



# **Parent Handbook**

## **School Year 2011-2012**

**Dr. Terry L. Stollar-Bolinger, Principal**

**6675 East Highway 16  
Senoia, GA 30276**

**Phone: 770-599-0228**

Dear Parents:

Welcome Coweta Charter Academy! The faculty, staff, and administration at CCAS are excited that you have chosen our school for your child's elementary education.

The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to public education, CCAS offers a rigorous academic curriculum, a safe learning environment, and a community atmosphere.

Please use this handbook as a guide. If you have any questions regarding the handbook, please do not hesitate to call the schools' main number, (770) 599-0228. After reviewing the handbook, complete the back page and return it to your child's teacher. Please remember that you will be responsible for all information included in this handbook.

We look forward to a successful year and are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21<sup>st</sup> century.

We trust that you will keep this booklet handy and refer to it during the school year. Through communication between school and home the CCA partnership can only grow stronger in providing educational excellence for all of our students.



Aventura City of Excellence School  
Baymeadows Charter Academy  
Bonita Springs Charter School  
Canoe Creek Charter Academy  
Cape Coral Charter School  
Coral Springs Charter School  
Coweta Charter Academy (Georgia)  
Downtown Miami Charter School  
Duval Charter School at Arlington  
Four Corners Charter School  
Gateway Charter High School  
Gateway Charter School  
Hollywood Academy of Arts and Science  
Keys Gate Charter High School  
Keys Gate Charter School  
North Broward Academy of Excellence  
PM Wells Charter Academy  
Renaissance Charter School of St. Lucie  
Renaissance Elementary/Middle Charter School

## Charter Schools USA's Mission

CSUSA creates and operates high quality schools with an

- unwavering dedication to student achievement
- unyielding commitment to ethical and sound business practices

Providing a choice for communities, parents, students and professionals that fosters educational excellence in America.

## Charter Schools USA's Vision

We will be one of the premier education companies in the world. Our dominant brand and ability to drive student success will create unprecedented demand.

- Communities will petition us to develop a school in their area.
- All of our schools will be fully enrolled with waiting lists.

Our superior capabilities will allow us to be a catalyst to spawn new synergistic business units and companies which will continue to fuel our growth and geographic reach. We will make a positive difference to millions of students worldwide.

## Coweta Charter Academy's Mission

The Coweta Charter Academy will provide students with the necessary tools and skills needed to develop superior levels of achievement. We strive for academic, social and physical excellence by providing a quality and challenging curriculum. We promote positive moral and social values, foster an atmosphere of self-discipline in a safe learning environment, and maximize individual productivity to meet the needs of a changing global society. Coweta Charter Academy students will be able to maximize their potential for successfully ascertaining their goals with confidence and intrinsic motivation, thereby enabling each student to become a lifelong learner and strong functional contributor to their local community as well as their global community.

# School Calendar 2011-2012

## SCHEDULE OF EVENTS

July 27-29	New Teacher Induction
Aug 1-5	Teacher Work Days*
Aug. 4-5	Kindergarten Screenings
Aug. 4	Orientation 3 – 4pm and 6 – 7pm
Aug. 8	First Day of School
Aug. 16	Open House 6pm – 8pm
Sept. 5	Labor Day**
Sept. 6	CSUSA Principal Meeting
Oct. 4	CSUSA Principal Meeting
Oct. 10	Columbus Day**
Oct. 11	Teacher Work Day *
Oct. 28	1/2 Day – Parent-Student Conferences
Nov. 1	CSUSA Principal Meeting
Nov. 21-25	Thanksgiving Break**
Dec. 6	CSUSA Principal Meeting
Dec. 7	½ Day Parent –Student Conferences
Dec. 22-Jan 4	Winter Break**
Jan. 3-4	Teacher work days*
Jan. 3	CSUSA Principal Meeting
Jan. 5	2 <sup>nd</sup> Semester Begins
Jan.16	MLK Jr. Holiday**
Feb. 7	CSUSA Principal Meeting
Feb. 21	President Day** NO SCHOOL
Feb. 20-24	Mid Winter Break**
March 1	½ Day Parent / Student Conferences
Mar. 6	CSUSA Principal Meeting
April 2-6	Spring Break**
May1	CSUSA Principal Meeting
May 25	Last Day of School
May 28	Memorial Day**
May 29 – 31	Teacher Work Days*

- \*Students do not attend school
- \*\* Students and Faculty do not attend school

## ATTENDANCE PERIODS

<b>Quarter 1 Begins</b>	<b>Monday, Aug. 8, 2011</b>
Quarter 1 Ends	Friday, Oct. 14, 2011
<b>Quarter 2 Begins</b>	<b>Monday, Oct. 17, 2011</b>
Quarter 2 Ends	Wednesday, Dec. 21, 2011
<b>Quarter 3 Begins</b>	<b>Thursday, Jan. 5, 2012</b>
Quarter 3 Ends	Thursday, March 15, 2012
<b>Quarter 4 Begins</b>	<b>Friday, March 16, 2012</b>
Quarter 4 Ends	Friday, May 25, 2012

## CELEBRATING SUCCESS ASSEMBLIES

<b>Quarter 1</b>	<b>October 21, 2010</b>
Quarter 2	January 13, 2012
<b>Quarter 3</b>	<b>March 22, 2012</b>
Quarter 4	May 25, 2012

## PROGRESS REPORTS ISSUED

<b>1<sup>ST</sup> Mid Term</b>	Thursday, Sept. 15, 2011
<b>2<sup>nd</sup> Mid Term</b>	<b>Thursday, Nov. 17, 2011</b>
<b>3<sup>rd</sup> Mid Term</b>	Thursday, Feb. 19, 2012
<b>4<sup>th</sup> Mid Term</b>	<b>Thursday, Apr. 26, 2012</b>

## REPORT CARDS ISSUED

- 1<sup>st</sup> Nine Weeks Thursday, October 20, 2011**
- 2<sup>nd</sup> Nine Weeks Thursday, January 12, 2012
- 3<sup>rd</sup> Nine Weeks Thursday, March 22, 2012**
- 4<sup>th</sup> Nine Weeks Thursday, May 31, 2012

## PARENT STUDENT CONFERENCES

- Oct 28: Half Day – Afternoon Conferences
- Dec 7 Half Day - Afternoon Conferences
- Mar 1 Half Day – Afternoon Conferences

## TESTING

Criterion Referenced Competency Test : (CRCT)

Aug. 26	Writing Prompt #1		
Aug. 31	Benchmark #1 Begins	March 1-2	Access for ELL Students
Sept. 27	Writing Prompt #2	March 29	Writing Prompt #8
Oct. 13	Benchmark #2 Begins	April 19	Writing Prompt #9
Oct. 26	Writing Prompt #3	April 14 - 21	(CRCT) Reading, Lang Arts, Math, Science, & Social Studies.
Nov. 21	Writing Prompt #4		All students 1-8 <sup>th</sup> grade
Dec. 21	Writing Prompt #5		Writing Prompt #10
Jan. 5	Benchmark #3 Begins	May 1-3	
Jan. 18	Writing Prompt #6		
Jan. 24-31	Access for ELL Students		
Feb. 1-28	Access for ELL Students		
Feb. 7	Writing Prompt #7		



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## AGENDAS

Each student is required to purchase an agenda book from the school. The agenda book will be used on a daily basis for communication between the school and parents. Students will use the agenda to log in their home learning assignments. The agenda book may be purchased at Open House or from the school's office. The agenda book must be **signed each night by a parent** to ensure that all communication has been read. If a student misplaces an agenda book, it is required that another one be purchased in the Main Office. No other agenda books will be accepted. CCAS has ordered agendas specific to the school. The agendas cost \$7.00.

## AFTER SCHOOL / BEFORE SCHOOL CARE

The After School Care (ASC) program is a service provided for parents at a reasonable fee. After School Care begins immediately after school and ends at 6:00 p.m. Students are provided a snack. During the first hour at ASC, students work on home learning assignments, have snack, and read a book. After home learning time is over, students have time for outdoor plan, games, and a variety of structured activities. There is a \$25.00 registration fee, plus a \$10.00 daily fee. Payments are paid ahead of services. Registration for ASC can be done through the school office during school hours. **Any child picked up after 6:00 pm will be charged and an additional \$2.00 per minute.**

**Parents may pick up After School Care children beginning at 3:20pm.**

**BEFORE SCHOOL CARE (BSC)** is a service provided for all parents for an additional monthly fee. BSC has a \$25.00 registration fee and the daily rate of \$5.00. Payments are due before service is rendered. Registration can be completed through the school office during school hours. Students who will be attending the Before School Care program are expected to report directly to the Cafeteria Room upon arrival.

**Parents must sign in their child on a daily basis.** Students in BSC will have time to review the previous day's assignments.

Breakfast will be available from 7:30 am-7:50 am for an additional fee of \$1.50.

**No students are permitted to enter the building prior to 7:00 am for BSC.**

## MORNING ARRIVAL

Car Drop Off is from 7:40 am – 7:55 am.

**A student must be sitting in class by 8:00 am** to be marked present and on time.

There is **no supervision before 7:40 am** for students except those enrolled in the Before School Care Program. All students must use the prescribed school drop-off procedures when coming to school.

Students dropped off prior to 7:40 am will be placed in Before School Care, and the parent will be assessed a \$25.00 registration fee and the daily rate of \$5.00.

Students need to learn the importance of regular school attendance and are expected to be in their homeroom / classroom on time.

## STUDENT DROP OFF AND PICK UP PATTERN

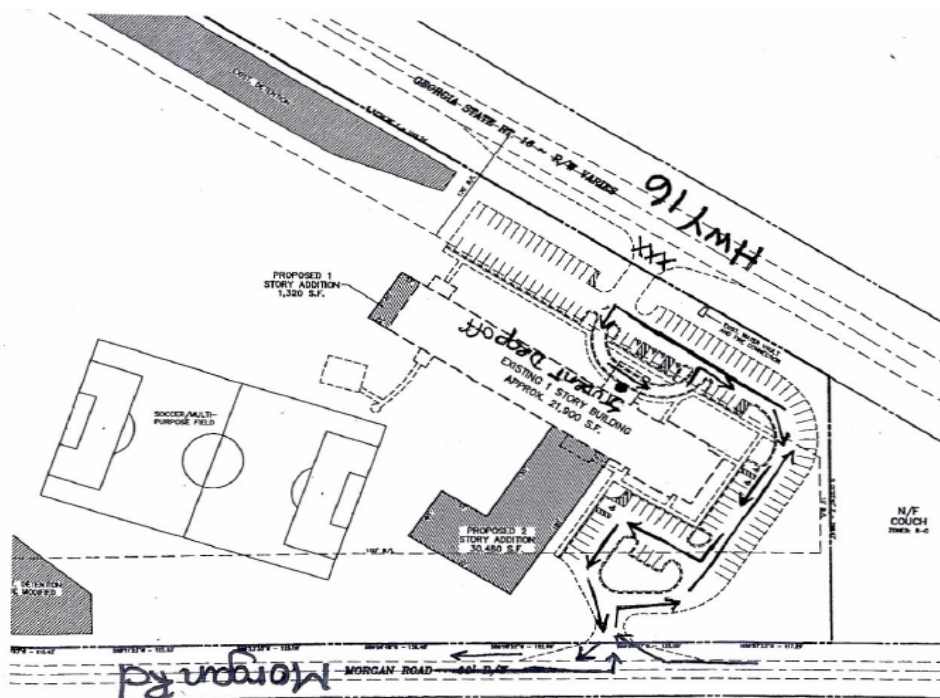
FY 2011-2012 is as follows: (see diagram below) --

### Student Drop-Off

Traffic will come into the back of the school off of Morgan Road, then loop around to the front of the school parking lot where the students will be dropped off. The cars will then loop back around to the back of the school and exit turning right onto Morgan Road. Students can only be dropped off in designated areas.

**Pick-Up** will follow the same route. Morgan Road can be accessed off of Old 85 or Highway 16. Students can not be dropped off in the back of the school due to safety issues.

All vehicles are expected to comply with the pattern set up by school personnel and the Department of Transportation and Public Safety. No cars will be allowed to enter the parking lot off of Highway 16. This is a safety issue.



### PICK UP NAME CARD

The Student Pick up Card needs to be displayed in your front window. A second card will be collected by a staff member. Your child will be called to come out to the car pick-up area. The staff member will match the two cards to assure safety for the child. After getting your child, proceed around to the back of the school parking lot and exit off of Morgan Road. Students are not permitted to walk or ride through the parking lot. Do not leave your car unattended in the car loop lane during pick up and dismissal. Please refrain from conferences with your child's teacher during these times.

**The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our children safe.**

## ATTENDANCE

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. Coweta Charter Academy believes that every day at school is important and that no student ever be absent except for extraordinary reasons and to provide consistency throughout the school year.

### Compulsory Attendance Ages

School attendance is compulsory in Georgia for children between their sixth and sixteenth birthdays. Children enrolled in the public schools prior to their seventh birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance even though they have not attained seven years of age. Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdates to a public or private school or to provide a home study program for these children who meet the requirements set forth in law, unless the child is specifically exempt. Specific exemptions from the requirements of the compulsory school attendance law are provided for the State Board Policies O.C.G.A.20-2-693, O.C.G.A. 20- 2-690.1, and O.C.G.A.20-2-692.

### ABSENCES

1. As mandated by state law - Your children must be in school everyday
2. Parents will call the office to notify the school if the student is going to be absent. Parents have two days to excuse the absence, failure to do so will result in the absence being unexcused.
3. The attendance clerk will contact the parent regarding excessive absences (5 or more excused or unexcused absences in a calendar month/10 or more excused or unexcused absences in a 90 day period) or early dismissals via phone conference, email, teacher/parent conference or letter. The attendance clerk will double check for medical excuses for records of absences.
4. If absences continue - a formal referral letter for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
5. If absences or early dismissals continue to exceed specified days then the case will be referred to the school's assigned social worker or juvenile system.

### **A Note is Required - Anytime a student returns to school after an absence**

Students must be in school unless the absence has been permitted or excused for one of the following reasons **Vacations are considered unexcused absences:**

1. Illness of student
2. Illness of immediate family member  
Immediate family is defined as parent, sibling, or grandparent.
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency

6. Special event (public functions, competitions, exceptional cases of family need)  
Special events must have prior okay by the Principal.
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having communicable disease
9. Conditions render such attendance impossible or hazardous to health and safety.
10. When a parent or legal guardian is in military service in the armed forces of the United States, or the National Guard, and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, up to a maximum of five school days per school year, for each day missed from school to visit his or her parent or legal guardian, prior to such deployment or posting, or during such leave from such deployment or posting.

**If you need to take your child out of school before the end of the school day, come to the school office before 2:00 pm to sign out and a school employee will send for your child.**

### **PLANNED EXTENDED ABSENCES**

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged.

**However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day that the student will be out.**

Assignments will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student. This absence will be considered unexcused.

**Students exceeding a combination of 20 unexcused absences, tardies, or early dismissals will lose automatic reenrollment privileges.**

### **TARDIES**

School begins at 8:00. Any student not in their classroom by 8:00 am is tardy.

All late students must enter the front office with a parent or guardian and be issued a tardy pass.

#### **Excused Tardies:**

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

1. doctor's appointments with notes from the doctor/orthodontist or
2. extreme emergencies approved by administration.

Excused tardies will not count toward the student's tardy record.

#### **Unexcused Tardies:**

A student will be considered as unexcused because of alarm clock failures, car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. 5 tardies: The attendance clerk will double check for medical excuses for tardies turned in and recorded.
2. 5 tardies: The attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. 10 tardies or early dismissals occur without doctor's note, the case will be referred to the school's assigned Social Worker.

4. If tardies continue after referral and visit by social worker, case will be referred to the State Attorney's Office.

### **BIRTHDAY CELEBRATIONS**

Students are welcome to celebrate their birthday at school in Kindergarten through 3rd grade. Individual store bought snacks (cupcakes, cookies, fruit cups, etc.) may be brought to school to share with your child's homeroom in the cafeteria.

**Arrangements must be made in advance with the classroom teacher.**

Snacks will be shared in the lunchroom after all students are finished eating their lunches. **No party bags, balloons, decorations, etc. are permitted.**

### **CAFETERIA PROCEDURES**

**Preferred Meals provides all breakfast and lunches for Coweta Charter Academy.**

A standard menu will be used. The monthly menu can be picked up in office or viewed on-line. Breakfast and lunch will be served in the cafeteria. Students who bring lunch from home are able to purchase milk. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school, since the CCAS is promoting healthy eating habits.

**Fast food should not be brought into the school for lunch, including fountain and sodas.** In addition, sugary foods, candy, cookies, gum, and foods heavy in red dye are discouraged. These foods can lead to hyperactivity and interfere with the learning process.

#### **Payment:**

Lunch Full Pay: \$2.85  
Lunch Reduced: \$0.40

Breakfast Full Pay: \$1.50  
Breakfast Reduced: 0.30

Payments may be made in cash or check (payable to Coweta Charter Academy). The lunches are on a prepay format in the child's account. Please note: there is a \$30.00 fee for returned checks. If this happens cash or money order will be required to pay for lunches for the remainder of the school year. A special fieldtrip lunch may be provided for specific field trips. Milk can be purchased for .50 cents everyday.

#### **Free/Reduced Price Lunches:**

Applications for the National School Lunch Program "NSLP" are used to determine eligibility for free or reduced priced meals. Anyone interested in applying for the NSLP should complete and turn in an application as soon as possible. Only one application is needed for all students within a household attending our school (students attending other schools will have to complete an application at that location). The school has 10 business days to process the application and determine eligibility. Parents will be notified of their child's eligibility status via a letter sent home with the student after the applications have been processed. Anyone is welcome to apply to participate in the NSLP at any time.

Once a year CCAS is required to pull applications for verification. Families that are chosen for verification will be required to submit documentation in the form of pay stubs or a W-2 to verify the income information written on the NSLP application. Failure to provide documentation will result in removal from the NSLP and the student will be required to pay full price for meals.

**Parents are responsible for providing lunch for their children or paying full price for school meals until the NSLP application is completed and processed.**

**Prior school year NSLP eligibility is valid for the first 30 operating days and a new application is completed and processed.**

## **CAFETERIA BEHAVIOR**

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria.

- Students are to enter and exit the cafeteria in a quiet, orderly fashion.
- Students are to stand in a single file line while waiting for food,
- Students are to sit in assigned area and eat only their food.
- Students are expected to sit and eat quietly for the first 15 minutes of lunch.
- Each student is required to dispose of trash from his/her table in the containers provided for trash when instructed to do so by monitors.
- No student is allowed to leave the cafeteria during the lunch period without a written pass to some other area of the school.
- No food or beverages will be taken out of the designated eating areas.
- **Students are not allowed to leave the school grounds during the lunch period.**
- **Students are to follow instructions of the cafeteria monitors or other adults at all times.**

Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in a suspension from school. Students are expected to sit in their assigned areas and use their assigned space on the table.

The cafeteria rules are posted and all students are expected to follow them at all times.

## **BOOKBAGS, BACKPACKS, AND PERSONAL ITEMS**

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to parental notification and detention. All items should be marked with the student's name – this includes clothing. This will help with misplaced and /or lost items. Items found at school will be placed in the Lost and Found container which is located in the cafeteria.

## **BUS TRANSPORTATION**

Charter Schools USA contracts with A & S Transportation for transportation of students. The buses pick up and drop off at appointed depot stops throughout the county. Students are assigned their stop through the transportation company. A student can only ride the school bus if assigned a seat by A & S Transportation. If there are any questions or concerns about the routes or bus safety, contact the school.

In order for a student to be able to ride a bus to and from school, a parent must check the transportation box during the application process or contact the school office. A & S Transportation will contact you if your child can ride the bus and of pick-up and drop-off places and time schedules.

Bus transportation is a privilege provided to students who can cooperate and abide by the bus rules. Problems on a school bus are a ROAD and SAFETY HAZARD.  
**Students who do not follow bus rules will not be allowed to ride the bus.**

**General Bus Rules:**

1. Cooperate and follow directions as given by the bus driver.
2. Remain in assigned seat at all times.
3. Use quiet voices at all times.
4. No excessive noises
5. Silence at all railroad crossings.
6. Do not eat, drink, or chew gum
7. Collect all items when departing the bus
8. Do not damage or tamper with bus property or bus equipment.
9. Keep heads, hands, and feet inside the bus.
10. Be courteous and respectful to all students and adults
11. No bullying or harassing of other person
12. No profane or abusive language
13. No fighting, pushing, or name calling
14. No flammable materials
15. No throwing of objects on the bus or out the window
16. No balloons, water, or glass objects
17. No weapons or any item resembling a weapon
18. Boys and girls do not sit together
19. No use of electronic devices

**CELEBRATION ASSEMBLIES**

CCAS will have quarterly Celebration Assemblies. These assemblies will celebrate students who show excellence in academics and character. Honor roll recognition is determined by student performance in all subject areas, including enrichment classes and their conduct throughout the nine week period. Awards will be given out quarterly and at the end of the year.

Principal Honor Roll: All A's or Excellent with a Satisfaction in Conduct

Honor Roll: All A's and B's or Excellent and Satisfactory with Satisfaction in Conduct

**Grading Scale**

**Kindergarten thru 1st**

**2<sup>nd</sup> and 3<sup>rd</sup> Grades**

E	90-100	Excellent
S	75-89	Satisfactory
N	65-74	Needs Improvement
U	0-64	Unacceptable
N/C		Not Covered
CNA		Covered Not Assessed
		Incomplete

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **CELL PHONE POLICY**

The use of electronic devices by a student when school is in session is not allowed. Handheld games, headphones, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, unless authorized by administration. If these items are brought to school, and then lost or stolen, the school is not responsible for the loss. The cell phone and electronic equipment will be returned to the parent/guardian of the student after signing the cellular telephone policy form. Parents / guardians should not use cell phones while in the school area. Please talk on your phone in the lobby area is necessary, but only if a class is not using that area.

## **CHARACTER AND CITIZENSHIP**

The Georgia Department of Education has mandated that each school implement a comprehensive character education program for levels K-12. This program should focus on the student development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, and virtue.

Charter Schools USA has a character education program embedded in all aspects of the school academics, student behavior, and the overall environment. The program is known as STRIVE 65.

### **STRIVE: Students Taking Responsibility for Important Values for Educational Excellence**

#### **CHAMP: Conversation – Help – Action – Movement – Participation**

Students have expected behaviors in various educational setting and activities. These behaviors taught and reinforced throughout the school day. Posters are displayed throughout the school to help the students understand the expectations.

#### **CHILD ABUSE**

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the **PCA** at **1-800-CHILDREN**.

#### **REPORTING PROCEDURES**

1. The staff member will determine if the abuse is physical, emotional, sexual or neglect.
2. If staff member must consult the Students Services Coordinator or the Principal before a decision is made to report, they will refer to the following:
  - The report will be made by the person who has first hand knowledge of the situation.
  - A verbal report to the statewide toll-free hotline must be made.

#### **COMMUNICATIONS**

Communication is absolutely essential for success in the educational environment. CCAS recognizes this and strives to facilitate open and frequent communications with parents and all stakeholders at all times. Teachers will communicate daily with parents on concerning a student's academics / behavior concerns through the agenda/folder.

However, make sure to check SIS and your child's backpack daily for informal notes from the teacher, the administration, or other staff members.

In addition to the report cards and conferences, work will be sent home in a folder on Thursdays. The parent/guardian will be asked to sign and return the folder by Friday. Progress Reports will be sent home once during the middle of each grading period. Parents should view their child's current academic status through Parent/Student Information System (SIS). Username and passwords were issued at the time of enrollment or if you still need the information, you can call the front office. Also, visit our school's web page at <http://cowetacharter.org>.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour.

**Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of movement.**

## **DISCIPLINE PROCEDURES / CODE OF CONDUCT**

### **STUDENT BEHAVIOR CODE FOR ELEMENTARY and MIDDLE SCHOOL**

The purpose of Coweta Charter Academy is to operate in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the school. In accordance with that purpose, the School Governance Board and School Council has adopted a policy which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school employees, to obey student behavior policies adopted by the governance bodies and to obey student behavior rules established within the school.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.

Students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children.

### **Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Code, the principal may undertake corrective measures that is believed to be in the best interest of the student and the school provided any such action does not violate school governance policy or procedures.

### **Authority of Teachers**

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines.

### **Detention Policy:**

**Kindergarten – 3rd Grade:            30 minutes (3:00 – 3:30)**

### **LEVELS OF DISCIPLINARY ACTION**

**There are three (3) levels of disciplinary action. The levels are determined by the seriousness of the student's action.**

**Level I Actions-** In order to resolve Level I discipline problems, the following options are available:

- Warning with School Administrator
- Loss of privileges
- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Behavioral Contract
- Detention (lunch)
- Silent Lunch

**Level II Actions-** In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school w/ administrator)
- Detention (after school w/ teacher)
- Time Out
- In school suspension
- Conference with Principal or designee
- Saturday School
- Out of school suspension with repeated offense
- Alternative to out-of-school Suspension

**Level III Actions-** In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment
- Referral to Law Enforcement or Juvenile Court Officials.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta Charter Academy policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local governance policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which he/she is charged and allow the student to explain his/her behavior.

**If the student is suspended, the student's parents will be notified - if possible.**

School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at anytime without further notice to students or parents. Students are required to cooperate if asked to open book bags and lockers on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

**Time Out**

Time out is a disciplinary action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate. If a student's behaviors do not change, they will be assigned an after school detention.

**After School Detention**

An administrator or teacher will complete the After School Detention form which includes the date/time/location of the detention, description of why the detention was given, and what attempts were made to contact parent/guardian. If a student misbehaves or is late to After School Detention, they will be assigned one day of Saturday Detention.

**Saturday Detention**

Saturday Detention will be assigned to those students whose behavior is consistently inappropriate. Those students who are assigned detention on Saturday must attend or they will be suspended. Saturday Detention will be from 9:00 am-11:00 am. Students must come to Saturday Detention in their school uniform and must complete homework / seatwork. There is zero tolerance for misbehavior. If a student misses Saturday

Detention, unless a doctor's note is provided or family emergency, they will be suspended for one day.

### **Suspension**

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct. A student will receive a grade of zero for assignments/work that occurs during an External School Suspension.

### **Permanent Dismissal**

The Principal may recommend to the Governance Board to dismiss a student for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Offenses with Suspension include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession, and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalism of school property.
6. Igniting any flammable substance.

### **Prohibition Against Bullying**

Georgia has strict state laws prohibiting bullying. These laws particularly are for students in grades 6-12. At CCAS, bullying is taken very seriously. CCAS promotes a safe and secure learning environment for all students. If you suspect your child is being bullied in any fashion – please contact an administrator or your child's teacher. The sooner the school knows, the sooner the situation can be remedied.

The governance boards in conjunction with Coweta Charter Academy endeavors to provide a non-threatening and non-violent environment for all students. The bullying of one student by another student on school property, on school vehicles, at designated

school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology or devices of a local school system is hereby prohibited.

## **Bullying**

For all purposes hereunder, “bullying” shall mean: an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - Causes another person substantial physical harm within the meaning of State Code Section 16-5-23.1 or visible bodily harm as such term is defined in State Code Section 16-5-23.1;
  - Has the effect of substantially interfering with the student’s education;
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

## **Applicability and Enforcement**

This policy shall apply to all students at Coweta Charter Academy. Upon a finding by the hearing office, panel or tribunal that a student in grades six through eight has committed the offense of bullying for the third time in a school year, such student will be given disciplinary measures as deemed by the administration and Governance Board.

Students and parents of students shall be notified of the prohibition against bullying set forth in this policy by posting this policy within the school and by including a copy of this policy in student and parent handbooks distributed at each school.

## **Definition of Terms**

**Assault:** Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make-up work missed. Detention may require the student’s attendance before school or after school. Students are given one days warning so that arrangements for transportation can be made by the parents/guardians.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**System’s Early Intervention Program for Student and Parent:** This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term weapon is defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or tazer, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

**Student Support / Response to Intervention Processes:** Coweta Charter Academy provides a variety of resources, which are available at school to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include

Student Support / Response to Intervention teams and a chronic disciplinary student plans.

### **Parental Involvement**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents and well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **DISMISSAL**

Dismissal is at 3:00 pm. To avoid confusion during dismissal time, students will not be dismissed from classes after 2:00 p.m. Dismissal time is very busy, please try to avoid calling the front office from 2:30 p.m. thru 3:30 p.m.

**If a change needs to be made in your child's dismissal plan: FAX information with a copy of your Georgia Driver's License and signature to the school (770) 599-0556. Information must be provided before transportation changes can be made.**

**NO PHONE CALLS WILL BE ACCEPTED FOR TRANSPORTATION CHANGES**

Examples of changes to child's dismissal plan:

- A bus student going home through "car rider" instead of on the bus.

- An After School Care Student going home in “parent-pick-up” instead of going to the After School Care Program.
- Requesting that a student be placed in After School Care for the day instead of going to “parent-pick-up”.

Only individuals listed on the **EMERGENCY CONTACT CARD** will be allowed to pick-up students from the school. Please update information whenever changes occur. Valid photo identification will be required of all individuals’ picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

All parents must remain inside your cars during dismissal. Teachers will bring the students to the designated area for pick- up or for bus transportation. Please follow our procedures for dismissal to ensure the safety of students.

Parents picking up students for dismissal may not form a line in the driveway until 2:40 p.m. so that the "Fire Lane" is free from obstruction. Arriving early tends to increase wait time in the parent car loop. Parent pick up in the car loop is continuously available until 3:20 p.m. and may be more efficient if your arrival is planned at any time within this window (3:00-3:20 p.m.).

Parents are **not permitted** to use the bus loop to pick up their students at any time. Students not picked up on time will be placed in the After Care Program and be charged according to the Late Fee Schedule below:

- Students must leave the school grounds immediately after dismissal, unless enrolled in the After School Care Program or Enrichment Programs.
- If a child is not picked up on time, he/she will be placed in the After School Program and the following fees will be assessed:

**Late Fee Schedule**

3:31 - 3:45	\$15.00
3:46 - 4:00	\$20.00
4:01- 4:15	\$25.00
4:16 - 6:00	\$30.00

**Any child picked up after 6:00 pm will be charged the late fee and an additional \$2.00 per minute.**

**EARLY DISMISSAL**

A student leaving prior to dismissal will have an early dismissal logged to his/her record. **Excused early dismissals are given for doctor’s appointments with notes from the doctor. To receive an excused early dismissal, a doctor’s note must be brought to school the next day. No doctor’s notes will be accepted late.**

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

**No early dismissals will be permitted after 2:00 p.m.**

Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

### **EARLY INTERVENTION PLAN (EIP) – RESPONSE TO INTERVENTION (RTI)**

CCA is proactive on responding to students who are not performing at grade level expectations. A process is in place for early identification of students through formative and summative assessments. Once identified the student will be referred to the RTI process and an intervention meeting will be held with the parent.

An EIP is required by the state when a student is not progressing at the appropriate rate in academics and/or behavior. It is designed to help meet a child's individual needs and assist that child in reaching grade level standards.

Students are required to have an EIP if:

- Performing below grade level on the CRCT, Benchmarks, or DRA.
- Academic grades are a D or below.
- Behavior is negatively affecting academic achievement.

### **DRESS CODE**

#### **Uniform**

A higher standard of dress encourages greater respect for individual students and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Coweta Charter Academy at Senoia administration reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. A school uniform shall be worn by every student in attendance.

**Hair:** Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green, mohawks. No hats, bandanas or headbands may be worn. Essentially, no headwear except hair bows, hair bands, etc. for girls. If there is a question, please ask.

**Shoes:** Students must wear closed heel and closed toe shoes at all times. No sandals, heels, flip-flops, heavy military type boots or shoes with metal tips with non-marking soles may be worn.

**Socks:** White sport socks or cuffed white socks only.

**Tights:** Plain white, red, or blue tights may be worn under skirts, shorts, or jumpers.

**Shirts:** Uniform shirts must be tucked in. Polo shirts for elementary, and oxford shirts for middle school, are purchased through the uniform company in the school colors with the school emblem. **These are the only shirts permitted to be worn in school.**

**Slacks / Shorts:** Colors – Navy or Khaki. All uniform slacks/shorts must be **worn with a belt** through the belt loops, worn at the waist, and the belt must be in good repair. Girls are also permitted to wear skorts, skirts and jumpers. **NO: cargo pants, capris, zip off style pants or jeans of any color or style. Shorts must be one arms length long.**

**In General:** Boys and girls may not wear body piercing other than earrings or studs in their ear lobes, for safety purposes. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty.

**PE Attire:** Students in middle school taking PE classes will be required to wear a Coweta Charter Academy at Senoia T-shirt, uniform gym shorts, socks and sneakers. Elementary students have the option to wear a Coweta Charter Academy t-shirt, uniform gym shorts, approved spirit wear or navy sweat pants on PE days only.

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME. Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in your child's bookbag throughout the year for emergencies.

School authorized jackets, sweatshirts, and sweaters are the only outerwear permitted in the classroom setting at CCAS. Parents may purchase the school's jacket or sweatshirt from Sunshine School Uniforms. Absolutely no jeans are allowed on any day unless the student chooses to participate with STRIVE Spirit Days and pay to wear. These spirit days will be announced throughout the school year.

#### **Uniform Infractions:**

1. Students out of uniform will be given notices.
2. The second time a student is out of uniform, a warning will be given to the parent and child. A warning will be written in the child's daily agenda.
3. After the third notice for uniform violations in a semester, parents will be called and required to bring the correct uniform to school before the child can return to class. Students will be removed from the class and sit in detention.
4. After 3 warnings or more for uniform infractions, a Saturday School or suspension may be issued. Uniform compliance is necessary in order for students to be invited for continuing attendance.

**\*\*\*Please note there is a grace period for uniforms that will extend through August 19, 2011. Please remember that the students must follow the uniform policy as closely as possible during the grace period. All students must be in proper uniform beginning Monday, August 22, 2011.**

#### **ENRICHMENTS**

Throughout the school year students will have opportunities to participate in extra curricular activities for an additional fee. As enrichment activities become available to the students, a guide will be posted on our website which will include the name of the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with student's name, enrichment registration form and homeroom teacher's name. If paying by check, please print student name and enrichment name on the check memo section. Enrichment programs functions independently from the After School Care.

#### **EMERGENCIES**

**Illness:** The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be free of fever, vomit, and diarrhea for a minimum of 24 hours without medication. If a student becomes ill during the school day, and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

**Emergency Contact Information must be current at all times. Whenever changes occur – please contact the office.**

Students will not be permitted to take calls from parents to see how they are feeling. If the school has not contacted you, your child is feeling fine.

## **EMERGENCY EVACUATION**

Your child's safety is one of our major concerns. CCAS has an Emergency Plan which is approved by Georgia Emergency Management Agency (GEMA). CCAS holds monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare the students for possible emergencies. Under extreme circumstances should CCAS need to evacuate the building the local police will assist in determining the location as to where the students would be held. **Under no circumstances will parents be allowed to pick up their child at school during an evacuation period.** For information during such an emergency you may contact CSUSA @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media will also be helpful with disseminating information regarding evacuations and procedures as well.

**Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Please immediately notify the office when there is a change in home/cell phone numbers.**

## **FIELD TRIPS**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours.

The **Guidelines for Chaperones** form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Parents accompanying students on overnight field trips, must be fingerprinted and have a background check.

Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also at the field trip site. Failure to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they will be excluded from participating in any field trips during the first

semester. If a student is suspended during the second semester, they will be excluded from participating in any field trips during the second semester.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip. Students will not be permitted to take part in the field trip without a completed signed permission slip. Students are to wear their uniform oxford or polo on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

**Early dismissal from a field trip site is not permitted.**

- **All field trip money will be collected by the classroom teacher.**
- **Field trips must be paid in cash only.**
- **Money will not be accepted at the front office.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – STUDENT RECORD**

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student who is 18 years old or an emancipated minor under Georgia law. These rights are:

*The right to inspect and review the student's education records* within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

*The right to request the amendment of the student's education records* that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

*The right to consent to disclosures of personally identifiable information contained in the student's education records*, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the

following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Upon request, our schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

□ *Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The media permission form sent home at the beginning of each school year gives parents an opportunity to instruct the school not to share any directory information about their child, or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents and eligible students annually of their rights under FERPA. At Coweta Charter Academy, we notify you of these issues in our student handbooks. For more information on the federal **Family Education Rights and Privacy Act (FERPA)**, visit the U.S. Department of Education's website at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).*

## **GRIEVANCE PROCEDURE**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA @ 954-202-3500.
6. If still unresolved, you should contact the Georgia Charter Education Foundation. Please call the school for contact information.

## **HALLWAY BEHAVIOR**

Students should travel through the hallways silently to avoid interrupting ongoing classes. For safety reasons students should walk on the right side of the hallway and keep their hands, feet, and other objects off the corridor walls.

## **HOME LEARNING POLICY**

The purpose of home learning is to develop study habits in children early in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

## Home learning

Grade K	10 minutes
Grade 1	20 minutes
Grade 2	20 minutes
Grade 3	30 minutes

## Reading and Log

10 minutes
10 minutes
20 minutes
30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days' home learning assignment may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the Reading teacher.

Students are expected to read and log the following number of books per year:

K- Minimum of 10 Books                      1<sup>st</sup>- 2<sup>nd</sup> Minimum of 20 Books  
3<sup>rd</sup> – 4<sup>th</sup> Minimum of 25 Books

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include detention or suspension. It is important to note that home learning is the student's responsibility.

All students will be required to write their assignments in their school agenda.

Parents are required to **sign the agenda each night** to ensure effective communication.

**Parents not signing the agenda will result in student receiving a disciplinary warning or corrective action.**

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

Show an interest in your child's work.

- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

**Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in the after care program. Assignments will not be accepted at the office from parents.**

## INJURY

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor.

- Teachers will notify the office if the student is unable to be moved.
- 2) School personnel will administer basic first aid.
  - 3) The parent(s) will be called and the injury described.  
For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
  - 4) The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

### **INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES**

All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are expensive and that they should be cared for properly.

**Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students will not be granted transfers prior to returning all books and paying any fees owed to the school. Students must turn in the textbooks on the day of each individual Final Exam.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

### **LABELS**

Please have your child's name on all personal property such as: lunch boxes, sweaters, and coats. If a name is inside – the article of clothing can be easily returned if misplaced.

### **LOST AND FOUND**

The Lost and Found Tub is located in the cafeteria. Anytime a student loses an item, he/she may go to the "Lost and Found" to see if it can be found. There are many items never claimed each year. Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days.

### **MEDICATION**

Administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. **If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.**

A Physician's Form may be obtained from the school office or website. The medication will be kept in the office and will be administered by office personnel. **Students are not allowed to have any medication (not even over the counter medication) in their possession.** Parents must pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

### **PARENTS AND TEACHERS FOR STUDENTS (PATS)**

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the Parent – Teacher Organization.

The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization. PATS will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items that support the needs of the school. PATS meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general meetings.

### **PARENT VOLUNTEER HOURS:**

**20 HOURS FOR ONE CHILD – 30 HOURS FOR TWO OF MORE CHILDREN ATTENDING AT CCAS**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-up notebook is located in the front office. There are many events listed where parents can help out the educational process. Opportunities will become available throughout the year.

Parents are required to volunteer a minimum of 20 to 30 service hours per family each school year (or prorated to two to three hours a month for students enrolling after the school year has begun). Ten to fifteen service hours must be completed by **December 21**. Students whose parents have not completed these hours by December 21<sup>st</sup> will lose automatic re-enrollment and be placed back in the lottery. Students whose parents have not completed 20 hours by **May 27<sup>th</sup>** will also lose automatic re-enrollment and be placed on the waiting list. Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

**Classroom Volunteers:** CCAS allows parents to volunteer in a teacher's classroom other than their own child on a regular basis. This is due to ethical and confidentiality reasons. It is up to teachers to decide when volunteers are needed. Teachers will post the times volunteers are needed in the volunteer book located at the front desk.

When volunteering in classrooms, please be on time so that instructional time is not lost. If a volunteer is in the classroom on a regular basis – they will need to get a fingerprint and background check. This will be arranged by the front office.

There will be ample opportunities to share in the learning process with your child throughout the school year.

**Please be sure to log in your own volunteer hours in the Student Information System (SIS) on the Internet at <https://cowetacharter.org> with your user name and password so that your hours can be accounted for each quarter.**

**No parent or student may grade a child's work nor file any students work.**

### **PEDICULOSUS (HEAD LICE) AND EYE INFECTIONS**

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair. The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the student to return to school. This is for the protection of the student and their classmates.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. The PPRA protects the rights of parents and eligible students to:

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas** ("protected information survey"): if the survey is funded in whole or in part by a program of the U.S. Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of:** any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect, upon request and before administration or use:** protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an

emancipated minor under Georgia law. (For more information on the federal **Protection of Pupil Rights Amendment (PPRA)**, visit the U.S. Department of Education's website at <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>)

### **PUPIL PROGRESSION PLAN**

Coweta Charter Academy will follow the Georgia Charter Education Foundation Pupil Progression requirements and procedures for K – 8 students. For further information please contact the school registrar.

### **REPORT CARD DISTRIBUTION**

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home by mid-June.

### **RETURNED CHECKS**

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. **Payment for the returned check must be made in cash or money order.** The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school.

**Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.**

### **SCHOOL ADVISORY COMMITTEE**

This group meets several times a year to discuss school wide goals within the School Improvement Plan and Strategic Plan.

### **SCHOOL HOURS**

7:00 am -6:00 pm	
Before School Care	7:00 – 7:45 am
Student Arrival	7:40 - 7:55 am
School Begins	8:00 am
Student Dismissal	3:00 pm
After School Care	3:00 - 6:00 pm

### **SCHOOL PROPERTY**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense leading to suspension and possible expulsion. Any student who damages/vandalizes school property will be required to make full restitution for damages. This will be a parent / guardian responsibility. **Chewing gum in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will receive Disciplinary Action.

### **SCREENINGS**

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

### **Student Information System (SIS)**

All parents will have access to the Parent Student Information System (SIS) via any internet computer. User names and passwords are available through the front office. Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the Sunshine State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated on SIS.

The Student Information System (SIS) is a web based tool to assist in your daily interaction with your child's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password.

Using SIS, you will be able to view your child's absences, communicate with the teachers through message boards, and view assignments the teachers have assigned to your child.

### **Login**

To access the system, go to System (SIS) <https://sis.charterschoolsusa.com> or <https://www.cowetacharter.org>. From that page, enter your username and password and select "Submit".

### **Full Instruction Manual**

A full set of instructions on how to use SIS can be found by selecting the "HELP" link from any page. Selecting this link will take you to the page below where you can download the full instruction manual. The Adobe Acrobat Reader is required to view the manual and if you do not already have it installed on your computer, you can download it and install it for free by selecting "Get Adobe Acrobat Reader: image".

### **STUDENT RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

**Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

### **SUSPENSION AND/OR EXPULSION**

The Principal may recommend to the Governing Board to expel a student for any of the following in accordance with the Georgia Charter Education Foundation Code of Conduct:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Harassment of any kind towards another student or faculty member whether face to face by telephone, or via the internet.
7. Any other conduct that warrants expulsion based on the Code of Conduct.

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting).
2. Possession or use of drugs and tobacco.
3. Being under the influence or having alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance.
6. Continual disruption of class.
7. Emotional outburst.
8. Profanity.
9. Insubordination.
10. Disrespect.
11. Peer Conflict.

## **PARENT STUDENT CONFERENCES**

All parents of elementary school students will meet with their child's teacher at least twice during the school year. CCAS encourages you to have conferences more often as effective communication is one of the cornerstones of education. Lunch will be served on early dismissal days. Students need to buy a lunch from the cafeteria or bring their own.

**Conference Dates are October 26 and January 13 w/ Afternoon Conferences. Both are early dismissal days at 11:30.**

## **TELEPHONE**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

## **SEVERE WEATHER INFORMATION**

In the case of severe weather emergencies, parents should watch the local news for information about school closings and log on to SIS for announcements.

### Radio Stations

**WSB Radio** # 404-897-7540

### Television Stations

**WSB WAGA Channel 46** #404-897-6276

**WXIA Cable-Channel 10** #404-892-1611

**Fox 5 ATL** #404-875-5555

**If Coweta County School System is closed due to inclement weather – Coweta Charter Academy will be closed also. This only pertains to Inclement Weather.**

## **SURVEYS**

CSUSA will survey parents twice a year to determine parental views of the school environment. These surveys will be taken in the fall and spring of each school year. Your participation is crucial so that the school can determine strengths and challenges within the school environment. You will be notified of the survey through a letter from CSUSA and postings on SIS and the school website: [www.cowetacharter.org](http://www.cowetacharter.org)

## **WEAPON POLICY**

It is unlawful for any person to carry, possess or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school sponsored function or activity, on any school bus, vehicle or other transportation furnished by the school, or in a private vehicle parked on school property. The term "weapon" means and includes any pistol, revolver or weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two and one half or more inches; any straight-edged razor; any spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner to allow them to swing freely, which may be known as a nun chuck, nun chahka, nunchaku shuriken, or fighting chain; any disc of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; and any stun gun or laser; and bat, club or other bludgeon-type weapon; or any other weapon.

**PUNISHMENT: Violation may result in suspension, expulsion and / or criminal prosecution.**

## **VISITORS**

Visitors, INCLUDING PARENTS, are *NOT* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Georgia Drivers License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.



## **Parent Contract 2010-2011**

### **PARENT CONTRACT**

**I (We)** the parent(s)/guardian(s) of, grade agree that:

**WHEREAS**, in order to provide my (our) child with a unique education opportunity;

**WHEREAS**, by choosing to enroll my (our) child at the COWETA CHARTER ACADEMY AT SENOIA is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at the COWETA CHARTER ACADEMY AT SENOIA is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at the COWETA CHARTER ACADEMY AT SENOIA, my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the COWETA CHARTER ACADEMY AT SENOIA staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on SIS by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1st.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, COWETA CHARTER ACADEMY AT SENOIA is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the COWETA CHARTER ACADEMY AT SENOIA approved supplier and ensure that my child is wearing the approved uniform daily
- G. To supply a lunch, either brown bagged or purchased from the COWETA CHARTER ACADEMY AT SENOIA approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTO, School's Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book from Coweta Charter Academy and sign book nightly.

2. To do the following things to enhance my (our) child's academic growth I (we) agree to do the following:

- A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child's homework nightly.

I (we) understand that my child can be dismissed from the school if the information provided on the application or registration materials is false. I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in my (our) child requested to stay after school, be suspended, lose the opportunity to recommit for placement for the following school year or withdrawn and sent to a regular Public School at the sole discretion of the Principal as approved by the

COWETA CHARTER ACADEMY AT SENOIA Governing Board.

Parent/Guardian Signature Date

6675 Highway 16, Senoia GA 30276

Phone: (770) 599-0228

[www.cowetacharter.com](http://www.cowetacharter.com)



## **Handbook Acknowledgement**

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by Friday, August 13, 2010.

Thank you,

Dr. Terry Stollar, Principal

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Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **Acceptable Internet Use Policy**

_____ Student's Last Name	_____ Student's First Name
_____ Grade	_____ Home Phone Number

### **Introduction**

The Internet links thousands of computer networks around the world, giving Coweta Charter Academy students access to a wide variety of computer and information resources.

Coweta Charter Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Coweta Charter Academy and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Coweta Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, WWW, keyword searches, etc.

### **Student Guidelines**

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Coweta Charter Academy facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Coweta Charter Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.

3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet at Canoe Coweta Charter Academy or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

**Violating the Acceptance Use Policy may result in:**

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

**Student Access Contract**

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Coweta Charter Academy and Georgia Charter Education Foundation and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Coweta Charter Academy.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date



## **Parent Agreement**

**A parent must also read and sign this agreement.**

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about the Coweta Charter Academy Internet accounts, please phone \_\_\_\_\_.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Coweta Charter Academy. I hereby give my permission for my child to use the Internet through classroom curriculum projects.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Work Phone Number



## **Policies and Procedures**

### **PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT**

- I. Policy Against Discrimination
  - A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
  - B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
  - C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.
- II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law
  - A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
  - B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.
- III. Definition of Sexual Harassment
  - A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
    1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
    2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
    3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
    4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment,

employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

1. Graphic verbal comments about an individual's body or appearance.
2. Sexual jokes, notes, stories, drawings, pictures or gestures.
3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or affect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance; or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to the Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with the Equity Officer.
3. If the complaint is against the Equity Officer, the VP of Education, or other member of the School's Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the VP of Education or member of the School's Board:
  - a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the Equity Officer along with the summary and recommendation.
  - b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
  - c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
  - d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.

- e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
  - f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
  - g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney's determination of no reasonable cause shall be final.
  - h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
  - i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.
2. Complaints against School Board Members.
- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
  - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
  - c. If reasonable cause is recommended by the investigator against a School's Board Member the recommendation shall within twenty (20) days be forwarded to the Chairman of the Coweta County School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Coweta County School Board will

be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.

- d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Coweta County School Board. In compliance with Georgia Statute, the investigation file shall become public record and School's Board Member shall answer to their constituency.

### 3. Penalties for confirmed Discrimination or Harassment

- a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

### 4. Limited Exemption from Public Records Act and Notification of Parents of Minors

- a. To the extent possible, complaints will be treated as confidential and in accordance with Georgia Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Coweta Charter Academy shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

## **Equity Officer**

Charter Schools USA  
6245 N Federal Highway, 5th Floor  
Ft. Lauderdale, FL 33308  
(954) 202-3500 ext 1273



## **Coweta Charter Academy**

Serving Grades K - 4

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