The Edmund Burke Academy school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**AHERA NOTICE:**

The Edmund Burke Academy AHERA Management Plan is available for public inspection upon request at the Main Office. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees, or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos containing materials in all schools and support buildings.
2. Response action to the asbestos containing materials, selected by Edmund Burke Academy.
3. Plans for re-inspection, periodic surveillance, and operation and maintenance programs.
4. Public notification procedures.

Anyone interested in reviewing this plan should contact Edmund Burke Academy at (706) 554-4479.

## **NOTICE OF SURVEILLANCE**

Edmund Burke Academy is under 24-hour surveillance.

