



OPERATIONAL POLICIES

September 2014

Contents

I. INTRODUCTION.....	5
A. SAVANNAH CLASSICAL ACADEMY'S MISSION	5
B. SAVANNAH CLASSICAL ACADEMY'S VISION	5
II. AUTHORIZATION	5
III. GENERAL SCHOOL INFORMATION	5
A. SCHOOL LEGAL STATUS	5
B. AUTHORITY OF THE GOVERNING BOARD.....	6
C. FISCAL YEAR.....	6
D. PROCUREMENT.....	6
E. SCHOOL ATTENDANCE ZONE	6
1. Revisions to Official Attendance Zone	7
F. OFFICIAL SCHOOL YEAR.....	7
1. Authorization for Departure from Official School Year	7
2. Work Year for Staff	7
G. OFFICIAL SCHOOL DAY.....	8
1. School Ceremonies and Observations	8
H. SCHOOL CALENDAR.....	8
1. Approval of Annual Calendar	8
2. Authorization to Revise the Annual Calendar	9
3. Disruption or Interruption of Operation of Public Schools	9
IV. HEALTH, SAFETY AND WELFARE.....	9
A. COMMUNICABLE DISEASES.....	9
1. General Information	9
2. Procedures.....	10
3. Protections	10
4. Prevention	11
B. STUDENT MEDICINE	11
1. General Policy Provisions	11
2. Inoculations	11
C. CHILD ABUSE AND NEGLECT	12
D. SCHOOL SAFETY PLAN AND EMERGENCY SCHOOL CLOSING PROCEDURES	12
1. School Safety Plan	12
2. Emergency Suspension of School Operations or Activities.....	12
E. SEARCHES.....	13
1. Search of Students and School Property	13
2. Personal Searches.....	13
F. SOLICITATIONS OF STAFF AND STUDENTS	14
1. Approval of Solicitation	14
G. THREATS OF VIOLENCE	15
H. WEAPONS AT SCHOOL	15
1. Definitions	15
2. School Safety Zone	16
V. TRANSPORTATION.....	17
A. Car Riders	17
B. Busing.....	18
C. Walking and Biking.....	18

VI. FACILITIES.....	18
A. BUILDING MAINTENANCE	18
B. EMERGENCY REPAIRS.....	19
VII. STUDENT AND CLASSROOM OBSERVATIONS.....	19
VIII. ENROLLMENT, ADMISSION AND WITHDRAWAL POLICIES	20
A. SCHOOL ADMISSIONS	20
1. Eligibility	20
2. Lottery Registration	20
3. Lottery	21
4. Wait List	21
B. RECRUITMENT OF STUDENTS	22
C. WITHDRAWALS.....	22
IX. STUDENT MANAGEMENT POLICIES	22
A. ATTENDANCE	22
B. EXCESSIVE ABSENCES LETTER	25
C. GRADING AND REPORTING.....	26
1. Grading	26
2. Reporting	26
D. STUDENT RECORDS.....	26
1. Custodial Responsibility	26
2. Records	26
E. CLUB AND EXTRACURRICULAR PROGRAM	29
1. Program Description and Purpose	29
2. Fees.....	29
3. Operations	29
F. FIELDTRIPS AND ENRICHMENT ACTIVITIES	30
1. Unauthorized Fieldtrips	30
X. DISCIPLINE	30
A. PHILOSOPHY.....	30
B. SCHOOL DIRECTOR’S ROLE IN DISCIPLINE	31
C. TEACHERS’ ROLE IN DISCIPLINE	31
D. RIGHTS OF TEACHERS.....	32
E. SAVANNAH CLASSICAL ACADEMY’S CODE OF CONDUCT.....	32
F. DISCIPLINE POLICY.....	34
G. SUSPENSION AND DISMISSAL	35
H. VIOLATION OF LAW	36
I. STUDENT VIOLATIONS (LIST).....	36
J. DISCIPLINE OF STUDENTS WITH DISABILITIES	42
K. SECLUSION AND RESTRAINT	44
1. Seclusion.....	44
2. Restraint	44
XI. STUDENT SUPPORT SERVICES.....	46
A. STUDENT SUPPORT TEAM.....	466
1. Records.....	47
2. Communication	47
3. Meetings.....	47
B. HOSPITAL HOME BOUND.....	47
1. Instruction	47

2. Eligibility	47
3. Application Process	48
4. Attendance	49
5. Scheduling	49
6. Instructional Delivery	49
7. Termination or Extension of Services	50
8. Intermittent Home Bound	500
9. Hospital Home Bound Referral.....	54
10. Hospital/Homebound Instructions And Parent Information.....	55
11. Termination/Extension Of Services	56
12. Hospital Home Bound Educational Service Plan	57
XII. PARENT AND VOLUNTEER POLICIES.....	58
A. PARENT GRIEVANCES/DUE PROCESS PROCEDURES	58
B. GENERAL CONCERNS/QUESTIONS/SUGGESTIONS.....	59
C. CHAIN OF COMMAND	59
D. CHAPERONE DUTIES AND RESPONSIBILITIES	60
E. PARENT/GUARDIAN CONTRACT	61
XIII. PERSONNEL POLICIES FOR TEACHERS AND STAFF	62
A. GENERAL INFORMATION	62
B. ANTI- HARASSMENT POLICY	622
1. Practice	63
2. Role of Management	63
3. Sexual Harassment	63
4. Reporting an Incident	64
C. AT – WILL EMPLOYMENT POLICY.....	64
D. ATTENDANCE AND PUNCTUALITY POLICY	65
1. Practice.....	65
2. Reporting Absences	65
3. Punctuality.....	65
4. Absenteeism	66
5. Job Abandonment	66
6. Code of Ethics for Educators	66
E. CONFLICT OF INTEREST	6767
F. DRUG FREE WORKPLACE/SCHOOL ZONE	69
G. EEO POLICY.....	70
H. REQUESTING USE OF VACATION AND PERSONAL TIME.....	71
I. TECHNOLOGY POLICY	72
1. Staff Responsibility for Use of Technology.....	72
2. Student Responsibilities for Use of Technology	72
3. Network User Responsibilities.....	73
4. Internet User Agreement.....	74

I. INTRODUCTION

A. Savannah Classical Academy's Mission

To provide every child with a classical and academically rigorous education while instilling a commitment to civic virtue and moral character.

B. Savannah Classical Academy's Vision

We will have a School Culture:

That creates culturally literate and articulate students who will become active, responsible members of the community and will make a positive contribution to society;

That empowers parents to be passionate about the school and its vision;

That employs a faculty and staff who are passionate about the school's mission and vision and dedicated to the success of every student;

That contributes to the revitalization of the surrounding community;

That uses a curriculum that is classical and academically rigorous;

That empowers teachers, holding them accountable to engage their students;

That promotes an interdependent culture among all grade levels; and

That establishes high expectations and open communication to students and parents.

II. AUTHORIZATION

The Governing Board (the "Board") of Savannah Classical Academy, Inc. (the "School") adopts the following policies and procedures manual which shall be effective on that date that the policy is adopted by the Board.

Policy and Procedure changes shall be presented to the Board through the appropriate committee. A committee presenting a change to the policies and procedures of the School is charged with ensuring that all requested changes are in keeping with the School's charter and local and state laws and regulations.

III. GENERAL SCHOOL INFORMATION

A. School Legal Status

The School operates as a Georgia non-profit organization (in accordance with applicable state and federal laws) operating under the authority of the charter as authorized by the Savannah -Chatham County Public School District.

B. Authority of the Governing Board

In accordance with the Board's bylaws duly adopted on June 19, 2012, the Board is charged with the responsibility of the control and management of the School in compliance with state and federal laws, rules, and regulations applicable to public charter schools.

C. Fiscal Year

The fiscal year for the School shall be July 1 – June 30.

D. Procurement

Any procurement of goods and services shall be made by School Director under the guidelines set forth by the Board, and all purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but is not limited to, price, quality, availability, timelines, reputation and prior dealings.

The School shall not purchase any goods or services from any member of the Board, an immediate family member of any member of the Board nor from any entity in which any member of the Board or an immediate family member of a Board member may benefit from such a procurement, unless authorized by the Board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in the above paragraph.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

E. School Attendance Zone

The official attendance zone of the School is Chatham County, GA, which has been duly approved in the charter by state and local authorizing agencies.

1. Revisions to Official Attendance Zone

The Board may change the attendance zone by making the appropriate revisions to the charter, subject to approval by state and local (where appropriate) authorizing agencies.

F. Official School Year

The official school year for students consists of the equivalent of 180 days of attendance.

1. Authorization for Departure from Official School Year

When any of the following conditions exist, the School Director or other authorized school leader, with the authorization of the Board, and if applicable, the School's authorizer, may depart from the 180-day school year:

1. The President of the United States or the Governor of the State of Georgia proclaims a state of emergency; or
2. There is an emergency, disaster, act of God, civil disturbance or a shortage of vital and critical materials, supplies, access to facilities, or fuel that make the continued operation of the School according to the definitions of school year, school month, or school day impractical or impossible.

In the event that the School is closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material supplies, access to facilities, or fuel, the School Director or other authorized school leader may elect not to make up missed days for students if, at the end of the last complete week of the school year, four or fewer days remain for completion of the regular 180 day school year. The school year will terminate at the end of the last school day of the last complete week of the school year in accordance with state statute.

2. Work Year for Staff

The work year for certified employees (teachers) is a minimum of 190 days, including the 180 student attendance days and 10 planning or professional development days to consist of preplanning, post-planning, and other workdays during the school year as specified on the school calendar. Additional training days may be required to facilitate classical education training. Certified employees will be notified in advance of these days and will receive additional compensation for this training if the dates of the training do not occur within the 190 day work calendar.

The work year for classified employees shall be specified on the school calendar or designated by the School Director or Board.

The School Director or designee is authorized to schedule employee make up days or furlough days based on the needs of the School and in cooperation with SCCPSS.

The School Director or other authorized designees may use a maximum of three instructional days per year to schedule non-instructional activities.

G. Official School Day

The length of the instructional school day for the School is seven hours, which excludes the lunch period. The following related to attendance will also apply:

- A student must be in attendance on any given day for a minimum of three and a half hours, excluding the lunch period, to be counted present at school for the day.
- Standardized testing shall be given as part of a full school day and not administered outside of school operating hours. Gifted and other specific testing is exempt from this rule.
- High school graduation exercise may be scheduled on one of the three non-instructional activity days, or after the end of the official school year.
- Students on authorized school trips or on hospital/homebound services may be counted present according to applicable policy.

1. School Ceremonies and Observations

The Pledge of Allegiance to the flag will be conducted daily at School. Small flags will be provided for each homeroom by the School. Students who do not observe flag allegiance for religious or other legitimate reasons will not be required to participate in the Pledge of Allegiance.

H. School Calendar

1. Approval of Annual Calendar

The School will follow the SCCPSS calendar with regards to school days, holidays, staff work days and standardized testing days. The School Director or designee shall submit for approval by the Board a calendar for the upcoming school year no later than the last voting session in April of each preceding year. The calendar will include critical activities and events, teacher training, evaluations, inspections and other School information. The annual calendar will comply with the School's policies and applicable regulations of the State Board of Education and accrediting agencies.

Information pertaining to dissemination and publishing of the adopted calendar will be made available on the School's website and via other communication channels no later than July 1st.

2. Authorization to Revise the Annual Calendar

The Board, upon recommendation by the School Director or other authorized school leader, has the authority to make changes to the official school calendar through a duly adopted Board resolution and, when applicable, after receiving the approval of state and local authorizing agencies.

3. Disruption or Interruption of Operation of Public Schools

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from the School grounds and restrictions may be placed on their presence on School grounds in the future. The School reserves the right to refer the situation to the appropriate law enforcement authorities and the student may lose priority enrollment for the following school year.

IV. HEALTH, SAFETY AND WELFARE

A. Communicable Diseases

1. General Information

The School is committed to protecting students, staff, and visitors from the spread of communicable diseases, which pose a substantial threat to the health or safety of the school community. The School further recognizes that a student infected with a communicable disease cannot be denied an education solely because of the infection.

The Board, the applicable health department, and/or the Georgia Department of Human Resources has the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable disease or health conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of disease and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

2. Procedures

If there is reasonable cause to believe that a student or an employee has become infected with a communicable disease, the School Director or other authorized school leader will determine the potential risk and danger posed by the student's or employee's condition based upon reasonable medical judgment taking into consideration the nature of the risk (how the disease is transmitted); how long the carrier is infectious to others; and the probability that the disease will be transmitted and could cause harm to others.

After consideration of the criteria set forth above, the infected student or employee will be allowed to remain in the educational or employment setting unless he/she currently presents a significant risk of contagion as determined by an appropriate designated school administrator after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or a physician selected by the School. When deemed medically appropriate, a student or employee may be removed from the School for a period of time not to exceed 10 calendar days for the purpose of obtaining a reasonable medical judgment as to whether or not the student's or employee's presence at the School would pose a significant risk to others' health.

After a determination of the student's or employee's medical condition has been made, the School Director or other authorized school leader after consultation with the student's or employee's physician, a public health official knowledgeable about the disease and/or the physician selected by the School shall determine whether reasonable accommodation will allow the student to perform in the classroom or the employee to meet the essential functions of the job. An accommodation is reasonable unless it imposes either an undue financial hardship or administrative burden on the School.

3. Protections

The School shall not disclose medical information about a student or an employee with human immunodeficiency virus or other communicable disease without the consent of the employee or the student or parent or guardian, whichever is applicable, or only as required by law or court order. Nothing in this paragraph shall prohibit the School from notifying the parents or guardians of its students of the presence in a school of chicken pox or any other communicable disease as required or suggested by the applicable county or state health department.

The School shall not deny an individual employment based solely upon the individual's infection with a communicable disease unless the School, after consultation with the applicant's physician, a public health official knowledgeable about the disease and/or the physician selected by the School, determines that the communicable disease is of such nature or at a stage that the individual should not be in the regular school setting.

The School shall not deny a student infected with a communicable disease an education solely because of the infection.

4. Prevention

The School will educate its employees and students about communicable diseases, including transmission, risk reduction and universal precautions for handling blood and body fluids.

All schools will adopt routine procedures for handling blood and body fluids consistent with the Centers for Disease Control Universal Precautions for Handling Blood and Body Fluids.

B. Student Medicine

The Board adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

1. General Policy Provisions

If the School employs a school nurse, the nurse (or another employee designated by the School Director or other authorized school leader) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.
2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.
3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the School Director or other authorized school leader) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

2. Inoculations

The Board adopts the following regulation which shall be effective on that date that the policy is adopted by the Board. Students attending the School must meet the immunization requirements as prescribed by Georgia Law.

C. Child Abuse and Neglect

The Board adopts the following regulation which shall be effective on that date that the policy is adopted by the Board.

In accordance with O.C.G.A. § 19-7-5, educators in Georgia have the duty to report suspected child abuse and neglect to the appropriate authorities.

Any employee or volunteer who has reasonable cause to believe that a child (1) has had physical injury or injuries, other than by accidental means, by a parent, or a caretaker, or (2) has been neglected or exploited by a parent or caretaker, or (3) has been sexually abused, or (4) has been sexually exploited, must immediately notify the School Director or his designated delegate. The School Director or his designated delegate, upon receiving such notice, shall report or cause reports of such child abuse to be made as set forth herein.

The School Director or his designated delegate shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

D. School Safety Plan and Emergency School Closing Procedures

1. School Safety Plan

The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program which address man-made and natural disasters.

2. Emergency Suspension of School Operations or Activities

The School will abide by school closures for Savannah-Chatham County Public Schools.

The Board further authorizes the School Director or other authorized school leader to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he deems necessary to protect students and staff.

The School Director or other authorized school leader shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions which could potentially or actually cause suspension of school operations or

activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, will not be held if normal school operations have been suspended on the same day. The School Director or other school leader will communicate with students and parents in a timely manner regarding the cancellation of these activities.

At the School Director's or his designee's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The School Director or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

E. Searches

1. Search of Students and School Property

The School respects the civil rights of the students attending its school and will uphold those rights, but will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals at the School.

Any teacher, School Director, school security guard, or administrator in the School may search any building, desk, locker, area, grounds or vehicle parked on school property for evidence that the law, a school rule, or school policy has been violated. The School is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any school property constitutes consent of the owner and/or operator to allow a search of the vehicle.

2. Personal Searches

The teacher, School Director, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. If at all possible, searches of students should be conducted outside the presence of other students. Students should be asked to empty all of their pockets before the physical search of a student is conducted.

If a “pat down” search of a student is to be conducted, the School Director, a teacher, a school security guard, or an administrator of the same gender should conduct that search if at all possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.

No action taken pursuant to this policy by any School Director, teacher, school security guard, or administrator, employed by the School, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record will be filed and maintained in the School Director’s office. Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

Any prohibited item seized or discovered in any search shall be safeguarded by the School Director or his designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the School Director or his designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.

Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension and in the case of a vehicle; the vehicle will be banned from campus.

Students who put their belongings in other student’s vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.

F. Solicitations of Staff and Students

1. Approval of Solicitation

The Board maintains that employees have the right to privacy and will have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the School Director or his designee. Solicitation within the School must have prior approval of the School Director.

The School Director will present any annual fundraising plans to the Board prior to each school year for approval.

No fund raising organizations will be permitted to solicit funds from students or employees without prior approval from the School Director or other authorized school leader. Charitable organizations' solicitations must be approved annually.

Door-to-door collection shall be prohibited for all students.

G. Threats of Violence

It is the policy of the Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

Any student who receives information concerning such a threat must immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may constitute a violation of the code of conduct.

Any employee who receives information concerning such a threat should take appropriate action to respond to the threat which could include taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the School Director or his designee. If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the School Director or his designee, and the administrators will be responsible for taking such steps.

The School Director or other authorized school leader should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

Whenever the School Director or his designee feels that it is necessary to contact outside officials to respond to a threat appropriately, the School Director or his designee should also contact the Board.

H. Weapons at School

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

1. Definitions

Weapon is defined as any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife,

any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or 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 taser as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher. Weapon shall also include any instrumentality or object which if used in an offensive manner could cause bodily injury to a person or property, or places a person in fear for his/her safety. Also prohibited are any explosive, incendiary, or poison gas and any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device described above from which a destructive device may be readily assembled.

2. School Safety Zone

The School Safety Zone is the area in or within 1,000 feet of any real property owned by or leased to the School.

Except as otherwise provided by law, no person shall 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 premises, at any school sponsored function or activity, in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function.

The School shall post in a prominent place in each building of the School the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or 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 taser as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher. VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR AND/OR CRIMINAL PROSECUTION.

Any student who has reasonable cause to believe that a student or other person is in violation of this policy must immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may constitute a violation of the code of conduct.

Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the School Director or authorized school leader.

The School Director or other authorized school leader after being satisfied that the reported violation is true, shall make an oral and written report to the Board President, the appropriate police authority, and the district attorney.

V. TRANSPORTATION

The Board is committed to safe transportation of all students to and from School and events and hereby adopts the following policy effective on the date of adoption.

A. Car Riders

To ensure the safety of all students, staff, and visitors, the School Director or authorized designee shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the School Director or other authorized school leader. The School Director or other authorized school leader is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the School's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

The School will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

B. Busing

When available, students may be transported to and from School in vehicles provided by the approved contracted services of SCCPS or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency).

For fieldtrips and other off-site events where transportation is provided, the School may require the permission and medical release for students by parents or guardians and may maintain records in accordance with the approved records retention schedule.

For school sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. SCCPSS contracted buses
2. Alternate transportation
3. School employee's private vehicles
4. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

Students or children under the age of 18 who are not enrolled at School will not be permitted to ride in vehicles provided by School.

C. Walking and Biking

Students who will walk or ride bicycles to school will provide the School with parental consent in writing to do so and will be required to issue additional written consent to change this process.

VI. FACILITIES

A. Building Maintenance

The School will strive to maintain safe and adequate grounds for the educational and recreational programs of students. The Board will use its discretion to maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Board will collaborate with the School Director or other authorized school leader to develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The School Director or other authorized school leader will manage janitorial and custodial staff in maintaining all school facilities and grounds.

B. Emergency Repairs

In accordance with the Board's procurement policy, the authority is granted to the School Director or other authorized school leader to procure the services necessary for emergency repairs to buildings or grounds which may be required to continue school operations in a safe environment.

VII. STUDENT AND CLASSROOM OBSERVATIONS

While the School acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

Requests for observations by an outside educational or clinical professional must be submitted in writing to the School Director or other authorized school leader for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

The School Director or other school leader may provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers will be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

If the outside professional is approved for the observation, all data collected will be provided to the School Director or other authorized school leader.

Upon request, the School Director or other authorized school leader may, at his discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the School Director or other authorized school leader an appropriate Release of Confidential Information under FERPA, signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

VIII. ENROLLMENT, ADMISSION AND WITHDRAWAL POLICIES

A. School Admissions

1. Eligibility

All students who are residents of Chatham County are eligible to apply to the School. In addition students of the School's full-time staff members or current Board members (who have served at least one year on the Board) who live outside Chatham County are eligible to apply.

The School will not discriminate on the basis of any basis prohibited by law.

Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

2. Lottery Registration

The School's lottery registration period will be set based on SCCPSS lottery registration dates for specialty schools each calendar year for the following school year.

The preferred method of lottery registration is online. However, lottery registration applications may be mailed or delivered to the School's main office. Regardless of when mailed, all lottery registration applications for the School must be either completed online or physically present in the administrative office of the School located at 705 East Anderson Street, Savannah, GA, on or before the end of the school day on the last day set by the SCCPSS for lottery registration dates. In the event the School is closed on this day, all applications must be received by the end of the school day on the next scheduled school day.

All lottery registration applications must be complete. Regardless of reason, failure to have a completed application package in the office of the School by this deadline may result in the student being denied lottery registration enrollment.

The School's admission procedures will be published annually.

A register of all complete and timely received lottery registration applications will be kept in the School's main office. Applicants are responsible for assuring their lottery registration applications are registered prior to the deadline.

Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS.
2. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
3. FACULTY, STAFF AND BOARD MEMBER CHILDREN: Children of full time faculty and full time instructional staff and current Board members who have served at least one year on the Board.
4. OTHERS: All other eligible students

Students who reside outside of attendance zone will not be enrolled at the School unless such student's parent is a full-time staff member of the School or is a current Board member (who has served at least one year).

3. Lottery

When The School receives registrants exceeding available openings in the specific grade level, a public lottery will be held.

The lottery process will be published in advance and articulated prior to commencement of the lottery.

The lottery will be observed and certified by a third party individual.

The lottery will be drawn in the following manner: Kindergarten, 1st Grade, and so on until all spots are filled.

4. Wait List

Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have three days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

It is the responsibility of the waitlisted parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

A school designee will contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

The parents will be given 72 hours to contact the School and accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list will be extended the offer.

B. Recruitment of Students

Recruitment of students is the School's responsibility. Public notices will be made regarding the pre-enrollment period. During the recruitment process, the School will provide parents of potential students with accurate information about the programs, services, and amenities available.

C. Withdrawals

Parents or guardians shall provide 48 hour notice of withdrawal to obtain student records and withdrawal forms.

All library books, textbooks, instructional materials, and other school property shall be returned prior to release of records to parents or guardians.

All fees due shall be paid in full prior to release of records to parents and guardians.

Any student of the School who voluntarily withdraws from the School and who left the School in good standing may subsequently register for the lottery. Any student of the School who withdraws from the School and who left the School in less than good standing may not subsequently register for the lottery for reenrollment.

IX. STUDENT MANAGEMENT POLICIES

A. 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. Students and parents must assume responsibility for being punctual and regular in attendance.

Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency mandating absence from school.
- Observance of religious holidays.
- Conditions rendering attendance impossible or hazardous to student health or safety.

- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
- Any other reason approved by the Georgia State Board of Education.

Students will be counted present when they are serving as pages of the Georgia General Assembly or Special Olympics.

Unexcused absences are all failures to attend school other than those specifically listed above.

Absences and tardiness will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional school day to be counted present for the day. One-half of the required instructional school day is determined as follows:

- Grades K-3 present at least 135 of the 270 required instructional minutes.
- Grades 4-5 present at least 150 of the 300 required instructional minutes.

If a student is absent from school, the student must bring an excuse from home the day the student returns.

When the student is absent, the School will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. A phone call log will be kept by designated individual.

All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

Unexcused or questionable absences will be followed up by school personnel including the school social worker in the following order:

1. Student absentee phone calls are made to parents (preferably by teachers) and documented on phone log in the attendance folders by the designated individual in each school.

2. Upon a student's fifth unexcused absence, the School will send written notice to the student's parents in accordance with the Compulsory Education Law (O.C.G.A. § 20-2-690.1).

Any parent, guardian, or other person residing in this state who has control or charge of a child or children who violates the Compulsory Education Law shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. **Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.**

B. Excessive Absences Letter

Date _____

Student Name
Parents Name
Address

Dear _____

This letter is to formally notify you that as of _____,
_____ has accumulated _____ absences, and _____ of these are
unexcused absences. Please contact the school if this absence information is not correct.

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates the Compulsory Education Law (O.C.G.A. 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.

Sincerely,

School Director

cc: Student Support Services Coordinator

C. Grading and Reporting

1. Grading

Teachers will use a variety of methods to assess student progress.

2. Reporting

A report card will go home every quarter in accordance with SCCPSS calendar.

The report card will provide accurate reporting of student progress and performance as compared to the School's academic standards.

Cumulative grades will be transferred to students' individual permanent school record and report cards and permanent records will be maintained in the student's files according to the adopted records retention schedule.

Teachers are expected to maintain current and accurate electronic grades through PowerSchool and request conferences with students and parents as needed for the success of each student.

D. Student Records

Student records are defined as all information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

1. Custodial Responsibility

The person in professional status responsible for maintaining records will be responsible for the use of the file and will ensure that records contain factual, documented information on students. Any information not meeting this requirement will be removed.

2. Records

Student cumulative records may contain the following:

- Identifying data
- Academic achievement
- Attendance data
- Standardized test scores
- Immunization records
- Required health screenings
- Proof of Residency
- Birth Certificate

Academic achievement records of individual students of the School will be maintained for a period of at least 70 years (after the student leaves or transfers) and the attendance data for a period of at least three years.

Student records will be housed in a fire-resistant place.

Except as otherwise provided by law, no person or party, except the parents or legal guardians and students over 18 years of age, will be permitted to examine or obtain information from the records of students except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student are notified of all such orders or subpoenas in advance of the compliance therewith. (Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

Student records will be made available to an outside person or agency only under the following conditions:

- "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). File completed request in student cumulative record, or;
- "Request for Information" request is received by school officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students will be notified of all such orders in advance of compliance with the order, or;
- A "Request for Transcript" is received by school officials from a receiving school including schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records for students in grades 7-12, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per Paragraph 1 above. Schools will comply with appropriate requests for transcripts within 10 calendar days.
- In instances where requests for information might come from an outside agency working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.

- In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents will be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception will be when the collection of personally identifiable data is specifically authorized by federal law. The School will not withhold any student record because of nonpayment of fees.

The school receiving the transferred record will notify the parent(s)/guardian(s) of students that the record has been received.

The parents of students who are or have been in attendance at the School have the right to inspect, review, or be informed of the content of the education records of their children. To inspect and review such records, a parent must submit a written request to the School Director, who will make such records available for the parent's inspection and review no later than 45 days from the date of the request.

If any material or document in the education record of a student includes information on more than one student, the parent of any such student shall have the right to inspect and review only such part of such material or document as relates to such parent's child or to be informed of the specific information contained in such part of such material.

For the purposes of this section, except as otherwise provided herein, the term "education records" means those records, files, documents, and other materials that: (i) contain information directly related to a student; and (ii) are maintained by the School or by a person acting for the School. Notwithstanding the foregoing, the term "education records" does not include: (i) records of School personnel that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute; (ii) records maintained by a law enforcement unit of the School that were created by that law enforcement unit for the purpose of law enforcement; (iii) in the case of persons who are employed by the School but who are not in attendance at the School, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or (iv) records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other

than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Any parent of a student who is or has been in attendance at the School may request a hearing before the Board to challenge the content of his or her child's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such records a written explanation of the parents respecting the content of such records. To request such a hearing, a parent must submit to the Board a written request identifying the pertinent education record and summarizing why such education record is inaccurate, misleading, or otherwise in violation of the privacy rights of students.

E. Club and Extracurricular Program

1. Program Description and Purpose

The School's Club and Extracurricular Program (the "Program") provides enrichment activities and social interaction with peers in a well supervised, structured setting. The Program serves students who are enrolled in the School and is intended to encourage creativity, self-discipline, and curiosity.

2. Fees

Reasonable fees for supervision, materials and supplies may be charged for school sponsored clubs or programs.

Classes, workshops, and lessons sponsored by non-school staff may be charged on a per diem basis that will not exceed \$10.00 per student. Fees charged by non-school staff are non-refundable.

3. Operations

The Program will operate according to a schedule established by the School Director or other authorized school leader each year and is subject to change throughout the year.

Activities will be scheduled before or after regular school hours; however, nothing shall prevent the Program coordinator or sponsors from planning presentations during the school day with prior approval from the School Director or other school leader.

Activities may extend to weekends or holidays for special events (e.g., road races, art shows, presentations, etc.) so long as such events are approved by the School Director or other school leader in advance and a school administrator is present for events taking place on school property.

Students shall comply with the School's discipline code during club and extracurricular activities.

Classroom student/adult ratios, for safety purpose and to maximize engagement will not exceed 25:1 during club and extracurricular activities.

F. Fieldtrips and Enrichment Activities

All field trips and enrichment activities should be cooperative activities involving teachers, pupils, administrators and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the School.

The School Director or other authorized school leader may develop a field trip and enrichment activity manual. This manual will furnish guidelines for field trips and enrichment activities, planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The manual should be revised and approved annually when necessary.

Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the School Director or other authorized school leader for approval.

The School Director shall inform the Board of approaching field trips that are overnight or out-of-state.

Appropriate parental permission forms may be required and kept on file for students to participate in any field trip.

1. Unauthorized Fieldtrips

Unless approved by the School Director or designee, trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Board as approved field trips. The Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

X. DISCIPLINE

A. Philosophy

The School is committed to optimizing learning for all students. Our students are expected to be well-behaved at all times, to respect themselves, others, and property.

Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction of acceptable behavior in order to develop a child's own sense of self-discipline. In The Schools We Need and Why We Don't Have Them, E.D. Hirsch, Jr. says, "Reduction of truancy and misbehavior is just one advantage that accrues when all students are made ready to learn. More positively, giving young children enabling knowledge is inherently motivational; it liberates their natural eagerness to learn."

The goals of discipline at the School are:

- To maintain a highly effective learning environment where students focus on gaining knowledge with as minimal distraction as possible.
- To utilize the need for discipline as a rich opportunity for students to learn about themselves and others, and to provide students with actual character education and lessons.
- To reinforce the School's commitment to treating all students with fairness, respect, and equality.

B. School Director's Role in Discipline

The goal of any meeting between a student and the School Director is that of a learning opportunity for the student in order to implement a positive change in behavior. The process will involve a discussion of the core virtues. In most instances parents will be notified of the student's visit to the School Director's office. The primary goal of the choice of consequences by the School Director is to require the student to take responsibility for the infraction.

The included goals of a parent conference with the School Director/Assistant Director are:

- To exchange accurate information about the student
- To determine how the parent-school partnership can best work together to lead the student to reform his/her behavior

The School Director will preserve the integrity of the disciplinary process at the School. By modeling the core virtues and consistently treating students and their families with respect and professionalism, the School Director is an extremely valuable and accessible part of a student's character development and education at the School.

C. Teachers' Role in Discipline

Teachers will have the authority to implement discipline in their classrooms that is consistent with the School's discipline goals. Teachers will utilize the School Director to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom.

Disciplinary procedures may also involve the other designated School staff besides those mentioned.

Student REFLECTIONS and APOLOGIES

As a part of each teacher's classroom discipline, a teacher may ask a student to write a reflection regarding his/her behavior, how he/she could behave better next time, and upon which core virtue he/she should now focus. A teacher may ask a student to write an apology to the teacher, a peer or the entire class. These reflections (illustrations and check boxes for K and 1st grade) allow time for the student to think about his/her behavior and "cool off" before rejoining the classroom discussion.

Reflections and apologies will go home with the student to be signed by the parent/guardian and returned to the lead teacher.

D. Rights of Teachers

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate threat to the safety of the student, the student's classmates, the teacher, or any other person. The parent may be required to attend a conference and develop a behavior plan.

E. Savannah Classical Academy's Code of Conduct

Students will:

1. Be polite and attentive.
2. Attend school consistently, be on time, and take responsibility for making up any work promptly when absent. Each student will bear the responsibility for his own conduct. Each student will respect the School's atmosphere of learning by attending class and being prepared and punctual.
3. Follow directions when they are given.
4. Follow all requests made by adults on the premises with a positive attitude, and show respect for self, others, and property. Each student is expected to cooperate with and respect the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words.
5. Follow lunchroom, playground, field-trip, lab, and individual classroom rules.

Each student is expected to follow school rules when participating in school related events.

6. Adhere to the dress code.
7. Not use threats or intimidation against any other person. No bullying allowed.
8. Respect the health and safety of others, safety rules, and not use tobacco, alcohol, or other illegal substances.
9. Be dismissed by the teacher, not the bell or the clock.
10. Not leave the school grounds without signing out in the main office.
11. Not bring electronic devices (CD players, radios, cell phones, games, etc.). Such items will be confiscated until the end of the year. Acceptability of other toys is at the discretion of the teachers and administration.
12. Not bring anything to school that could be used to harm another or that is illegal.
13. Not display inappropriate physical affection for other students on school grounds. The School will maintain a serious educational atmosphere at all times.
14. Refrain from any form of sexual harassment whatsoever. The School has zero tolerance for any form of sexual harassment and all allegations of sexual harassment will be thoroughly investigated.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right is balanced by the School's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

The School is not responsible for loss, theft, or breakage of items brought to school. Fines may be levied on parents for vandalism or theft committed by their children. Fines may also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Special note about dress code violations: Students must be in strict compliance with the dress code to attend class. Students in violation of the dress code will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are NOT excused.

F. Discipline Policy

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the code of conduct and core values as they have agreed. If a student does misbehave, the consequences for the infraction will be swift, relevant and proportionate to the severity of the infraction(s). In evaluating consequences, teachers,

faculty and the School Director may consider whether the act is a “first time,” a “repeated,” or a “habitual” offense. Some serious infractions may result in dismissal from the School, even for a first-time offense.

In accordance with this policy, the School has adopted the following procedure for disruptive behavior that requires an office referral. The teacher issues the student a Discipline Referral Form, and the student is required to visit the School Director or other administrator. For most infractions, the following actions will be taken according to the number of referrals:

- 1 Referral: Student removed from class, sees administrator
- 2 Referrals: Student removed from class, sees administrator, calls home
- 3 Referrals: Student removed from class, sees administrator, calls home, serves one after-school detention
- 4 Referrals: Student removed from class, sees administrator, calls home, stays in study hall for the remainder of the day, serves two after-school detentions
- 5 Referrals: Student removed from class, sees administrator, calls home, placed on suspension, and may not return without parent attending school with the student for the entire day, parent must meet with the School Director, and the student, parent, and School Director will develop a Contract for Success
- 6 or more Referrals:
Possible request for dismissal of the student from the School.

Referrals are cumulative throughout the school year. Notwithstanding the above, some serious infractions may result in suspension and/or dismissal from the School, even for first time offenses.

Suspended students will not be on the honor roll for any quarter in which they are suspended.

All elementary students who receive four or more disciplinary referrals will not be allowed, during the quarter that the suspension occurs, to attend any field trips or attend curriculum parties without a parent present.

Any middle school or high school student who receives four or more disciplinary referrals will be suspended from field trips, athletic activities and school sponsored events for that quarter.

Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth.

The School desires to educate all students who enter our School, expecting nothing less than the best from each one.

G. Suspension and Dismissal

A School Director or designee has the authority to suspend students for up to ten days. Suspensions last from one to ten days depending on the severity of the infraction. All suspensions will require a parent-School Director conference. A Contract for Success will be created during this conference. The conference will occur before the student is readmitted to class. The School Director/Assistant Director may require the parent to attend a full day of class with the student upon return. If a parent refuses to meet with the School Director, the student may be dismissed from the School.

Dismissal from the School may be recommended for the following violations:

- the carrying, bringing, using, or possessing a dangerous weapon;
- the sale or distribution of a drug or controlled substance; and/or the commission of an act which, if committed by an adult, would be robbery or assault; and
- any other violation that, in the opinion of the School Director, seriously adversely affects the educational process or endangers the health, safety or wellbeing of other students, teachers, administrators, or other persons.

Dismissal from the School may also be recommended if a student is declared habitually disruptive.

The School does not have the authority to expel a student from the SCCPSS. Only the SCCPSS Hearing Office may expel a student from the SCCPSS.

If the School Director recommends a student's dismissal or suspension for more than ten days, he will notify the student's parent in writing of such recommendation no later than the day after such recommendation is made to the Board. Any such notice will be made either by hand-delivery or by mail to the parent's last known mailing address. Each parent of a student is responsible for ensuring that the School has his or her current mailing address.

If the School Director recommends to the Board that a student be dismissed or suspended for more than ten days, a Disciplinary Committee will convene within seven school days of the recommendation to consider the recommendation. The Disciplinary Committee will consist of at least three Board members, or their designees. At such meeting, the School Director will present the Disciplinary Committee with all pertinent information on the disciplinary action. A parent or student may submit documentation and/or written statements to the Disciplinary Committee members. Additionally, the student facing the disciplinary sanction, and his or her parent, may attend the meeting of the Disciplinary Committee. Students and parents do not have the right to have their attorney(s) present at the Disciplinary Committee meeting. Without prior approval of the

Disciplinary Committee, no one other than the student facing the disciplinary sanction and his or her parents may attend the Disciplinary Committee meeting. If the student and his or her parents do not submit any documentation and do not attend the Disciplinary Committee meeting, the Disciplinary Committee will render a decision without such student's or parents' input.

The Disciplinary Committee will render a decision within one school day of the Disciplinary Committee meeting. The Disciplinary Committee will issue all decisions in writing to the School Director and to the affected student and his or her parents. Notice to the effected student and parents will be either hand-delivered or mailed no later than the day after the Disciplinary Committee renders its decision. Each parent of a student is responsible for ensuring that the School has his or her current mailing address.

All decisions of the Disciplinary Committee will be final.

Any student who is dismissed from the School is not eligible for reenrollment to the School.

H. Violation of Law

All violations of state law shall be referred to the proper law enforcement agencies by the School Director or his/her designee. The School disciplinary policies may also apply at the discretion of the School Director.

I. Student Violations (list)

The following are some specific behaviors that are not acceptable either on or off school property. These violations will be subject to the Disciplinary Policy as defined above. This list is not an inclusive list of all violations. The School reserves the right to discipline behaviors not listed that interfere with the educational process and operations of the School.

Possession or Use of Tobacco or Tobacco Products

Students shall not possess or use any tobacco products.

Possession or Use of Alcohol, Drugs and Other Substances

A student shall not possess, use, distribute or be under the influence of alcohol or drugs, or substances represented or believed by the student to be alcohol or drugs.

For purposes of this policy, drugs shall mean all substances, including but not limited to, alcohol and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances.

Students shall not possess, use or distribute drug-related paraphernalia. Drug-related paraphernalia includes, but is not limited to, pipes, water pipes, clips, rolling papers and other items used for or related to drug use.

Students shall not buy, sell, accept or distribute, or attempt or intend to buy, sell, accept or distribute, alcohol or drugs or substances represented or believed by the student to be alcohol or drugs.

State law makes it unlawful for any person to manufacture, distribute, dispense, or possess with the intent to distribute any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private school or school board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)

Unauthorized Possession or Use of Prescribed Medications

Students shall not possess or use unauthorized prescription medications. Prior to possessing or using prescribed medication on school property or on a school bus, a student must have obtained the appropriate and required medical documentation and have consulted with the School Director or designated school administrator regarding procedures for medication administration.

Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon the School's receipt of a doctor's prescription and parent's written permission.

Use of Electronic Communication Devices During Instructional Time or on School Buses

Students shall not use any electronic communication device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, and similar devices, during instructional time or on school buses.

Possession and Use of Weapons, Explosives and Other Devices

Student shall not supply, possess, handle, or use any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms "weapons," "tools," or "instruments" shall include by way of illustration, but are not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife of any size (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude violates the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial

knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc.

Students shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids or devices.

Students shall not use, possess or transfer on school property or at any school function or activity or on a school bus water pistols, other instruments that project water or other liquids, toy guns, matches, lighters, laser pointers, devices that emit an electrical shock, or other devices, which when used inappropriately, cause discomfort/harm to another person and/or disrupt the educational environment.

Destruction or Damage to Property

Students shall not destroy, damage, vandalize, or deface, or threaten or attempt to destroy, damage, vandalize, or deface, or set fire to or attempt to set fire to, school or staff property, property used by the School, or private or public property located on school property.

Theft, Extortion, Possession of Stolen Property, or Possession of Counterfeit Materials

Students shall not engage in theft and/or attempted theft or theft by deception of public or private property. Students shall not engage in extortion or attempted extortion of another student, teacher, school administrator, or any other person. Students shall not be in possession of stolen property or property of another student, teacher or school administrator without such person's permission. Students shall not be in possession or distribute any counterfeit money, checks, money orders, or other materials.

Loss or Inappropriate Use of Textbooks, Media Center Materials, Computer Equipment, or Internet

Students shall not lose or make any inappropriate use of textbooks, media center materials, or computer and computer-related equipment and materials. Students shall not make any inappropriate use of the Internet.

Physical Violence against Teachers, Bus Drivers, School Officials, or Other School Employees

Students shall not commit any act of physical violence against any teacher, school

bus driver, school official, or other school employee.

As used in this policy the term physical violence shall mean: (1) intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in self-defense.

Any student alleged to have violated this rule may be suspended and recommended for dismissal from the School.

Bullying, Hazing, Assault or Battery

Students shall not physically or verbally threaten or intimidate teachers, administrators, bus drivers, other school personnel, other students, or any other persons. Students shall not engage in verbal altercations or any actions that cause others to reasonably fear harm.

Students shall not fight or make physical contact of an insulting, offensive or provoking nature with teachers, administrators, bus drivers, other school personnel, other students or persons, or cause physical harm to another.

Students shall not threaten, intimidate, harass, or makes physical contact with any other student or other person, or subject another student or any other person to any other form of physical or emotional hurt, including hazing associated with membership in extracurricular organizations (sports teams, band, etc.). Violations of this offense code include, but are not limited to:

- Unwanted teasing or name-calling;
- Threats, taunts and intimidation through words or gestures;
- Direct physical contact such as hitting or shoving;
- Destruction or theft of personal property;
- Any form of electronic bullying or cyber bullying;
- Harassment or intimidation in any form;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement or coercion;
- Rumors or spreading of falsehoods;
- Stalking;
- Any form of cyber stalking;
- The use of cameras or camera phones to take embarrassing photographs of students or other persons;
- The distribution or publication of any embarrassing photographs of students or other persons;
- Sending abusive or threatening emails, text messages or instant messages.

Rude or Disrespectful Behavior

Students shall not be discourteous or use inappropriate language, behavior or gestures, including vulgar or profane language, toward teachers, administrators, bus drivers, other school personnel, other students, or other persons.

Refusal to Carry Out Instructions of Faculty or Staff Member

Student shall not refuse to follow the instructions of teachers, school administrators, or other staff members. Examples include refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.

Unexcused Absences and/or Truancy

Students shall attend school unless such absence is excused. Excused absences are absences due to the following: personal illness; serious illness or death in the family; religious holiday; instances in which attendance could be hazardous as determined by the School; registering to vote or voting in a public election; tests and physical exams for military service and the National Guard; and other such absences as provided for by law or by the local board of education.

Georgia law provides up to 5 days of excused absences for students whose parents are in the armed forces and who are called to duty or home on leave from overseas deployment in a combat zone. Students serving as pages of the Georgia General Assembly shall be counted as present for days missed from school for such service. Furthermore, a foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the School and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day or days missed from school.

Skipping Class or Required Activities

Students shall not skip classes or leave school or school property without administrative authorization.

Classroom Disturbance

Students shall not engage in any behavior that causes or may cause disruption of the instructional process, or that distracts students or teachers from classroom activities and studies, or that creates a dangerous or fearful situation for students or staff.

School Disturbance

Students shall not engage in any behavior that causes or may cause disruption of the school environment or threatens the safety or well-being of other students or other persons. Prohibited acts include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting

disturbances, threats to the school, pranks, actual violence during period of disruption, etc.

Profanity/Obscenity

Students shall not use profane, vulgar, or obscene words or gestures. Students shall not spit on another student or any other person. Students shall not possess or distribute any profane, vulgar, or obscene material. Students shall not make or engage in any profane, vulgar, obscene or insulting comments or actions.

Failure to Accept Disciplinary Action

Students shall not refuse or fail to serve detention, in-school suspension, or any other disciplinary action imposed by a teacher or school administrator.

Bus Misbehavior

Students shall not engage in any behavior that disrupts or distracts a bus driver, or causes a dangerous situation for a bus driver or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus. Prohibited bus behaviors also include the use of any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape, compact disc players, or similar devices without headphones; or the use of any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Prohibited bus behaviors also include the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Gambling

Students shall not engage in any form of gambling. Gambling includes, but is not limited to, betting money or other items on card games, dice games, or the outcome of games or activities, or possession of gambling materials or paraphernalia.

Parking and Traffic Violations

Students shall not park a vehicle on school property without first obtaining a parking permit, displaying the decal sticker on their vehicle, parking in their assigned spot, and complying with all parking and traffic regulations issued by the School. Parking permits must be renewed upon expiration.

Students shall not engage in reckless or careless operation of a vehicle on or near school property or near a school bus. Students shall comply with all parking and traffic regulations issued by the School.

Loitering or Going on Any School Campus without Authorization/Trespassing

Student shall not enter or remain in any school building on weekends or after school hours without authorization or permission. When a student refuses to leave any school property or returns to any school property after being instructed by school staff or law enforcement staff to leave the property, the student will be in violation of this section and the matter may be referred to law enforcement.

Providing False Information

Students shall not provide any false information to any school personnel or law enforcement. This offense includes, but is not limited to, falsifying school records, forging signatures, making or providing false statements, cheating, bribery, or using an unauthorized computer user ID or password. Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.

Inappropriate Bodily Contact or Sexual Conduct

Students shall not engage in any inappropriate bodily contact or sexual conduct on school property or at any school activity or event. Prohibited conduct includes, but is not limited to, consensual sexual contact, nonconsensual sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors or indecent exposure.

J. Discipline of Students with Disabilities

The School's code of conduct applies to all students, but discipline of students with disabilities requires certain considerations because the behavior may or may not be related to the disability. Teachers and administrators will follow the following guidelines for disciplining students with disabilities:

If the student has an IEP or Section 504 Plan, determine whether the IEP or Section 504 Plan includes a Behavior Intervention Plan that specifies how certain behaviors are to be handled.

Students who do not have IEPs or Section 504 Plans, or students whose IEPs or Section 504 Plan do not address behavior or discipline, should be treated like non-disabled students, but the teacher or administrator should still consider any disabilities when determining the consequences for the student's behavior.

In all cases, however, a student with a disability may not be suspended from school (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per school year without further

determination of appropriate consequences and placement to ensure student's needs are being met according to their IEP.

If the School Director or other school administrator imposes or recommends to the Disciplinary Advisory Committee (in the case of dismissal or suspension of 10 or more consecutive days) a disciplinary sanction that would result in the student being suspended from school for more than a cumulative total of 10 days per school year, the following procedure should be followed:

1. The School Director should be notified to assure that all disciplinary procedures are followed.
2. The School Director or his designee will provide the student's parents with written notice of the disciplinary decision or recommendation on the day that such decision or recommendation is made. For students covered by the IDEA, the notice will also provide the parents with a summary of the procedural safeguards to which they are entitled under the disciplinary provisions of the IDEA.
3. The student's IEP team or 504 team will conduct a Manifestation Determination Review ("MDR") within 10 school days. During the MDR, the IEP team or 504 team will determine (1) whether the student's behavior was caused by or was substantially related to the student's disability, and (2) whether the student's behavior was the direct result of the School's failure to implement the student's IEP. These determinations must be made based upon information in the student's file relevant to the incident that led to the violation of the code of conduct, including the student's IEP or 504 plan, teachers' observations made prior to the incident, and information provided by the student's parents.

If the answer to either question is in the affirmative, the student will be returned to his or her educational setting, unless the student's parents and the School agree to an alternate placement as part of a Behavioral Intervention Plan. Additionally, the IEP team or 504 team will conduct a functional behavior assessment ("FBA") to determine what led to the student's behavior, unless the school district had already conducted an FBA before the occurrence of the behavior that led to the change in placement. In addition, the student's IEP team or 504 team must implement a Behavioral Intervention Plan ("BIP") for the student, or, if the IEP team or 504 team had previously developed a BIP, the team must review the student's current BIP and made modifications as necessary.

If the IEP team or 504 team determines that the student's behavior was not a manifestation of his or her disability, then the School may discipline the student in the same manner as a student without a disability. However, the school district must ensure that the student continues to receive educational services that will enable the student to continue receiving the general

education curriculum and to continue making progress toward his or her IEP goals.

When a student with a disability commits an offense involving a weapon, illegal drugs, or the infliction of bodily injury upon another person, the school district may place the student in an interim alternative educational setting regardless of whether the student's behavior was determined to be a manifestation.

Classroom teachers should work closely with special education teachers and the student support team to determine appropriate methods of discipline.

K. Seclusion And Restraint

The School will comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint" as those terms are defined within the rule.

1. Seclusion

The use of seclusion, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited within the School.

Seclusion does not include "time-out," defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

Seclusion does not include situations in which a staff member training in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

2. Restraint

Prone Restraint

The use of prone restraint is prohibited within the School. Prone restraint is a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position.

Chemical Restraint

The use of chemical restraint is prohibited within the School. Chemical restraint is any medication that is used to control behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.

Mechanical Restraint

The use of mechanical restraint is prohibited within the School. Mechanical restraint is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Physical Restraint

Physical restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term "physical restraint" does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

Before any staff member may implement physical restraint, he or she should have completed an approved training program. Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

The School will maintain written or electronic documentation on training provided and the list of participants attending training. Copies of such documentation will be made available to the Georgia Department of Education or any member of the public upon request.

If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when a staff member trained in physical restraint is not available, he or she

should ask other students, if present, to request assistance immediately.

Whenever possible, the use of physical restraint on a student will be monitored by another staff member or administrator. The use of physical restraint will be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. The School Director or his designee will periodically review the use of restraint in the School and documentation of restraint prepared by staff and faculty.

Whenever physical restraint is used on a student, the School will notify the student's parent or legal guardian within one school day after the use of restraint.

This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

In some instances in which a student is an immediate danger to himself or herself or others, the School must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. School officials will notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

XI. Student Support Services

A. Student Support Team

The School's Student Support Team (the "SST") is an interdisciplinary group that uses a systematic process to address learning and/or behavior problems of students enrolled at the School.

The School will comply with all state and federal mandates related to the SST and will work closely in conjunction with the SCCPSS's Special Education Department to ensure that all documentation and processes are compatible with the SCCPSS's current documentation and processes.

1. Records

Teachers and other staff members will maintain updated, accurate, and complete records for students in the SST process. Furthermore, teachers and staff members will follow all rules, regulations, mandates, and established best practices regarding the SST.

2. Communication

The administrative staff will provide timely communication to parents and staff members regarding meetings and decisions. Copies of SST minutes will be provided to the parents and to other SST members, upon request. Administration will strictly adhere to and enforce all rules, regulations, mandates, and established best practices regarding the SST.

3. Meetings

All members of the SST including administrators, teachers, and parents shall provide advanced written notification to the SST Coordinator regarding additional members to be included in SST meetings.

Parents are invited to attend and actively participate in SST proceedings; however, parent participation, upon appropriate notification, is not requisite. The School will act in the best interest of the student at all times.

B. Hospital Home Bound

The School is committed to providing Hospital/Homebound services (“HHB”) for continuity of educational services between the classroom and home or health care facilities for students enrolled at the School whose medical needs, either physical or psychiatric, restrict them to their home or a health care facility for a period of time that will significantly interfere with their educational progress.

1. Instruction

Students will be instructed on the adopted curriculum of the School, in alignment with state/national standards, Section 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

2. Eligibility

Eligibility for HHB service is based on the following criteria:

- The student must be currently enrolled at the School. Private or home school students or students enrolled at another public school are ineligible for services.

- The student must have a medical and/or psychiatric condition that is documented by a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.
- The student must be anticipated to be absent for a minimum of 10 consecutive school days per year or the equivalent on a modified calendar, or the student must have a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of 10 school days per year or equivalent on a modified calendar or five school days on a block schedule calendar.
- Students approved for Intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

3. Application Process

The parent/guardian, emancipate minor, or student 18 years or older should contact the School's counselor to discuss HHB and obtain an application.

The School Director or designee will discuss eligibility, steps in the application process, and distribute the required paperwork.

The parent or guardian must sign the parental agreement concerning HHB policies and procedures. A release for medical information relating to the reason for the request for HHB services will be required by the School.

The School may require the parent/guardian, emancipated minor, or student 18 years or older to sign the HIPAA form relating to the reason for the request for HHB services. If the request for the signed HIPAA form is made, it must be submitted before services are provided.

The completed application must be returned to the School Director or other designee. An incomplete application may cause a delay in the initiation of services. Only the original paperwork will be accepted as application for HHB services.

Within five school days of receiving the completed application, the School Director or other designee will notify the designated HHB teacher, parent/guardian, emancipated minor, or student 18 years or older of the time and place of the school team or IEP meeting to discuss HHB services. A telephone conference call or other electronic communication may be considered a meeting. At this meeting, an Educational Services Plan ("ESP") will be developed for the student who will be served. This plan must address the disabling condition, anticipated length of absences, accommodations, and modifications to be addressed.

An instructional services schedule will be set up by the HHB teacher.

4. Attendance

The student will be counted present for the entire week when he or she is provided instruction on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week, which will be documented by the HHB teacher.

If the student is unable to receive HHB instruction during the school week due to his or her medical condition, the School may, at the School's discretion, schedule a make-up session. Once the session is completed, the student may be counted present in accordance with Georgia State Board of Education Rule 160-5-1 Student Attendance.

The health care facility providing HHB services to a student confined in the facility must submit verification of the number of instructional hours the student received to the School Director for the student to be counted present during this time.

5. Scheduling

The time of the instructional session will be arranged by the HHB teacher in cooperation with the parent/guardian, emancipated minor, or student 18 years or older. The time of the instructional session will typically occur during the school day.

To comply with the Georgia State Board of Education Rule 160-4-2.31 and meet attendance requirements, a minimum of three hours of instruction per week must be provided for the student to be counted present by the School.

6. Instructional Delivery

An individual employed as a HHB teacher must be an employee or a contracted employee of the School and must have knowledge of the curriculum and effective instructional strategies.

HHB instruction can be offered on a one-on-one basis, in a small group at the home of the student, at the health care facility where the student is confined, or through online learning courses such as a virtual school or other approved online courses or delivery methods approved by the School Director.

The type of instruction offered is based on the agreement as set forth in the ESP, which will take into consideration the cognitive ability and medical condition of the student.

Instructional materials will be issued to the student or HHB teacher by classroom teachers prior to scheduled HHB visits.

For students participating in online learning courses such as a virtual school or other approved online courses or delivery methods, the HHB teacher may facilitate the learning process, monitor assignments and provide tutoring assistance as defined in the ESP. Participation in the online course or via other online delivery methods will

meet the requirement of the minimum of three hours of HHB instruction per school week for the HHB student to be considered present at School.

All state mandated tests will be administered unless the student is approved to take an alternate assessment as stipulated in the ESP.

7. Termination or Extension of Services

Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form is reached or if the licensed physician or licensed psychiatrist indicates that the student is released to return to school.

If a student begins work in any capacity, goes on vacation during regularly scheduled school days, participates in extracurricular activities, or is no longer confined to home, services may be discontinued.

When the student returns to school for any portion of the school day other than to participate in state-mandated standardized testing, services may be discontinued.

If three HHB sessions are cancelled without citing extenuating circumstances beyond the control of the student or parent/guardian, services may be discontinued.

When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.

HHB services may be extended beyond the originally identified return to school date if the licensed physician or licensed psychiatrist submits a request for extended services.

Reevaluation and medical updates may be required every four weeks.

8. Intermittent Home Bound

Eligibility for Intermittent Home service is based on the following criteria and provided for under Section 504 of the Rehabilitation Act or the IDEA:

The student must be currently enrolled at the School. Private or home school students or students enrolled at other public schools are ineligible for services.

The student must have a medical and/or psychiatric condition that is documented by a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.

The need for services must be documented in the student's 504 Plan or IEP.

Students are not eligible if absence is due to communicable diseases (except as specific otherwise), emotional problems, expulsion, suspension, abuse of chemical substances, or uncomplicated cases of pregnancy. Cases of complicated pregnancy will be approved only with a statement from a licensed medical physician (1) certifying that school attendance would endanger the life of the mother or the child, and (2) specifying the projected length of time this danger would exist.

The student must be anticipated to be absent for less than 10 school days at a time on an intermittent basis and must be physically able to profit from educational instruction.

Students approved for Intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

A new referral form is required at least annually for services to be provided.

Criteria for students under Section 504 or who are served through IDEA will be as follows:

SECTION 504 STUDENTS	STUDENTS SERVED THROUGH IDEA
Establishing Criteria	
<ul style="list-style-type: none"> • Medical diagnosis of physical condition established by a licensed physician. • Documented condition may result in frequent intermittent absences. • Physician form must be completed annually • Anticipated need for services should be documented in 504 Plan and continuum of services discussed. • Copies of 504 Plan and medical referral form should be provided to the school leader or SPED designee. 	<ul style="list-style-type: none"> • Medical diagnosis of physical condition established by a licensed physician. • Documented condition may result in frequent intermittent absences. • Physician form must be completed annually • Anticipated need for services should be documented under health concerns in IEP minutes and continuum of services discussed. • Copies of IEP or Amendment and medical referral form should be provided to the school leader or SPED designee.
How to Access Services	
<ul style="list-style-type: none"> • Contact school leader or designee • Primary teacher gathers assignments/materials for the Intermittent Home Service Provider. Assignments/materials may be sent home with the student or with the Intermittent Home Service Provider. • Primary teacher calls home to explain assignments and to determine services needed. • 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> ○ Student can make up time before and after school with primary teacher and parent must agree to transport student. If student is enrolled in after-school program, instruction may be provided in this timeframe. ○ Student can be considered for any available before or after school tutoring or Saturday School. ○ Services can be provided in the home by a designated Intermittent Home Service Provider. 	<ul style="list-style-type: none"> • Contact school leader or designee • Primary teacher gathers assignments/materials for the Intermittent Home Service Provider. Assignments/materials may be sent home with the student or with the Intermittent Home Service Provider. • Primary teacher calls home to explain assignments and to determine services needed. • 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> ○ Student can make up time before and after school with primary teacher and parent must agree to transport student. If student is enrolled in after-school program, instruction may be provided in this timeframe. ○ Student can be considered for any available before or after school tutoring or Saturday School. ○ Services can be provided in the home by a designated Intermittent Home Service Provider.
Documentation of Provided Services	
<ul style="list-style-type: none"> • Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data. • A copy of the timesheet will be maintained in the SST file. 	<ul style="list-style-type: none"> • Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data. • A copy of the timesheet will be maintained in the SST file.

Students will be instructed on the adopted curriculum of the School, in alignment with state/national standards, 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

Instruction will be provided as determined by the SST or IEP committee and may be offered in a variety of settings as provided for in these regulations.

Services provided in the student's home require the presence of an adult other than the Intermittent Service Provider during the entire home instruction period.

The Intermittent Service Provider must be notified in advance if the student is unable to keep the appointment.

The student is responsible for completing assignments as required by the teacher(s).

Work will be submitted to the classroom teacher(s) for grading and recording.

Services will be discontinued if student's medical condition no longer results in frequent, intermittent absences OR become so frequent that the student is eligible for Hospital Homebound services. A referral for this program would then be required.

9. Hospital Home Bound Referral

[SCHOOL]
[ADDRESS]
[PHONE]

REFERRAL FOR HOSPITAL/HOMEBOUND INSTRUCTION SERVICES

PARENT REQUEST FOR SERVICES	
Student Name Last _____ First _____ MI _____	Date of Birth _____
Address _____	City _____ Zip Code _____
Phone Number _____	Alternate Phone Number _____
School _____	Grade _____
<p>PARENT AUTHORIZATION: I hereby request hospital/homebound instruction for my child. I realize these services may be provided at the location (school or home) as determined by the committee. I have read the guidelines and instructions on the reverse side of this form and agree to abide by them. I also authorize any doctor or health care facility to release my child's medical information regarding this illness to Brighten Academy.</p>	
<p>Name of the adult who will be in the home during the student's instruction _____ Relationship to child _____ Print Parent or Guardian Name _____ Parent or Guardian Signature _____ Date _____</p>	
MEDICAL CERTIFICATION (To be completed in full by the attending physician)	
<p>This program is provided for students with extenuating medical conditions, which restrict them to a health care facility, or the home for a minimum of ten consecutive school days. Three (3) contact hours by the hospital/homebound teacher per week are required. Brighten Academy reserves the right to request a second opinion.</p>	
RE-EVALUATION AND MEDICAL UPDATE MAY BE REQUIRED EVERY FOUR WEEKS	
<p>This portion must be completed in detail in order for determination to be made concerning services.</p>	
<p>Diagnosis _____ Indicate any limitations or restrictions during instruction (including the effects of any medications) _____</p>	
<p>Student will be restricted to _____ health care facility or _____ home from ____/____/____ to ____/____/____ Date of most recent examination ____/____/____ Date of next examination ____/____/____ Student can begin HHB instruction on ____/____/____ Student will need instruction for approximately _____ weeks.</p>	
<p>I certify that this student's physical condition debilitates him/her for a minimum of 10 consecutive school days and restricts him/her to the home or a health care facility and that this student is physically able to participate in educational instruction.</p>	
<p>Physician's typed or printed name _____ Address: _____</p>	<p>Physician's Signature ONLY _____ Date _____ Phone _____ Fax _____</p>
<p>Is this student in any special education programs? (Be specific as to type of program) _____ The school shall be responsible for providing assignments for the student until the date student is enrolled in HHB program. [School Director or other title] Signature _____ Date _____</p>	
<p>[School Director or other title] Signature _____ Date _____ Approved _____ Not Approved _____ HHB Teacher Assigned and Date _____</p>	<p><u>Tracking Dates and Initials</u> Form Given to Parent _____ Returned to School _____ ESP Meeting _____ Service Begins _____</p>

10. Hospital/Homebound Instructions And Parent Information

HHB services are designed to provide continuity of educational services between the classroom and home or health care facility for students whose medical needs, either physical or psychiatric, restrict them to a health care facility or their home for a period of time that will significantly interfere with their education.

Eligibility for HHB Services is based on the following criteria:

- The student must be enrolled in the School.
- The student must have a medical and-or psychiatric condition that is documented by a licensed physician or a psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.
- The student must be anticipated to be absent for a minimum of 10 consecutive school days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of 10 school days per year or equivalent on a modified calendar or five school days on a middle school block schedule per year.
- Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

Instruction will be provided as outlined in the Educational Service Plan for this student. Instructional services will be offered in a home or health care facility setting. An adult must be present during the entire home instructional time. The student will be counted present when instructional services are provided for three hours per week.

Please Read The Following Parent Information Carefully
Your cooperation is important.

- A parent or responsible adult must be at home the entire time that the instructor is in the home.
- A clean, comfortable, well-lighted place for the student to work, away from any distractions will be provided.
- The student will be prepared for instruction with all books and completed assignments.
- The hospital/homebound instructor should be notified within 24 hours prior to the scheduled appointment if the student is unable to receive instruction at the scheduled time.
- The student is expected to return to school as soon as possible or when no longer restricted to home or health care facility.

11. Termination/Extension Of Services

Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form is reached or if the licensed physician or licensed psychiatrist indicates in writing that the student is released to return to school.

When the student is employed in any capacity, goes on vacation during the regularly scheduled school day, participates in extracurricular activities, or is no longer confined to home, services may be discontinued.

When the student returns to school for any portion of the school day other than to participate in state-mandated standardized testing, services may be discontinued.

If three HHB sessions are cancelled without citing extenuating circumstances, services may be discontinued.

When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.

Hospital Homebound services may be extended beyond the originally identified return to school date if the licensed physician or psychiatrist submits a request for extended services on an updated medical form.

Reevaluation and medical updates may be required every four weeks.

12. Hospital Home Bound Educational Service Plan

Educational Service Plan
For Students Receiving Hospital/Homebound Services
Savannah Classical Academy

Conference Date _____ Location _____

Student Name _____

Address _____

M _____ F _____ Date of Birth _____

Parent Name _____

Parent Phone Number _____

Alternate Phone Number _____

School _____ Grade _____

Special Education _____

Counselor _____

Proposed Educational Plan

Instructional Beginning Date _____

Ending Date _____

Medical Considerations and Accommodations:

Instructional Modifications to be Met:

Does student have a computer with DSL, high speed, or wireless connection at the instruction location? _____yes _____no

Is the student registered in any classes that require internet connectivity? _____yes _____no

Student email _____ Parent email _____

Anticipated date of student's return to school _____

Strategies/Accommodations to facilitate the student's reentry to school:

Attendees (Name and Title):

XII. PARENT and VOLUNTEER POLICIES

A. Parent Grievances/Due Process Procedures

The School firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the School, that grievance should be resolved using the following chain of command:

1. The teacher. Parents should schedule a meeting with the teacher. Under no circumstance is it acceptable for a parent to confront a teacher with students present, including his or her own children.
2. The School Director. If the grievance cannot be resolved with the teacher, the parent should schedule a meeting with the School Director and teacher.
3. The Accountability Committee. If the grievance cannot be resolved after talking with the teacher or the appropriate party, then a parent may submit his grievance in writing to the Accountability Committee of the Board.

If resolution is not achieved by the foregoing process, two other options are available.

First, a parent may submit a written grievance to the Board. After receiving a written grievance, the Board will review the summary and will make one of the following determinations:

1. The Board may decide to support the previous decision.
2. The Board may appoint up to two members of the Board to address the issue;
3. The Board may address the issue in an Open Board format;
4. The Board may address the issue in an executive session, in accordance with the Georgia Open Meetings Law.

Second, a parent may raise concerns and grievances during the community comments portion of a regular Board meeting. The concern or grievance must be submitted in writing prior to the meeting, and such parent will be granted no more than three minutes to discuss their concern or grievance. Grievances or discussions involving specific personnel will not be entertained. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option. Grievances regarding policy should be directed to a Board member. Grievances regarding an administrator should be directed to the individual administrator first, then in writing to the Board.

B. General Concerns/Questions/Suggestions

Parents may use the locked suggestion box in the office to submit general concerns, questions, and suggestions. The Accountability Committee will review each concern, question, and suggestion at their next regularly scheduled meeting. The Board and Accountability Committee will not entertain anonymous complaints nor can they hold information in confidence when it is not in the best interest of the School.

C. Chain of Command

This procedure is a companion of Parent Grievances/Due Process Procedures, although it encompasses far more than grievances. This procedure refers to parents' communication of any kind that seeks or requires an action on the part of the School regarding their students. The School understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the School.

- Our preference is that such communication be expressed initially to the student's teacher(s).
- If further communication is warranted, the parent should consult the School Director.
- If further communication is warranted after seeing the School Director, then the parent should address their concerns to the Board's Accountability Committee in writing.
- The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate individual(s).

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can do more to remedy or improve a situation than can the School Director or a Board member. The Board understands that some parents are "conflict averse." Nonetheless, the teachers are eager to help each child in whatever way possible. Teachers do not "take it out on a child" whenever a parent has expressed a concern.

All grievances must be resolved at the School. Though the School is chartered through the Savannah Chatham County Board of Education (SCBOE), the SCBOE does not have general oversight of the School's operations. Only violations of the School's Charter should be reported to SCBOE.

D. Chaperone Duties and Responsibilities

Chaperones are required to disclose information pertaining to prior arrests or convictions, regardless of the amount of time that has passed; determination of guilt or innocence for such arrests or convictions; and any other pertinent information regarding such arrests or convictions. Failure to disclose may result in restriction from attending the field trip and possible restriction from attending future school activities.

All chaperones are required to complete an initial background check (GBI and FBI) prior to going on any field trip. Background checks must be completed through the county office of the school system. Each year, a local screening will be conducted, and every third year, a complete background check will be re-conducted. The cost for obtaining background checks shall be borne by the chaperone.

All students must ride in school provided transportation both to and from any field trip and during transport to and from multiple locations during a field trip. At no time will students ride in cars unless prior approval by administration is granted in writing.

School staff will maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible to supervise these students specifically; however, they also retain responsibility for general supervision and safety of all School students.

Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a school staff member or administration.

Members of the School staff are responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

The use of cell phones and texting during field trips should be for emergency use only when acting in a supervisory capacity.

Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

Chaperones may not bring other children or persons with them on a school field trip unless prior approval by administration is granted in writing.

Chaperones may not leave the group or venue at any time during the course of a field trip, including during transportation. Chaperones and school staff are expected to participate in all activities planned as part of a field trip itinerary.

Chaperones may not drink alcoholic beverages; utilize illegal substances or controlled substances that impair a person's ability to function fully; smoke or chew tobacco; or use profanity at any time during the course of a field trip, including during transportation. Chaperones should refrain from socializing with other chaperones or school staff while supervising students.

Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

Students should never be left unattended by an adult.

Students should remain with their specific chaperone unless authorized by a school staff member.

Students who become ill during the course of a field trip should be brought to a school staff member. Parents of the student should be promptly contacted by the school staff member. The school staff member and chaperone will work collaboratively to ensure the child is properly attended.

All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.

Students will be accompanied by an adult when crossing streets. Children under the age of seven should be escorted by the hand across streets.

Chaperones and school staff should strictly enforce rules or procedures established as part of the school discipline code or those established by the venue.

Chaperones and school staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

Failure to comply with all procedures and expectations may result in loss of chaperone privileges.

Staff members who do not follow the above procedures and expectations may be formally reprimanded, suspended without pay, or terminated.

E. Parent/Guardian Contract

The goal of the Parent Contract is to create the strongest possible partnership between home and the School and to nourish and facilitate the individual abilities of each child.

Parents are expected to fulfill the following duties:

- Ensure that the student completes homework, projects, and class work in a timely manner as established by the teacher
- Comply with the School's attendance policy and ensure that the student attends school unless sick or is out due to an excused absence as defined by the School's attendance policy
- Provide a nutritious breakfast and lunch (if one is not provided by the School) daily
- Treat the School's leadership and staff respectfully
- Review and where necessary sign communication or other notices from the School
- Pay school fees timely (e.g., forgotten lunch, non-sufficient funds, lost books, ASP, etc.)
- Comply with the School's visitor policy
- Comply with school policies and procedures
- Monitor student's dress code compliance
- Attend conferences related to academic progress and behavior
- Comply with the published parent involvement expectations

XIII. PERSONNEL POLICIES FOR TEACHERS AND STAFF

A. General Information

This section lists personnel policies. This is not the complete list of personnel policies. A complete list may be found at:

<https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=4140&Sch=4140&C=G>

Where SCCPSS and the School's policies differ, the School's policies will apply.

Every employee of the School is responsible for complying with all the School's personnel policies. If at any time an employee needs more information or assistance with these policies, the employee can contact the School Director or the SCCPSS Human Resources department.

B. Anti- Harassment Policy

The School, SCCPSS and federal and state laws prohibit harassment of any employee or applicant for employment. Such harassment includes conduct such as slurs, jokes, intimidation, or other verbal or physical attack upon a person because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

1. Practice

All employees are responsible for conducting themselves in a professional manner which provides respect to others. Any behavior or action which is unduly coercive, intimidating, harassing or sexual in nature is inappropriate and strictly prohibited. This guideline applies to all school related interactions between employees, applicants, leadership, students, families, vendors, visitors, etc.

2. Role of Management

The School Director and Board are responsible for administering employment practices in a manner which is consistent with this policy. This includes mandatory training on this policy during new employee orientation and on an annual basis, at a minimum, to all staff.

3. Sexual Harassment

All employees are urged to exercise common sense and respect for others. As a guide, sexual harassment is defined below, based on government definitions:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating intimidating, hostile, or offensive working environment.

Sexual harassment can consist of physical, verbal or nonverbal conduct. There are several types of sexual harassment including:

- Quid Pro Quo – Means giving something in return for getting something.
- Hostile Environment – Defined by the Equal Employment Opportunity Commission (EEOC) as “having the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment”.

4. Reporting an Incident

In the event of a question, complaint, or allegation regarding fair employment practices or unwelcome/harassing behavior, any employee is encouraged to speak with the School Director as soon as possible. In the event the employee is not comfortable discussing the matter with the School Director, the employee is then encouraged to contact the Board.

When the School Director or a Board member becomes aware of an incident of harassment, the matter should be discussed with the Board. The matter will be investigated in a discreet and confidential manner. **The School will investigate all claims of harassment, sexual or those based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status** and determine the appropriate action to take. The School will investigate the matter, and the investigation will be reviewed by the Board.

- The School Director under the direction of the Board will consider the facts of the case and take corrective action as deemed appropriate in the best interest of the School and the person(s) involved.
- The School prohibits any form of retaliation against an employee(s) for bringing complaints or providing information about a harassment investigation.
- Employees, the School Director and the Board will take allegations of harassment seriously and will endeavor to resolve such allegations discreetly and confidentially in order to minimize work disruption and potential liability.

C. At – Will Employment Policy

Unless otherwise provided in writing, employment with the School is considered to be at-will, so that either party may terminate the relationship at any time for any reason, with or without cause or notice. Any modification of the at-will employment relationship, oral or written, can only be accomplished by a written document signed by the President of the School's Board.

This policy may not be modified by any statements contained in any School documents and should not be construed to create an expressed or implied contract of employment for a definite period of time. For example, statements of specific grounds for termination set forth in these Operational Policies or in any other School documents are examples only, not all-inclusive lists, and are not intended to restrict the School's right to terminate employment at-will. Nothing contained herein or in any other handbook or policy manual creates an employment contract.

D. Attendance and Punctuality Policy

Our staff and teachers are needed daily to effectively supervise and educate our students. Unscheduled absences and tardiness have a negative impact of fellow employees and our productivity. Therefore, the School has established standards for punctuality and attendance.

1. Practice

Work schedules, including workdays and starting/stopping times, are established by the School Director based on the needs of the School. The School Director is responsible for communicating work schedules to teachers and staff in a timely manner. An employee must notify the School Director or his or her designee immediately if there is a conflict with his or her scheduled time.

Authorized absences are defined by the School as any prior approved vacation, personal time, bereavement leave, jury duty, military leave, general leave of absence, family medical leave, short-term disabilities, worker's compensation, or an accommodation per the Americans with Disabilities Act.

2. Reporting Absences

An employee must report any absence or tardiness to his or her immediate supervisor or other designated individual as soon as possible, but in all cases, at least two hours before the beginning of his or her missed shift. If an employee does not call at least two hours before his or her missed shift, the absence/tardiness will be classified as a no call/no show for documentation purposes. Extenuating circumstances will be considered and evaluated by the immediate supervisor or School Director.

Only employees can report or call in incidents of absence or tardiness to their supervisor or other designated individual. The only exception to this rule will be in the case of an emergency, such as hospitalization, death, etc. If tardy, the employee must report immediately to his or her immediate supervisor or other designated individual upon arriving to work. Failure to follow these reporting procedures will result in the absence or tardy being classified as unexcused absence.

3. Punctuality

Employees are expected to be in their work areas and ready to begin work at their scheduled starting time. Tardiness is defined as arriving at the work site late and/or leaving work early without the supervisor's permission. Non-exempt employees who either arrive late or leave early from work will not be paid for time not worked.

4. Absenteeism

Excessive absenteeism is defined as an unauthorized absence (when an employee misses more than half of his or her scheduled work shift) or a pattern of absences (such as calling in sick on multiple Fridays/Mondays or days before or after a holiday or planned time off) that interferes with the School's ability to provide quality service to our students and co-workers. Excessive absenteeism is subject to progressive corrective action up to and including termination.

Employees who are unable to perform their assigned job responsibilities because of excessive periodic absences may also be discharged for non-performance.

An absence that involves incapacity of three or more consecutive calendar days may require submission of documentation from a health care provider. This statement must include the duration of the incapacity of the employee, the reason for the incapacity and the anticipated return to work date. If the absence qualifies for FMLA, please check with your immediate supervisor or School Director for more information on Family Medical Leave.

Multiple days of continuous absences will be counted as a single occurrence provided that the proper call-in procedure was followed by the employee.

The employee's supervisor is responsible for the implementation of attendance procedures. The School Director or designee is responsible for maintaining attendance records. If an attendance issue arises, supervisors should confer with the School Director or designee prior to taking corrective action.

5. Job Abandonment

Job abandonment occurs when an employee is absent without prior notice or approval from their immediate supervisor (no call/no show). The employee is reported as a voluntary termination from the School. Consideration will be given if extenuating circumstances prevented the employee from properly calling in; however, these exceptions must be approved by the School Director.

6. Code of Ethics for Educators

The School adopts and enforces the Code of Ethics for Educators under the Rules of Georgia Professional Standards Commission. A copy of this Code of Ethics for Educators may be found at:

[https://eboard.eboardsolutions.com/Meetings/TempFolder/Policies/4140_GBU-E\(1\)_8370_Exhibits.pdf](https://eboard.eboardsolutions.com/Meetings/TempFolder/Policies/4140_GBU-E(1)_8370_Exhibits.pdf)

All educators of the School are required to know and follow this Code of Ethics. Failure to adhere to this Code will be grounds for termination.

E. Conflict of Interest

All employees of the School will avoid actual conflicts of interest and will make every reasonable effort to avoid even the appearance of a conflict of interest. Employees will not participate in or influence transactions or proceedings where they have an actual conflict of interest.

An actual conflict of interest exists when an individual's private interests interfere with the impartial discharge of public duties. An appearance of a conflict of interest exists when a reasonable person might conclude from the circumstances that an individual's ability to protect the public interest or perform their public duties is compromised by their personal interests. An appearance of a conflict of interest may exist even in the absence of an actual conflict of interest.

Examples of actual conflicts of interest include, but are not limited to, the following:

- An employee diverts to themselves or others any business or investment or any privileged or confidential information, giving unfair advantage to any party, in any transaction in which the Board is interested.
- An employee participates in or influences any transaction between the Board and another entity in which the employee or any of the employee's family members had a direct or indirect financial or influential interest.
- An employee serves as director or officer of any firm, or obtains any material (5% or greater) financial or ownership interest in any firm, supplying to or buying goods or services for the Board, unless authorized by the Board or its delegates.
- An employee seeks to profit from information about the business affairs, financial position or any transactions of the Board that have not yet been publicly disseminated.
- An employee gives to, or accepts from firms doing business with the Board, personal gifts, payments, favors, special considerations, discounts, etc., which are of more than a \$25 value per instance, or that total more than \$100 per year, unless approved by the School Director.

Employee Responsibility

It is the responsibility of each employee to consider whether there may be an actual conflict of interest or the appearance of a conflict of interest in any transaction or proceeding they participate in. If there is not an actual conflict of interest, but there are circumstances that would create the appearance of a conflict of interest, it is the responsibility of the employee to ensure that those circumstances are disclosed. Any

such disclosures should be made promptly when an appearance of a conflict of interest is recognized.

Employees shall certify that:

- they have read and understand this policy;
- to their knowledge they have not participated in any transactions or proceedings where there is an actual conflict of interest;
- they have disclosed in accordance with Board policy and procedure the circumstances regarding any transactions or proceedings of which they are aware that might constitute a conflict of interest or the appearance of a conflict of interest.

When any appearance of a conflict of interest comes into existence after employees have made this certification, they are required to follow the disclosure steps in the administrative regulation that go with this policy.

1. No employee of the School shall be assigned to a position where the immediate supervisor is a close relative. For the purpose of this policy "close relative" shall include the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, aunt, uncle, brother or sister of the employee, brother-in-law, sister-in-law, or any relative living in the immediate household of the employee. For purposes of this policy, the term employee includes part-time employees, substitute teachers, lay coaches and individuals who are employed on a temporary basis such as under a work agreement.
2. Employment relationships which exist within the School as of the adoption date of this policy, which would violate this policy will continue to be permitted notwithstanding the adoption of the policy, but such employee shall be evaluated by an impartial evaluator. If, as a result of a marriage, adoption, or other occurrence, an employment relationship between employees within the School changes and the change results in a relationship between the employees which would be in violation of this policy, one of the employees in the relationship shall be transferred to another position in the School within a reasonable time.
3. No teacher employed by the School shall have a close relative, as defined by this policy, as a student assigned to the class they teach, and no administrator shall be responsible for the discipline or the direct supervision of a close relative as defined by this policy.

Failure to comply with this policy may result in disciplinary action up to and including termination.

F. Drug Free Workplace/School Zone

As a part of the School's and SCCPSS's commitment to safeguarding the health of its employees, providing a safe place for its employees to work, and supplying its students with the highest quality education possible, this policy establishes the School's position on the use or abuse of alcohol, drugs or other controlled substances by its employees. Because substance abuse, either while at work or away from work, can seriously endanger the safety of employees and render it impossible to supply top quality service, the System has established this program to detect users and remove abusers of alcohol, drugs or other controlled substances. The School is committed to preventing the use or presence of these substances in the workplace.

This purpose of this policy is to:

- Provide clear guidelines and consistent procedures for handling incidents of employees' use of alcohol, drugs or controlled substances that affect job performance, and to make every effort to institute and maintain a drug-free workplace.
- Ensure that employees conform to all state and federal regulations regarding alcohol, drugs or controlled substances.
- Provide substance abuse prevention education for all employees and supervisory training regarding problem recognition and the implementation of this policy.

Violation of Policy

The School prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on its property or worksites. Any employee who tests positive or is convicted for the unlawful manufacture, distribution, dispensation, or use of alcohol, drugs or other controlled substances may be terminated.

Awareness Program

The School will participate in the SCCPSS Drug-Free Awareness Program for all supervisors and employees on a periodic basis.

Testing Programs

The School will utilize drug testing to help administer this policy. The following types of testing will be used:

- All applicants offered conditional employment may be tested.

- Employees may be tested for cause based upon reasonable suspicion of a supervisor.
- Eligible employees may be tested as part of annual physical examinations.
- Employees, who occupy sensitive positions from a safety and health or security standpoint, including all transportation positions, may be randomly tested.
- Employees may be tested following accidents.
- Employees may be tested when returning from a lengthy absence from duty.

Safety Sensitive Job Classifications

Safety sensitive job classification will be approved by the Board annually and duly noted on the employees' job description.

Voluntary Assistance Program

Notwithstanding the other provisions of this policy, employees will not be terminated for voluntarily seeking assistance for a substance abuse problem; however, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination. Any voluntary actions must occur before a conviction or selection for drug testing.

D.U.I. /D.W.I. Convictions

Any employee who has been convicted of a DUI or DWI may be terminated.

Review of Effectiveness of Policy

In accordance with the Georgia Drug-Free Public Work Force Act of 1990, the School will not tolerate substance abuse in the workplace and will work to eliminate this threat to the School.

G. EEO Policy

The School is committed to the principle of equal employment for all employees and applicants and to providing a work environment free of discrimination. All employment decisions are based on the School's needs, job requirements and individual qualifications — without regard to race, color, religion, national origin, sex (including pregnancy and orientation), age, disability, sexual orientation, marital status, past or present military service or any other status protected by the laws or regulations in the locations where we operate. **The School will not tolerate discrimination based on any of**

these characteristics.

Practice

This practice applies to all terms, conditions, and privileges of employment including, but not limited to recruitment, selection, promotion, demotion, transfer, layoff, recall, rehire, terminations, development and training, compensation and benefits, and retirement to ensure that employment decisions are in accordance with principles of equal employment opportunity.

Governance

While overall authority for carrying out this policy is assigned to the School Director and the Board, an effective Equal Employment Opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee(s) who feels they are the victim of discrimination has a responsibility to report this to the School Director or the Board.

Complaints

Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any Equal Employment Opportunity matter is to be referred to the Personnel Committee for the Board of Directors, who will work with the appropriate personnel on the Board and the School Director in responding to the matter.

H. Requesting use of Vacation and Personal Time

While the School understands the need for employees to take personal time during the school year, the School must be able to function effectively each day. To do this, time off for staff and teachers must be appropriately scheduled to accommodate the mission of the School's and employee's needs.

Employees should request vacation or personal time off only if they have the accrued vacation or personal time available. Time off without pay will only be granted for extenuating circumstances at the discretion of the School Director or his or her designee.

Employees should submit all time off requests in writing to the School Director or designee at least two weeks in advance.

Days immediately prior to or after a school holiday are considered working days for all employees, and requests for vacation or personal time usually will not be considered. Exception to this policy is at the sole discretion of the School Director.

I. Technology Policy

The School recognizes that computers and the internet have educational purposes when used properly. The School will take all measures necessary to provide individual users, both students and employees, with the understanding and skills necessary to use the internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students or employees might encounter information on the internet that could be of potential harm or inappropriate for the student or employee. While the School will inform students on the appropriate use of email and internet safety and will take all necessary measures to ensure students and employees use computers and the internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the internet, the School cannot guarantee the internet and computer environment for its students or employees. The School does comply with the Children's Internet Protection Act (CIPA) and uses available filtering software.

The use of the internet is a privilege, not a right, and inappropriate use may result in a revocation of internet privilege and other disciplinary actions. The system administrators and teachers will deem what is inappropriate use and their decision is final. The School may deny, revoke, or suspend specific user access.

1. Staff Responsibilities for Use of Technology

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
- Supervise and monitor students to ensure compliance with this policy;
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student internet and computer usage.

2. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the internet
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face to face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.

- Use appropriate language when using email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

3. Network User Responsibilities

- Use of the district's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing Board policies as they may be interpreted to apply to technology resources.
- Help maintain security of district technology resources by following this policy and maintaining secrecy of all passwords. All known breeches of security must be reported to the School Director or authorized school leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to district technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material.
- Unauthorized use of the School's resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

4. Internet Use Agreement

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the internet unless all parties commit to responsibility by signing the School Internet Use Agreement. No child will be allowed to operate a computer to access the internet without adult supervision.

Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.