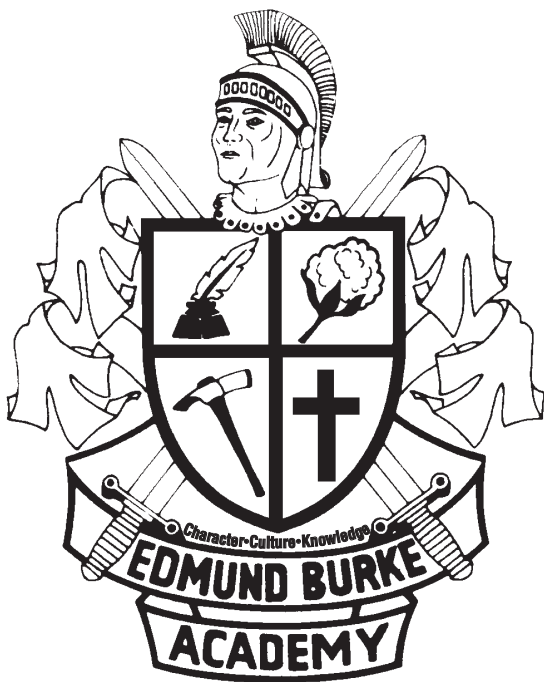


# **PARENT AND STUDENT HANDBOOK**



**2009 - 2010**

**WAYNESBORO, GEORGIA**

**[www.burkeacademy.org](http://www.burkeacademy.org)**



# **STUDENT HANDBOOK**

**EDMUND BURKE ACADEMY**

**2009 - 2010**

*This book belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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 a multiple purpose:

- (1) To give a ready source of reference for E.B.A. 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.

It is hoped that students, faculty, and parents can work more effectively to better our school. We encourage anyone, students, parents or faculty, who has questions concerning any facets of the school's program to contact us at any time to discuss them.

We appreciate your past support of the school and seek your continued support. We pledge to you our utmost effort to build EBA into a school of which all of us can be proud.

Sincerely,

**Brent Cribb**  
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
Headmaster s Advisory Board	

Athletic Activities include:

- Basketball (7th-12th)
- Cheerleading (3rd-12th)
- Football (3rd-12th)
- Softball (7th-12th)
- Baseball (7th-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 8:10 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 office and their homeroom teacher. Students who bring a note from a parent, doctor, orthodontist, or dentist explaining a legitimate reason for tardiness will be credited with an excused tardy. Students who arrive late without such a note will be credited with an unexcused tardy. An unexcused tardy will result in detention before school. More than two unexcused tardies will result in further disciplinary action by the Administration. Students who accumulate more than 5 excused tardies per grading period will serve detention after school. Detention time will be from 3:15-4:00. Students who do not meet their detention obligation can be suspended from school. **Any student whose tardy total exceeds five will not be allowed to exempt exams or**

**receive a perfect attendance certificate for the school year. Students who accumulate more than five tardies to a class period will not be allowed to exempt that particular exam.**

- 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 role, using SDS, 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 3 tardies to a class period will receive detention and any subsequent tardies will result in further disciplinary action by the Administration. 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. Make-up work should be completed within five school days after the student returns to school. Students who are absent from class for any reason are responsible for all material covered.
- 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. Visitors work a hardship on both teachers and students. Parents are always welcome, but they are encouraged to make an appointment with the counselor, teacher, or Headmaster in advance.

## **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, pagers, beepers, and any other electronic messaging devices are not to be used, seen, or heard during normal school hours. Such devices will be confiscated until the end of the school day and the school reserves the right to search any student device (text messages, pictures, etc.). Repeat offenses will warrant more serious consequences.

## **Food/Drink**

Food, drink, and gum are not allowed in the main building. This includes hallways and classrooms.

## **Automobiles**

- I. To drive on campus you must be of legal age and licensed.
- II. Students must register for parking with the front office. Students are only allowed to park in their registered parking space. Parking is free of charge.
- III. Students are not allowed to park in the area behind the school, teacher parking area, or any area not designated by the Headmaster.

- IV. 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.
- V. Students are not allowed in the student parking area during the day without permission from the Headmaster.
- VI. Cars should remain locked during the day.
- VII. Failure to exercise proper care and failure to follow all traffic policies will result in students being denied driving privileges.
- VIII. 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. If a book is not located in the proper section, remember that it may be checked out.

Any book, other than a reference book, or a book put on reserve by a teacher, may be checked out for one or two weeks, depending on the students grade level. Renewal for another period is possible by bringing the book to the desk and having it rechecked. Checking out the same book more than two consecutive times is left up to the discretion of the librarian.

Each student is issued a library card with an assigned number and in the seventh grade these cards are given to each student. Students are responsible for keeping the card and knowing their number when they come to check out library materials. The first card is free. Each additional card will cost the student \$5.00.

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. A book is valuable property, and should be regarded as such.

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. Preparation is a key element of the education we offer at Edmund Burke. 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. Bathroom 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 or being academically responsible 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. The only exception is that the students may return from events with their parents. Parents must personally contact school officials in charge of

the event. 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.

### **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 my self.

### 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. Students will also be required to inscribe and sign the Honor Pledge on all major assignments.

## 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 as 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)

\*\*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.*

## **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 the Board of Directors and Administration 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 may be required to dress in a more particular attire. Students are expected to follow the dress code below:

1. Hats and sunglasses are not allowed inside the building. Hats are not allowed on campus during school hours nor permitted during travel on any school sponsored trip.
2. Shirts that reveal bare midriff **regardless of movement** are prohibited.
3. Shorts and skirts may be worn. However, the inseam should not be shorter than 3 inches above the knee **regardless of movement**.
4. At no time will undergarments show.
5. Tank tops, muscle shirts, and spaghetti straps are prohibited. All shirts and blouses must have sleeves.
6. Shabby, ripped, or revealing clothing is prohibited.
7. Clothing that advertises alcoholic beverages, tobacco, or any distasteful logo are prohibited.
8. Clothing that contains obscenities or innuendos are prohibited.
9. Any body piercing, excluding female ear rings, and tattoos must not be visible at any time during the school day or at school activities.
10. Male s hair must be off of and tapered around the ear. Hair cannot hang over the ears. It also must be tapered, blocked, or layered in the back off of the collar. Bangs must be cut above the eyebrows. Extreme hairstyles should be avoided.
11. Sideburns must not extend past the bottom of the ear.
12. No facial hair is allowed. Those in need of a shave will be sent to the office.

## **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**

### ***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 History, World History,  
Economics, and Government)

Science (Physical Science, at least 2 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

15½ units to be classified as a senior

21 units are required for graduation -  
General Diploma

22 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)

American History (10th grade)

World History (11th grade)

Economics (12th grade)

3 units Science - Physical Science (9th grade),

— Biology I (10th grade), 1 elective Science

1 unit PE & Health

16 Total Required Units

5 Total Elective Units (only one can be additional  
— PE)

21 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 - Alg. I, II & Geometry, Senior Math or Calculus

4 units Social Studies -

American Government (9th grade)

American History (10th grade)

World History (11th grade)

Economics (12th grade)

3 units Science - required

Physical Science (9th grade)  
Biology I (10th grade)  
1 elective from Chemistry, Physics or  
Biology II (11th grade or 12th grade)

- 2 units Foreign Language - 1st & 2nd year  
same language.
- 1 unit Health/PE/Safety - Required 9th grade
- 1 unit Keyboarding  
— (recommended 10th grade)
- 20 Total required units
- 2 Total elective units  
—
- 22 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 six weeks.

The following grading scale will be used:

F - 69 and below

D - 70 - 74

C - 75 - 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 are required to pay a fee if he takes:

Science

Art

Keyboarding

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

### 8th Grade

English 8  
Global Geography  
Science (Earth)  
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  
Journalism (annual with  
teacher approval)  
Art

### 10th Grade

Required for Academic Dip.

English II  
Geometry  
American History  
Biology I  
Keyboarding  
Spanish II  
(see electives)

Required for General Dip.

English II  
Math (See Electives)  
American History  
Biology I  
2 electives - see list

### Electives

Computer I  
Physical Education  
Gen. Math I, II  
Algebra I  
Teacher's Aide  
Student Tutor

Art  
Newspaper  
Journalism  
SAT Prep  
Fine Arts

## 11th Grade

Required for Academic Dip.	Required for General Dip.
English III	English III
Algebra II	Math (See electives)
World History	World History
Science (See electives)	Science
Electives (2)	Electives (2)

### Electives

Computer I	Algebra I, Geometry
Chemistry (Bio. I required)	Anatomy
Bio. II	Bus. Math
Physical Education	Accounting
Composition	Family Sociology
Art	World Geography
Gen. Math I, II	Speech/Humanities
SAT Prep	Journalism
Fine Arts	Computer Program/Data Pro.
Student Tutor	

## 12th Grade

Required for Academic Dip.	Required for General Dip.
English IV	English IV
Economics	Economics
Electives (3)	Electives (4)
Senior Math (1)	

### Electives

Computer I	Family Sociology
Composition	World Geography
Chemistry	General Math I, II
Physics	Business Math
Biology II (College Prep.)	Physical Education
Accounting	Basic Composition
Algebra I, II	Speech/Humanities
Geometry	Art
Advance Math (Alg. III, Trig. & Computer Programming)	Journalism
Anatomy	Computer Program/Data Pro.
SAT Prep	Fine Arts
	Student Tutor

# 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)
Baseball (7th-12th)	

## **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 confer 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).

## ***Preseason Parent's Meeting***

Football, Softball, Basketball, and Baseball parents will be required to attend a mandatory preseason meeting with the coach. The purpose of these meetings is to outline policies and procedures, discuss team goals, and other information that is vital to the parent/coach/athlete relationship. ***We require that at least one parent attend these meetings.***

## ***Transportation***

Athletes traveling to athletic contests must use the school's designated mode of transportation. The only exception is that athletes 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.

## ***Dress Code for Travel***

With the exception of football and basketball, all sports teams are to travel wearing their school issued uniform. Football players should travel in their game jerseys and khaki pants. Jeans are not allowed during travel. Jerseys should be tucked in at all times. Girls basketball players are to travel in casual attire. Boys basketball players are to travel in shirts and ties with dress pants. No hats or flip-flops are allowed at anytime during travel. Any athlete that does not follow the dress code will be subject to disciplinary action.

## ***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 Commitment — "No Quit"***

A varsity season is defined as when the official practices begin set forth by the Head Coach of the athletic team. Any ***varsity*** player that quits the team for any reason once the season begins may not participate in any athletic team at Edmund Burke Academy until that season has officially ended. The athlete may appeal to the Headmaster, Athletic Director, and the Head Coach of the team that the athlete quit.

This rule applies only to varsity athletic teams (Cheerleading, Softball, Football, Cross Country, Basketball, Tennis, Baseball, Track, and Golf).

## ***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.

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Student Signature

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Date

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Parent's Signature

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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 reinspection, 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.

