


# Parent & Student Handbook

**6675 East Highway 16**
**Senoia, GA 30276**
**Phone: 770-727-5959**
**Fax: 770-727-5949**
**www.cowetacharteracademy.org**

This handbook provides general guidance for Coweta Charter Academy (CCA) parents and students. It is not all inclusive. CCA is a charter school subject to all Georgia public schools' laws, rules, and regulations. The charter school guidelines for CCA and the CCA Student and Parent Handbook are available for all stakeholders on our website:
**www.cowetacharteracademy.org**

IMPORTANT: Please note that CCA reserves the right to revise and/or update this handbook at any time to be responsive to the needs of the school and students and/or to reflect changes in the law, rules, or regulations applicable to CCA. All changes and revisions would be communicated to parents and students via email and once communicated would immediately go into effect.

## Coweta Charter Academy's Mission (What we do):

Coweta Charter Academy provides students with the knowledge, skills, and opportunities to achieve their full academic potential, develop strong and positive character qualities, and thrive in challenging situations through intentional and innovative instruction.

## Coweta Charter Academy's Vision (Where we want to be):

Coweta Charter Academy endeavors to create a safe, positive, and nurturing educational environment where we work in community to cultivate and support our young scholars to be self-directed, creative, confident, conscientious, and caring critical thinkers with the foundational skills, knowledge, and resiliency to successfully pursue their dreams.

## Coweta Charter Academy Values (What Guides Us):

### Colts Are…

**R**esponsible
**E**mpathetic
**S**elf-disciplined
**P**ositive
**E**nthusiastic
**C**onfident
**T**rustworthy
**F**ocused
**U**nited
**L**eaders

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# School Hours:

| | |
|---|---|
| K-2 School Day | 8:00 a.m. – 2:40 p.m. |
| 3-8 School Day | 8:00 a.m. – 3:00 p.m. |
| | |
| Before Care | 6:45 a.m. – 7:15 a.m. |
| Student Arrival | 7:15 a.m. - 7:55 a.m. |
| After Care | 3:45 p.m. - 6:00 p.m. |

# Arrival/Dismissal:

**All students must be in class, ready to learn by 8:00 a.m.** in order to be marked present and on time. It is essential for students to understand the importance of regular school attendance and punctuality. Remember "In your seat by 8 or you are late!" Bell rings at 7:55 a.m. Students are considered late when the tardy bell rings at 8:00 a.m.

**Classroom student supervision is not available before 7:00 am.** Students arriving prior to 7:00 a.m. will be sent to the café or the multipurpose room. Students arriving prior to 7:15 a.m. will be placed in the Before School Care Program (BSP) and fees will be assessed.

**Carpool Drop Off is from 7:15 a.m. – 7:55 a.m.**
Students arriving between 7:15 a.m. – 7:35 a.m. may utilize either carpool lane. Both the front entry and café entry will be open from 7:15 a.m. -7:55 a.m.

## Student Drop-Off Procedures

Traffic will enter the one-way carpool loop from Morgan Road. All students, K – 8th grades, must exit the car on the side closest to the building. Students are not permitted to walk around or between cars. Cars will then be directed to loop back around to the back of the school and exit turning onto Morgan Road. **Faculty and staff members will return to the building at 7:55 am**. **After 7:55 am, for safety, parents must park and escort ALL students into the building. At 8:00 a.m. any student not in their assigned classroom will be counted as tardy and will need to be signed in by a parent and/or guardian in the front office.**

**Students cannot be dropped off at the back of the school or on the side and walked to the front of the building due to safety issues. If a parent needs to come into the building, they must park and wait for carpool drop-off to end.**

## School Pass

CCA will utilize SchoolPass for visitor and volunteer management. All visitors and volunteers must sign in through SchoolPass at the front office. All visitors and volunteers will receive a name tag and a lanyard which they are required to wear at all times while on school property.

## Student Pick-Up Procedures

Afternoon Dismissal will begin promptly at 2:40 p.m. for students in kindergarten – 2nd grade. Students in 3rd – 8th grade will be dismissed at 3:00p.m. Any transportation changes will be

communicated via email & the Transportation Change Document by 2:00p.m. Transportation changes will not be accepted after 2:00 p.m. See the section on Transportation Changes for the

proper procedure to submit these requests.

**(K-2 Dismissal @ 2:40 pm – GREEN Lane/Zone 1/Front Door Canopy)**

- Gate will open at 2:30pm to begin Carpool line up. Please do not arrive any earlier than 2:30pm.
- Kindergarten – 2nd grade students will be dismissed from the GREEN LANE from 2:40 - 3:00 pm. NO STUDENTS IN 3rd-8th Grade will be dismissed at this time.
- Carpool will stop at 3:00 p.m. for off-site Day-Care Centers to Dismiss.
- NO PARKING ALLOWED ON MORGAN RD OR OLD HWY 85; it is a traffic violation. TRAFFIC MUST BE FLOWING. **LOCAL POLICE AUTHORITIES CAN TICKET THOSE WHO ARE PARKED ON A ROAD.

**(K-8 Dismissal @ 3:00 pm – Both Lanes)**

- Carpool will begin again between 3:05 – 3:07 pm utilizing both lanes.
- We ask K-2 students with siblings in older grades to dismiss from the Green Lane.
- To ensure safety, please follow the directions of the Morgan Rd traffic director.
- Please pick a lane and stay in it- NO CHANGING LANES

Please see the Carpool Map for detailed information and Carpool FAQ for additional information.

**IMPORTANT: For the safety of our children, please refrain from texting and general use of your cell phone while in the carpool lane!**

**All vehicles are expected to comply with the pattern set by school personnel. During morning carpool and afternoon pick up, cars will NOT be allowed to directly enter or exit the parking lot via Highway 16.**

**IMPORTANT: Students not picked up by the end of carpool or 3:45pm, whichever is later will be sent to After-School Care where a drop-in fee of $25.00 will be charged each day. The second time that a student is not picked up on time, the parent must fill out all After-School Care forms, so that they are on file in the event of an emergency.**

## Pick-up car tag procedures

CCA uses a CarRider Dismissal system. Students will remain in class until they are dismissed. Students will receive two car tags at the beginning of the year. Additional placards may be purchased at the school office for $5.00 per tag. The student car tag should hang from the rearview mirror of the vehicle. The CarRider box will electronically read the car tag, instructing your child inside the building where to go in order to reach the designated location of pick-up. Carpool is a continuously moving process. If you arrive at the designated carpool spot and your child is not present, please pull around to Recall. All students who have missed their initial call or location will be sent to Recall. After getting your child, proceed around the carpool loop to Morgan Road.

Students are not permitted to walk or ride bicycles, skateboards or scooters through the parking lot.

**In the event you have forgotten your car tag, you will be asked to proceed to the Recall loop to show appropriate identification and pick up your student. Students will not be dismissed to a carpool location without proper car tags. Photocopied, handwritten or alternative car tags will**

**not be accepted. Please follow drop-off and pick-up procedures very carefully to keep all our children and staff safe. You MUST have the proper identification, car tag or picture id, to pick up your child.**

# Dismissal:

Students must leave the school grounds immediately after dismissal, unless enrolled in the After Care Program or an enrichment program. **Students may not be checked out after 2:00 pm.**

Ride sharing drivers are not permitted to check students out from school unless identified on the Emergency Contact Sheet and a valid driver's license or passport is presented verifying their identity.

**After Care students will not be dismissed during regular dismissal.**

Only individuals listed on the **EMERGENCY CONTACT SHEET** will be allowed to pick-up students from the school. Parents must maintain and update, as necessary, information whenever changes occur. A state or federal issued valid photo identification card or passport will be required of all individuals picking-up students. If someone arrives at the school to seek the release of a student, and the person's name is not on the Emergency Contact Card, or the person does not have valid photo identification, the student **will not** be released.

Failure to provide the school legal documentation outlining restricted visitation rights will result in both parent(s) listed on the Birth Certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in the After-School Program (ASP) and be charged applicable fees (including registration fees and daily drop-in rate of $25/day).

***Any child picked up from the After-School program after 6:00 pm will be charged a $15.00 late fee/per minute.**

Some examples of changes to child's dismissal plan include, but are not limited to:

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

No phone calls will be accepted for the above examples. Transportation change requests must be emailed to carpool@cowetacharteracademy.org prior to 2:00pm.

# Early Dismissal:

**Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.**

**Excused early dismissals are given for dentist's and doctor's appointments with notes from the professional service provider. To receive an excused early dismissal, a dentist's or doctor's note must be brought to school the next day. Dentist's and Doctor's notes will NOT be accepted late. Only original dentist and doctor excuses will be accepted.**

If a child needs to be taken out of school before the end of the school day, the parent (or someone designated on the Emergency Contact Card) will report to the Front Office and sign the child out. A designated employee will send for your child. In instances of large school functions, this procedure may be changed. Instructions will be given if the general procedure for checkouts is adjusted.

IMPORTANT: Any party checking a child out must be on the Emergency Contact Card and present a ***current*** Driver's License or Passport for identification.

****No early dismissals will be permitted after 2:00 p.m. There will be NO exceptions to this policy.**

# Transportation Changes:

Students must go home in the manner in which they arrived unless an email is sent to **carpool@cowetacharteracademy.org. All transportation changes must be made before 2:00 p.m. No transportation changes will be taken over the phone. There will be No Exceptions.**

# Attendance Policy:

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of CCA is to provide each student with quality instruction and inform parents if their child is absent from school.

Students of school age have a right to a free public-school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their School Director or the Superintendent, students are expected to be in school on time every day.

The State has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. (O.C.G.A. § 20-2-690.1.) This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces a student to be absent or who employs or harbors a student who should be in school.

CCA officials are authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law.

## General Attendance Rules

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out with the main office secretary. Otherwise, the student will be considered truant.

If a student misses school in order to attend a non-school function, the absence will be considered unexcused. However, if you obtain advanced permission from the School Director, the student may be allowed to make up any missed assignments.

Students participating in a CCA contest/event must attend school the full day in order to participate. Exceptions can only be made by the Superintendent, School Director, or School Director designee. A student who has been absent for five (5) or more days for illness, must present a physician's

statement to be re-admitted to class.

**Absence excuse notes must be provided within 72 hours of return to school for full day absences.**

Disciplinary actions for excessive absences, unexcused absences, tardiness and truancies are outlined below. A student's record is cumulative and is based on a complete school year.

## Excused and Unexcused Absences

The following are considered excused absences:

- Personal illness.
- A serious illness or death in a student's immediate family.
- Due to court order or order by a government agency.
- Observation of a religious holiday.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Due to deployment or leave of a student's parent or guardian who is in the armed forces, for up to five days in a school year.
- To attend military-sponsored events for a parent or guardian in the armed forces, up to five days pers school year.
- Registering or voting in a public election, but absences may not exceed one day.
- Other absences deemed to have merit under the circumstance and approved in advance by the Superintendent or School Director.

Where appropriate, CCA may, at is sole discretion, require documentation to substantiate any and/or all of the above circumstances to determine an absence as excused. Failure to provide documentation upon request will result in an absence being marked as unexcused.

**Early release or check-ins due to medical appointments must be submitted the next day or will remain unexcused.**

The following, even with parental consent, are considered unexcused absences: Truancies, vacations, travel time that extends beyond a permissible religious holiday, working, missing the bus, oversleeping, shopping, car not starting, keeping personal appointments, visiting out- of-town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the Superintendent or School Director. No credit will be given for work missed due to an unexcused absence. However, students must make up all work to meet their educational needs. Mastery Assignments, those counting towards Final averages, must be made up during Saturday School.

In accordance with state law, if a student is away from school during the school day for any of the following reasons, he/she will be counted as present, rather than excused or unexcused absent:

- Serving as a page for the Georgia General Assembly.
- Participating in an activity or program sponsored by 4-H.
- A foster care student attending court proceedings relating to the student's foster care; or
- Successfully participating in the Student Teen Election Participant (STEP) program, but present participation may not exceed two school days per year.

Where appropriate, CCA may require documentation of participation in these events.

## Tardiness

A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive to the orderly instructional process; therefore, teachers or School Directors will take corrective action. Classroom teachers must record and report any student who is late to school or class as tardy. CCA will notify by letter the parents/guardian of any student who have accumulated five (5) unexcused tardies per semester.

## Prolonged Absence Due to Illness

If a student is absent or expected to be absent for ten (10) or more consecutive days due to illness, alternative arrangements can be requested for Hospital/Homebound Services.

## Truancy Policy - Attendance Referral Process

The primary goal of this attendance protocol is to address unexcused absences for students ages six to fifteen. Absences stemming from out of school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration. Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absence is considered truant. The school will take the following actions for students with multiple unexcused absences:

o Three (3) absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, parent conference or postcard. Documentation should be kept by teachers throughout the school year.

o Five (5) absences: The school will contact parents through one of the following: Telephone call, letter, and/or email. Written notice will be provided that outlines the penalty and consequences of such absences and that each subsequent absence is a separate offense.

o Seven (7) absences: A School Social Work referral will be generated by the School Director or School Director designee listing specific school-based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral.

o Ten (10) or more absences: Students and/or parents may be subject to a referral(s) to juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, Juvenile and/or Magistrate Court. Prior to commencing judicial action, CCA will send written notice via certified mail return receipt requested, to the parent, guardian, or other person required to comply with compulsory attendance.

Excessive Absences (excused or unexcused): At the discretion of school administration, a referral to the School Social Worker can be made at any time it is deemed appropriate for excessive excused/unexcused absences. Previous years' attendance records may be taken into consideration when making a referral.

## Teen Age & Adult Driver Responsibility Act (TAADRA)

CCA must certify that a student is enrolled in and not under expulsion from public or private school to be eligible for a driver's license or learner's permit. A certificate of School Enrollment form will be used to certify that a student is eligible for a driver's license. To request a form, please speak with the School Enrollment Administrator.

# Communication:

Communication is essential for success in any endeavor. The Administration and staff recognize this and will always strive to facilitate open and frequent communication with parents. Teachers will communicate with parents on behavior and academics daily or weekly through a variety of means, including student agendas/planners, Canvas, and Infinite Campus, or other defined teacher practices. Canvas will be the official school communication tool for email and GoTo will be the communication tool for phone calls and virtual meetings, if applicable.

However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff. Additional communication will be shared via Canvas email and posted on Infinite Campus. Elementary work will be sent home in a designated weekly folder on the teacher/grade level designated day. The parent/guardian will be asked to sign needed papers and return the folder by the next week. Parents may view their child's current academic status through Canvas as well as sign up for automatic message alerts.

Usernames and passwords for our student information system will be sent home at the beginning of the school year, or you can contact support@cowetacharteracademy.org to obtain them. Also, visit our school's web page at www.cowetacharteracademy.org. Pertinent information about school functions and events will appear on Canvas, Teacher/Grade Level Newsletters, the CCA Website, CCA Social Media Accounts, and/or through paper flyers.

Please feel free to consult with the Front Office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to parents and students, and teachers welcome a conference with all parents.

We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.** Impromptu conferences with teachers at the classroom door before or after school are not permitted, as this distracts the teacher from supervision of the students during a crucial time of movement.

Parent/Teacher Conferences to discuss their student's academic performance, academic data, and academic strategies to fill proficiency gaps are required at least once per semester for all students that are not performing on grade level in any subject. Parent/Teacher Conferences for students that are performing on grade level or above grade level to discuss their student's academic performance and academic data are offered, but parents/guardians are not required to attend.

# Agendas:

K-4 agendas are required and will be provided by the school. The agenda book will be used daily by teachers for communication to parents. Students will use the agenda to log their home learning

assignments. The agenda must be **signed each night** by elementary parents to ensure that all communication has been seen. If a student misplaces an agenda book, he/she will be required to purchase another agenda for $5.00 from the Main Office.

**Communication Folder**: Elementary students will receive a school communication folder. The communication folder will be used for sending weekly graded work, school news, and notes.

# Student Information System (Infinite Campus):

All parents will have access to our student information system via any computer with internet. Usernames and passwords are available through technology support at support@cowetacharteracademy.org. Parents can view attendance and tardy records through this platform. Our student information system will also give you access to view your student's Georgia Milestones' results, both current and historical. **It is very important that you keep phone numbers, addresses, and contact information updated within the system. Please contact the Enrollment Administrator or the front office staff to ensure the most up-to-date information is available.**

# Learning Management System (Canvas):

All parents will have access to our learning management system via any computer with internet. Usernames and passwords are available through technology support at support@cowetacharteracademy.org. Parents can view lessons and current grades through the School's LMS. Email communication is also done through the LMS. **To facilitate effective communication, it is imperative that all parents pair with their student's Canvas account and log in to the system daily to both view communications and check on their student's academic progress.**

# Parent-Student-Teacher Conferences:

CCA will implement TWO Parent/Teacher Conferences during the year.

**At this time, all parent/teacher academic conferences may be held in person, virtually, or via conference call. Parents are expected to check Canvas regularly to monitor student progress.**

All parents of CCA students will meet with their child's teacher at least twice during the school year. Parent Teacher Conferences are designed to provide an update for parents on the current progress of their child, review academic goals, as well as the opportunity to discuss areas of strength and opportunities for growth. CCA administration encourages you to have conferences more often and as needed, as effective communication is one of the cornerstones of education.

CCA will have two designated Conference opportunities September/October and January/February. A third conference opportunity in March/April will be offered for students in academic jeopardy for retention. Teachers will provide parents with opportunities to sign up for schedules during teacher planning, before or after school and on scheduled conference days. We encourage students to be active participants in these conferences. Conferences to discuss placement may be required.

# Inclement Weather Information and Closings:

In the case of severe weather emergencies, pertinent information will be disseminated through the local news and radio, School communication (email), Canvas, social media outlets as well on the school website.

Television Stations notified:
WSB 11Alive Fox 5

**Please note that Coweta Charter Academy *DOES NOT* follow the closings of county school districts. We serve five county school districts and cannot close the school every time a county school district closes. We will make the best decision for our specific school location based on information received from multiple news feeds.**

Should we elect to close the campus due to inclement weather conditions, we reserve the right to continue school remotely. Should the school transition to remote learning, students are required to log on and complete assigned work each day that the school is closed for inclement weather, including but not limited to attending live instructional sessions conducted through GoTo, Google Classroom, and/or Zoom, viewing recordings through GoTo, Google Classroom, and/or Zoom, completing worksheets, and/or completing online lessons.

# Telephone:

The school has telephone lines used to conduct the business of the school and the lines must be kept open. Students may not use the telephone without permission and use will be limited based on need. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to students in the classroom.

# Discipline Procedure:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it to reach their full potential.

When discipline is necessary, CCA will utilize a progressive discipline processes, which is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed

Refer to the Coweta Charter Academy **Discipline Code and Progressive Discipline Matrix** for additional information on the standards of conduct CCA students are expected to follow, details on discipline for violations of these standards, and specifics on the disciplinary process.

Discipline assignments take precedence over all school activities (school events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returning to campus after

a recommended expulsion may continue to be prohibited from extracurricular activities.

If a student enrolls from another school discipline reports will be requested and reviewed prior to their first day. CCA, in its sole discretion, may choose to continue the disciplinary process and/or action that was in process at the originating school at the time the student transferred to CCA.

## Student Search Policy:

The Superintendent, School Director, or his/her designee may conduct a reasonable inspection of school property and students' school desks, backpacks, purses, jackets, and articles carried upon their persons in accordance with law and school policies.

A student's backpack, pockets, or other articles carried upon their persons may be searched when a School official has a reasonable suspicion that the student is violating or has violated the law or School rule or policy. Any search of a student's person or personal belonging must be conducted in a manner and scope that is reasonably related to the circumstances. When necessary and justified, any search that requires a student to remove articles of clothing must be conducted in private by a school official of the same sex as the student and must be conducted in the presence of another school official of the same sex.

Desks, electronic devices, and other property of the school may be subject to inspection for any reason and without warning or notice. Although not required, personnel should try to limit random searches of school property without reasonable suspicion. At the time school property is assigned to a student, students should be provided with the rules and regulations of using school property and reminded that such property is subject to search by school officials. However, omission of this reminder does not preclude the search of school property. Additionally, the Superintendent, School Director, or his/her designee may authorize law enforcement or other individuals to access school property to conduct a search in accordance with law.

In the event the search of a student's person, personal possessions, or desk reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, the proper authorities shall be notified so that they may take appropriate action. Additionally, a student may be subject to disciplinary action in accordance with school policies.

Items which are generally prohibited by the CCA Student Code of Conduct may be confiscated by the Superintendent, School Director, or designee. Confiscated items must remain in the possession of a designated school official, unless the items are relinquished to the proper authorities. For all items not relinquished to the authorities, the School Director shall determine the appropriate time for disposal of a confiscated item or when the item may be returned to the student or their parent/guardian.

## Students Safety & Discipline:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable. When they occur, the infractions will result in disciplinary proceedings in accordance with the CCA Student Code of Conduct such as time out, exclusion from participation in class activities, detention, suspension, or expulsion dependent on the severity or frequency of the behavior.

**Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration**. **Parents must refrain from approaching the student or their parents directly or risk the intervention of local law enforcement and no longer being allowed on school property.**

## Care of School Property:

Students are expected to respect the school building and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Any student who damages/vandalizes school property will be required to make full restitution for damages.** Students are not permitted to play in the bathrooms. Any student who demonstrates blatant disregard of the school property is subject to disciplinary action. Students are expected to leave their area better than they found it.

## School Resource Officer (SRO):

Coweta Charter Academy and the Georgia Charter Education Foundation work in conjunction with the Senoia Police Department to provide a safe and secure learning environment for students, teachers, and staff. The SRO is an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law.

## Video & Audio Surveillance Policy:

Video surveillance provides a tool for monitoring activity on school property, including classrooms and buses, to help protect the health, welfare, and safety of students, staff, and visitors, and to collect evidence for use in student and faculty/staff disciplinary matters and in appropriate cases for law enforcement purposes.

Video cameras with audio shall be installed and utilized for monitoring activity at Coweta Charter Academy.

There is no expectation of privacy in the public areas of Coweta Charter Academy. Video cameras may be placed in classrooms, on buses, and in the public areas of the school campus.

Video cameras shall not be placed where they can record bathrooms, locker rooms, showers, or private offices.

The presence of a video camera means that there is no expectation of privacy in that location. Students and staff should be aware that video surveillance may occur on school property and/or on any transportation vehicle used by the school.

Video surveillance shall only be used to promote the order, safety, and security of students, staff, and property.

Persons recorded committing violations of Board or School policies, administrative regulations, building rules and/or procedures, or laws may be subject to appropriate disciplinary action and/or

referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record if it could be used as evidence in a disciplinary matter.

# Cell Phone, Smart Watch, & Personal Electronic Device Policy:

**No student, unless authorized by the Superintendent or School Director or his/her designee, shall use or operate any electronic telecommunication device, including but not limited to, any cell phone, smart watches, facsimile system, radio paging service, intercom, electro-mechanical paging device, walkie talkie, or gaming device in the school building, on the school grounds, during a school-sponsored activity, or on any bus used to transport school students to and from events.**

**SMART WATCHES ARE NOT PERMITTED ON SCHOOL PROPERTY AT ALL. Cell phones must remain turned off and at the bottom of a student's book bag at all times. Cellphones cannot be carried into bathrooms, are not allowed to be in students' pockets, and cannot be carried anywhere on a student's person while on school property. Please see the CCA Smart Watch, Cell Phone, and Personal Electronic Device Policy.**

Cell phones and all other telecommunication devices **must be turned off, stowed away out of sight in a student's book bag, and not used while on school property and/or during a school-sponsored event.** Students do not need their phones/smart watches for instruction. Phones must not be utilized while on school property for any reason.

**The school is not responsible for lost or stolen cell phones or other electronic equipment, including but not limited to, radios and gaming devices. We strongly recommend that these items be left at home.**

Use of cell phones or other electronic devices at prohibited times by a student shall result in the confiscation of the cell phone or electronic device and at a minimum the student's parents/guardian will be called to report the infraction. School personnel have the option of using other corrective strategies for repeat offenders.

**Confiscated phones and devices will only be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed.**

*IMPORTANT: Parents/guardians should not use cell phones or other electronic devices for conversation, recordings, or photography that may include other students and staff while in the school.*

# SMART WATCH, CELL PHONE, & PED Discipline:

**Use of Electronic Devices by Students - Student Possession of Smart Watches, Cell Phones, and/or Personal Electronic Devices (PED)**

1. Students are not allowed to have smart watches on school property. There are no exceptions. Smart watches should be left at home. If found on school property they will be confiscated, the student will receive ISS for one day, and the student will lose the privilege of possessing a cell phone or any other personal electronic devices (PEDs) on school property for one (1) calendar year. Disciplinary consequences shall escalate for multiple offenses.

2. The possession of cell phones and other personal electronic devices (PEDs) on school grounds is a privilege extended to students with the understanding that they will abide by the SMART WATCH, CELL PHONE, & PED POLICY. *Due to the potential disruption a cell phone or PED may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.*

3. Unless otherwise directed by school administration or school staff, the use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, recess periods, electives periods, and any other structured or non-structured activity that occurs during the normal school day. If a student is allowed to possess a cell phone or PED, **the devices must be kept out of sight in their book bag, backpack, or purse and turned completely off**. This prohibition includes all emergency situations unless the student is directed to use a cell phone or PED by a CCA employee or other official or unless an extreme threat to the health or safety of a student arises and no CCA employee or other official is present.

   Specifically:
   - This policy is in effect from the time a student arrives at school until the completion of the instructional day and/or a student leaves the school property.
   - Students are prohibited by law from using any electronic devices during the operation of a school bus or bus being used to transport students for a school activity, including but not limited to cell phones; tablets; iPads; iPods; pagers; audible radios, tape or compact disc players; or any other electronic device without headphones or ear buds; or any other electronic device in a manner that might interfere with the bus communications' equipment or the bus driver's operation of the bus.
   - Students are **NEVER** permitted to use cell phones in the restrooms.
   - All cell phones must be completely turned off during the instructional day. Students are not allowed to have cell phone ringers on silent alert or send text messages during the school day. If a phone rings, buzzes, or alerts in any manner during class or while the student is at school, the teacher or staff member shall invoke the Smart Watch, Cell Phone and PED Policy. "Forgetting" to turn off the cell phone is not an acceptable excuse.
   - Students are not allowed to use cell phones in the classrooms, common areas, lunchrooms, hallways, multi-purpose room, or outside during the regular instructional day.
   - At the discretion of a School Director, Superintendent, or their designee a student may possibly be given permission to use their cell phone or PED during afterschool activities or afterschool events that take place on school property.

4. Photographing, audio recording or videotaping on Coweta Charter Academy property is not allowed at any time without the expressed, written consent of the students, staff members, or other persons being photographed or recorded **AND** a School Director or the Superintendent.

**Immediate Disciplinary Consequences and Actions for the following violations of this policy:**

- Photographing, recording or videotaping of students or other persons in any state of undress may constitute a violation of federal law. Any violation will result in serious disciplinary consequences, up to and including expulsion.
- Photographing, audio recording or videotaping on Coweta Charter Academy's property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded **AND** a School Director or the Superintendent. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cell phone or PED on school property for one (1) calendar year.
- Use of a cell phone, smart watch, or PED during a test or quiz shall be considered a violation of the academic integrity policy. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cell phone or PED on school property for one (1) calendar year and the student will receive a grade of zero (0) on the test or quiz.

**Disciplinary actions regarding other violations of this policy are as follows:**

- **First violation**: Verbal warning. The device will be confiscated, kept at the front office, and returned to the student at the end of the school day as they are leaving.
- **Second violation**: The device will be confiscated and the phone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Third violation**: The device will be confiscated and the phone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Additionally, the student will be assigned to In-School Suspension (ISS) for two days or the phone will be taken away and kept at the school front office for ten school days [parent's choice].
- **Fourth violation:** The device will be confiscated, the student will receive ISS for two days, and the violation will result in the student's loss of the privilege of possessing a cell phone or PED on school property for one (1) semester. Written notice will be mailed to the parent, and the phone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Fifth (or more) violation**: The device will be confiscated, the student will receive Out-of-School Suspension (OSS) for one day, and the violation will result in the student's loss of the privilege of possessing a cell phone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the phone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. Furthermore, students who do not adhere to these guidelines will be subject to other disciplinary actions.

All staff members shall confiscate cell phones, smart watches, and PED when used in violation of this

policy and its implementing regulation. If a student refuses to relinquish a cell phone, smart watch, or other device to a school employee, the staff member shall refer the student with the device to the School Director, the Superintendent, or their designee. The Coweta Charter Academy assumes no liability for the theft, loss or damage of cell phones, smart watches, and other PEDs possessed by students on school property or held by school officials during the confiscation period. CCA employees will not be responsible for searching for lost or stolen cell phones, smart watches, or other PEDs.

# Dress Code:

A higher standard of dress encourages greater respect for individual students and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. **The administration at Coweta Charter Academy reserves the right to interpret these guidelines and/or make changes as necessary during the school year.** Students are expected to follow these guidelines. A school uniform shall be worn by every student in attendance**.** Please see the **Student Dress Code Policy for detailed requirements. There is also a Non-uniform Apparel Code for dress down days and/or special events.**

**All uniforms must be purchased through our uniform vendors and embroidered with the proper school logos. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation. The approved school vendors are J&R Clothing and Lands' End . Uniforms may not be purchased nor monogrammed at any other locations.**

Parents or students who have specific questions about a garment's appropriateness, financial assistance, or would like to request an exemption from the dress code for religious reasons should contact the Superintendent.

**Consequences for Dress Code Violations**

1st Offense – Sent to the office either to change or have a parent/guardian bring appropriate clothing. If clothing is not changed, student will spend the remainder of the day in In-School Suspension.

2nd Offense – Student will receive one day of In-School Suspension.

3rd Offense – Student will receive two days of In-School Suspension.

Three or more offenses in one school year – student will receive one day of Out-of-School Suspension for each additional offense.

# Book Bags/Folders/Personal Items:

Book bags, backpacks, folders, or any other personal items must be free from alterations or display items that would distract or disrupt the educational environment. Failure to comply will constitute a uniform violation and be subject to detention and parental notification. All personal items should be labelled with the student's name. Students and their property are subject to search if deemed necessary by school administration, in accordance with the Student Search Policy.

**Middle School Students will be allowed to carry backpacks in the building and during class**

**changes.**

**To ensure student safety in the hallways, backpacks with wheels WILL NOT be permitted. Students requiring backpacks with wheels due to medical conditions must have medical recommendations and Superintendent or School Director approval.**

# Hallway Behavior:

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

Middle school students changing classes should arrive to their next scheduled class on time. Students tardy to class after a class change are subject to classroom disciplinary action. The classrooms, hallways, and other CCA public spaces are designated learning environments.

- Uniforms should be properly worn in the hallways at all times.
- Jackets with hoods are not allowed to be worn in the building even when transitioning between classes.
- Students must walk and never run in the hallways or stairways.
- Pushing and jostling others in the hallways and stairways is not allowed.
- Limit of three students in the bathroom at a time between classes.
- Students must follow all directives of staff members and speak respectfully when spoken to at all times.
- Students must throw trash away in the trashcans and not drop it on the hallway floor between classes.
- Only water is allowed anywhere in the building outside of the café.
- Cell phones ARE NOT allowed to be in students pockets or carried on their person at any time.
- Students must be quiet orc whisper while in the hallways.

# Assemblies:

Assemblies aligned with curricular objectives or school initiatives are opportunities to learn and demonstrate appropriate behavior. Inappropriate behaviors will not be tolerated. Students are expected to participate, demonstrate respect and show appreciation.

# Cafeteria Behavior:

Each student is required to exhibit good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Containers are provided for the disposal of trash. Each student is required to dispose of their trash from the top of his/her table and the area surrounding it before the lunch period is over. No student will be permitted to leave the cafeteria during the lunch period without a pass to another area of the school. Students are expected to leave their area better than they found it.

**Students are not allowed to leave the school grounds during the lunch period.**

# Lunch Guests:

Lunch Guests will be permitted to have lunch at a designated location with their child/student ONLY. Students are allowed to have a lunch guest no more than once every two weeks. Lunch visitors must wear a name tag and a Lunch Visitor Lanyard at all times while in the building. Lunch visitors are not permitted to go anywhere else in the building or on the property and must exit the building when lunch with their student is over. Please sign out and turn in your Lunch Lanyard to the front office upon when your student's lunch period is over. Lunch Visitors must not use student restrooms. All Lunch Visitors must use the Adult Restrooms by the front office should they need to use the facilities while on property. Lunch Visitors are not permitted to engage with other students.

For the safety of all students in the building, if a Lunch Guest has a service animal, then they must provide up to date vaccine records to the school and documentation that the animal is a registered service animal. These records will be kept on file for future visits. Further, the service animal must stay with the Lunch Visitor and should not be permitted to interact with any other child or adult while on the premises. We have students that are scared of dogs and others that are allergic and we want to be sensitive and protective of their needs as well. Thank you for your cooperation.

# Bring Your Own Lunch:

CCA does not provide breakfast or lunch. Students are required to bring breakfast, lunch, and snacks to school, as applicable. Food and drinks must be in non-breakable containers. Please do not send anything in glass containers to school for any reason. All beverages must have secure lids.

Lunches should include drinks, condiments, cutlery, and napkins in their lunch boxes. Microwaves are available for student use. Assistance with microwaves will be provided for our youngest students. If a student forgets their lunch, parents will be called to bring their student a lunch prior to their lunch period. *IMPORTANT: Fees will apply if the school must provide an emergency lunch and the school is not responsible for possible allergic reactions to the emergency food provided.*

# Birthday Celebrations:

Elementary students are welcome to celebrate their birthday at school, when it will not interfere with the classroom learning of students. **Only pre-packaged, store purchased snacks may be distributed by the classroom teacher.** Arrangements must be made in advance with the classroom teacher and **snacks sent in with the child**. Please inquire about dietary guidelines or allergies of other students in the class. Smart Snack ideas will be provided by the classroom teacher. **No party bags, balloons, decorations, juice boxes, etc. are permitted. Family members may not attend this celebration as it would be disruptive to the learning environment of the student's class.**

**Additional rules may apply. Please see the teacher for annual guidelines and restrictions.**

**Important:** Due to the nature of middle school scheduling and lunches, middle school students are NOT allowed to bring birthday treats to school.

Birthday party invitations may be distributed at school when the **entire class** have been invited. Please refrain from sending selected invites as we will be unable to distribute them.

# Before and After Care:

The **AFTER SCHOOL (ASP)** program is a service provided for parents at a reasonable fee. After School Care begins immediately after school and ends at 6:00 p.m. Students enrolled in ASP are provided with a snack, an opportunity to complete homework assignments, read a book or participate in various activities. In addition to recurring participation fees, there is a $25.00 non-refundable initial registration fee to participate in this program. Payments can be paid via cash, check or credit card and are paid ahead of services. In order to participate in the program there must be a registration form with contact information provided to the ASP Director prior to attendance.

**Any child picked up after 6:00 pm will be charged the flat late fee, with the possibility of additional charges. Parents may pick up After School Program children beginning at 3:45 p.m.**

THE **BEFORE SCHOOL PROGRAM (BSP)** is a service provided for all parents for an additional monthly fee. In addition to recurring participation fees, BSP has a non-refundable $25.00 registration fee. This registration fee covers attendance in BOTH Before and After School Programs. Payments are due before service is rendered. Registration can be completed electronically. Students who will be attending the Before School Care program are expected to report directly to Before School upon arrival which convenes in the school cafeteria.

**Parents must sign their child in daily. No students are permitted to enter the building prior to 6:45 a.m. for BSP.**

# Enrichment/Clubs:

Throughout the school year, students will have opportunities to participate in extra-curricular activities. Some of these opportunities require a fee for participation. Enrichments/Clubs are developed based on student interest and with specific grade levels in mind. As enrichment activities become available to the students, the registration guide will be sent home electronically. The registration guide will include the name of the activities offered, the days/time and any related costs. Enrollment fees and registration forms will only be accepted prior to the indicated deadline. If paying by check, please print student name and enrichment/club name in the check memo section. Enrichment/Club programs function independently from the After-School Program (ASP). The CCA Code of Conduct and Dress Codes apply for all enrichment/club activities.

If a child is not picked up on time, following enrichment/club dismissal, he/she will be placed in the After-School Program and be charged applicable fees (including registration fees and daily drop-in rate of $25/day).

***Any child picked up from the After-School program after 6:00 pm will be charged an additional $15.00 late fee/per minute beyond the $25.00/day drop-in fee.**

Students who are absent from school on the scheduled day of any school scheduled activity or enrichment **may not participate in activities, club, or enrichment that day.** Discipline assignments take precedence over all school activities (band practice, field trips, enrichments and clubs, etc.) Students suspended and/or expelled **may not attend, participate or represent the school in any school activity during the term of that suspension, expulsion, or removal. Students**

**returning to campus after a recommended suspension or expulsion may continue to be prohibited from extra-curricular activities at the sole discretion of the Superintendent or School Director.**

# Field Trips:

As a learning experience, CCA may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The **Guidelines for Chaperones** form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines and required to complete a criminal background check, FERPA training, and Mandated Reporter training. Parents serving as chaperones and not under direct supervision at all times of a CCA staff member must be fingerprinted and have a national criminal background check on file.

Participation in field trips is a **privilege.** Students serve as representatives of the school. They may be excluded from participation in any trip for reasons relating to behavior, conduct, or missing or incomplete work. Students must follow all instructions given by staff or any other adult in charge on the way to and from the site and while at the activity. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If circumstances warrant, parents may be asked to pick their child up from the field trip at their own expense. If a student is suspended, they may be excluded from participating in any field trips or extra-curricular activities during that semester.

Students will be excluded from field trips for any of the following behaviors within a school semester:

1. Two or more administrative after school detentions for any reason.
2. Two Saturday School assignments for any reason.
3. Two or more days of in-school suspension for any reason.
4. Any in-school suspension assigned for the day of a trip.
5. Any days of out of school suspension.
6. Any inappropriate behaviors on previous field trips that resulted in disciplinary action.
7. Any type of physical altercation with another student or staff member within an 18 weeks period.
8. Any type of threat issued toward the school, a student, or a staff member within an 18 weeks period.
9. Any type of sexual harassment or bullying incident within an 18 weeks period.
10. Five or more unexcused absences within and 18 weeks period.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the school's instructions prior to the field trip for the child to go on the trip. Students are to wear their traditional polo uniform on field trips for security reasons (unless authorized otherwise by an administrator). **All open balances owed to the school must be remitted prior to the student attending the field trip (i.e., before care/after care fees, lost book fees, club fees, replacement/repair computer costs, emergency lunch fees, etc.).**

# Gifted Education Program:

CCA students in grades one through five who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic

fields are provided with special instructional services. These services will be provided through the advanced content or resource model. Eligibility criteria for placement in this program is determined by the State Board of Education and GaDOE. Newly enrolled students coming from another school system in Georgia will be accepted into the Gifted Program once official documentation is received from the previous school system.

Middle School students who previously received Gifted Education Services in elementary school will be served through their academic courses or through advanced content or resource model.

Gifted students that are not performing proficiently in their core content courses, ELA, Reading, Writing, Math, Science, and/or Social Studies will be placed on probation and/or removed from the Gifted Program. Gifted students that fail repeatedly to engage in the assigned Gifted activities or are absent for more than five (5) days unexcused may be placed on probation and/or removed from the Gifted Program.

# Grading Scale & Policy:

Coweta Charter Academy incorporates standards-based grading and grading for mastery into all courses, including specials. Students will receive feedback specific to the standards-based instruction and grade level mastery of the standard. In addition, students will receive feedback in the areas of effort, behavior, and citizenship.

### *Grading Scales*

*Kindergarten*

All academic subjects in Kindergarten are assessed based on student progress and mastery of the standards. Students receive a grade for engagement in each course, completion of required assessments, and mastery of each standard.

The following grading scale applies and reflects student mastery of each standard:

- 4 - Distinguished (only applicable to specific standards)
- 3 - Proficient (expected level of mastery)
- 2 - Developing
- 1 - Beginning

*1st through 8th grade and High School Courses*

Final Grades are reported numerically based on the following scale:

- A = 90-100+
- B = 80-89
- C = 70-79
- F = 0-69

Grades at or above seventy percent (70%) are considered passing. Students taking high school courses will earn 0.5 credit for each semester grade at or above seventy percent (70%).

**Gradebook Composition**

There must be at a minimum five (5) grades per semester in all sections of the grade book, except for the Final Exam section, which will have one (1) grade per semester. A project/ paper may be broken

into up to five (5) sections for the extended coursework section.

- Mandatory Benchmark, Growth, and Summative Assessment Participation grades shall be either 0% or 100%, based on whether the exam was taken or not AND within the time period allowed.
- Students may earn over 100% on any assignment, test or benchmark with extra credit.
- A student's overall cumulative average grade may be over 100% in a grade level's subject area.
- A student's overall cumulative grade earned in any subject/ course will be reflected on their report card and transcript and accurately reported in Infinite Campus to the second decimal place.
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**Grades are calculated as outlined below:**

| Gradebook Category | Description | Grades (1-2) | Grades (3-4) | Grades (5-8) | HS (9th) | EIP/REP Classes (K-8) | Gifted Classes (K-8) | ESOL Classes (1-8) | LIFE Classes (K-8) | Elective Classes (K-8) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Coursework** | Discussions, curriculum lessons, quizzes/ checkpoints, etc. | 35% | 35% | 35% | 30% | 80% | 60% | 60% | 50% | 50% |
| **Assessments** | Unit Tests, Teacher-created Assessments, Interim Assessments, Midterm Exams, etc. | 25% | 20% | 20% | 20% | N/A | N/A | N/A | 50% | 20% |
| **Extended Coursework & Standards Mastery** | Projects, research papers, essays, labs, presentations, portfolios, etc. | 10% | 10% | 10% | 10% | N/A | 35% | N/A | N/A | 25% |
| **Reinforcement Assignments** | Edmentum, BrainPOP, Legends of Learning, Gizmos, GimKit, Education Galaxy, Prodigy, Progress Learning, etc. assignments; review activities; Study Guides; etc. | 20% | 15% | 10% | 10% | N/A | N/A | 15% | N/A | N/A |
| **Class Attendance** | Student Attends Class (# of Classes Attended / Total # of Classes in the semester) | 5% | 5% | 5% | 5% | 5% | 5% | 5% | N/A | 5% |
| **Assessment Participation** | Pre-Test, NWEA MAP, NWEA Reading Fluency, Interim Assessments, Milestones, iReady Diagnostics, WriteScore, WIDA Screener, GAA, ELLs 2.0, etc. These assessments and any others assigned by a teacher are mandatory. This section gives credit for participation. | 5% | 5% | 5% | 5% | 5% | N/A | 10% | N/A | N/A |
| **Final Exam or HS EOC** | Final Exam or HS EOC | N/A | 10% | 15% | 20% | 10% | N/A | 10% | N/A | N/A |
| **TOTAL** | | **100%** | **100%** | **100%** | **100%** | **100%** | **100%** | **100%** | **100%** | **100%** |

**Late Work**

At Coweta Charter Academy students are responsible for accessing and completing daily assignments, as outlined in each course calendar. Due dates for assignments are posted in each course calendar to ensure that students are informed of appropriate pacing.

All coursework/assignments must be completed and submitted no later than the assigned time as denoted by their teacher.

- Temporary zeroes are entered as grades for each assignment not submitted by the due date. The temporary zeroes will be calculated into the overall course scores for assignments that remain unsubmitted during the allotted late work policy window.
- SY24-25 Late Policy - All students are permitted to complete all coursework (excluding assessments) up to seven (7) days after the due date (including weekends) for partial credit. Assignments received after the actual due date WITHOUT PRIOR PERMISSION, but within the granted grace period, will be graded and then receive an additional 5 points deduction taken for each day past the original assignment due date. The new grade will replace the zero in the grade book.
- Coursework received more than seven (7) days after the due date will not be accepted for grades, unless prior arrangements have been requested and approved. Permanent zeroes will be entered as grades for these assignments and for assignments not received by the permanent zero deadline.
- IMPORTANT NOTE regarding assessments – NWEA MAP, Interim Assessments, Unit Tests, WriteScore, final exams, and other assessments as determined by the school must be completed within the class period(s) scheduled. Extended time will be followed. In some cases, it may be appropriate for assessments to be given early if a student completes work at a faster pace than their assigned class or for another reason accepted by the teacher. If a student misses an assessment and the absence is unexcused, the student will receive a zero on the assessment and it will be averaged into their overall grade.

Due date extensions on assignments may be permitted under some extenuating circumstances with advance approval from school administration. Extenuating circumstances may include, but are not limited to, hospitalizations, debilitating illness, conflicting medical treatments, APPROVED travel (Superintendent approval required), and/or conflicting academic competitions.

For students with Individualized Education (IEP) or 504 Plans, the plan accommodations and requirements regarding extended time will be followed.

**Extra Credit**

Extra credit may be offered at the discretion of the teacher. Any extra credit opportunities will be offered to the entire class, not to individual students. Examples of extra credit opportunities include:

- Study Guides
- Enrichment Projects

**High School Course Failure and Repeat Credit**

Failed courses will be recorded as an ‘F’ and/or with the failing numerical grade on the student’s transcript and a zero will be computed for the course in determining the GPA. Students are permitted to retake failed courses if retained in 8$^{th}$ grade and still enrolled in CCA. If a student re-takes a course, the initial failing grade and the subsequent repeated grade will appear on a student’s transcript and both grades will be factored into the student’s overall GPA.

**Grade Appeals**
Course Grade appeals must be submitted in writing to the school director within thirty (30) days of the term end date. Upon receipt of the appeal, the school director will lead a review internally among faculty, staff and administration.

A grade appeal may only be disputed for the following reasons:

- The grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appeal. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, etc.
- At least ten (10) business days are required for the school director and his/ her team to review a grade appeal request and issue an official decision. Appeal requests are permitted once per student, per term and all decisions are considered final.

**Grade Point Averages (GPA)**
GPAs are determined by adding the total number of semester grades earned and dividing by the number of semester courses taken. Semester averages will be depicted on the transcript as well. Earned grades greater than 100% will also be depicted on the high school transcript as what the student earned. The cumulative GPA is determined by adding all semester grades earned and dividing by the number of semester courses taken. Courses taken outside of Coweta Charter Academy are not included in the GPA if not taken at an accredited school.

**Report Cards and Progress**
One of the many features available to students and parents/ guardians is a current report of academic progress, grades, and attendance information. A parent/ guardian or student may monitor student current progress grades within each course gradebook, unless otherwise directed. A report card will be issued at the end of each semester and will be available in Infinite Campus. Report cards should be retrieved through Infinite Campus and will not be mailed to the student's home. If you need assistance with your Infinite Campus account, please contact your teacher.

# Honor Roll Requirement:

School Director's Honor Roll - All A's and/or Es in all subject areas.
Honor Roll – 90% in All CORE Academic Subjects, and passing in other subjects.
A/B Honor Roll – 80% in ALL CORE Academic Subjects, and passing in other subjects.

Core academic subjects are defined as ELA, Reading, Writing, Math, Science, and Social Studies. EIP, REP, and small group periods related to reading and math are considered part of core academic subjects.

**End of Year Awards:**
Elementary School - A variety of awards will be given covering numerous academic and nonacademic areas.

Middle School – A variety of awards will be given covering numerous academic and nonacademic areas. It is important to understand that that middle school recognitions are awarded with an increased focus on rigor which prepares students for future high school success. **Honor cords and certificates are based off of yearly averages.**

# Student Progression Plan:

It is the school's priority to ensure that our students are meeting expectations about growth and achievement for each school year. The retention, placement, or promotion of a student at CCA into a grade, class, or program shall be based on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement, in a manner consistent with the policy set forth below.

## *DEFINITIONS*

**Accelerated Instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading, mathematics, science and/or social studies. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Accountability Division of the Georgia Department of Education, to meet grade level standards in a compacted period of time.

**Additional Instruction** – academic instruction, beyond regularly scheduled academic classes, that is designed to bring students not performing on grade level, as defined by the Accountability Division of the Georgia Department of Education, to grade level performance. It may include more instructional time allocated during the school day, instruction before or after the school day, Saturday instruction, and/or summer or other inter-session instruction.

**Differentiated Instruction** – instructional strategies designed to meet individual student learning needs.

**Grade Level Achievement** – standard of performance, as defined by the Accountability Division of the Georgia Department of Education, on the state adopted assessment(s).

**Placement** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

**Promotion** – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

**Retention** – the re-assignment of a student to the current grade level during the next school year.

**State Adopted Assessment** – an assessment in any subject required by the state of Georgia to be administered to students.

## *PROMOTION, PLACEMENT, AND RETENTION REQUIREMENTS FOR GRADES KINDERGARTEN through GRADE 8*

1. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1.07 Testing Programs – Student Assessment.

2. The school director or designee shall annually notify parent(s)/guardian(s) that promotion, placement, or retention of a student into a grade, class, or program will be based on the student's performance on the state adopted assessments, the academic achievement of the student, and the CCA promotion, placement and retention criteria set forth in this policy.

3. Placement decisions will be made on an individual basis by the student's school director based upon the criteria set forth in this policy. If a student is retained, written documentation of evidence supporting the decision will be on file in the student's permanent record.

4. The student's parent(s)/guardian(s) shall be notified of the promotion, placement or retention decision within ten (10) days after the decision has been made.

5. Students who spend more than one year in any grade will be provided accelerated instruction, additional instruction, or differentiated instruction.

## *CCA PROMOTION, PLACEMENT AND RETENTION CRITERIA*

Kindergarten:

1. Readiness level as established by the results of the Georgia Kindergarten Inventory of Developing Skills (GKIDS) AND

2. Readiness level as established by the results of the approved district reading assessment(s) and approved district mathematics assessment(s) which are available at the time the retention, promotion or placement decision is being made AND

3. Teacher recommendation for promotion, placement or retention.

Grades 1 - 2:

1. Readiness level as established by the results of the approved district reading assessment(s) and approved district mathematics assessment(s) which are available at the time the retention, promotion or placement decision is being made AND

2. Readiness level as established on the student report card AND

3. Teacher recommendation for promotion, placement or retention.

4. If any data point or criteria item are missing, the decision will be made using the data and items for review that are available.

Grades 3 - 5:

1. Readiness level as established by the results of the appropriate state adopted assessment(s) in the areas of reading, mathematics, science and/or social studies which are available at the time the retention, promotion or placement decision is being made AND

2. Readiness level as indicated on the student report card AND

3. Readiness level as established by the results of any approved district reading, mathematics, science and/or social studies assessment(s) which are available at the time the retention, promotion or placement decision is being made AND

4. Teacher recommendation for promotion, placement or retention.

5. If any data point or criteria item are missing, the decision will be made using the data and items for review that are available.

Grades 6 - 8:

1. Grade level achievement as established by the results of the appropriate state adopted assessment(s) in the areas of reading, mathematics, science and/or social studies which are available at the time the retention, promotion or placement decision is being made AND

2. Passing 3 of 4 core academic classes and 66% or more of all elective classes taken during the school year AND

3. Readiness level as established by the results of any approved district reading, mathematics, science and/or social studies assessment(s) which are available at the time the retention, promotion or placement decision is being made AND

4. Teacher recommendation for promotion, placement or retention.

5. If any data point or criteria item are missing, the decision will be made using the data and items for review that are available.

## *APPEALS OF PLACEMENT, PROMOTION AND RETENTION DECISIONS GRADES KINDERGARTEN THROUGH GRADE 8*

In the event a parent of a student in Kindergarten through Grade 8 disagrees with a placement, promotion or retention decision by the student's school director (the "Placement Decision") and wishes to appeal such decision, the parent must notify the student's school director in writing of their appeal of the Placement Decision within ten (10) days of receiving written notice of the Placement Decision or all rights of appeal of the Placement Decision shall be waived and the Placement Decision shall be final.

In the event a timely appeal of a Placement Decision is made by a parent of a student, a Placement Review Team consisting of the parent(s) of the student, a counselor, and the school director or designee shall be convened to reconsider the Placement Decision of the student. The Placement Review Team shall consider all the retention, placement and promotion criteria as set forth in this policy and such other relevant information as the parents and other members of the Placement Review Team wish to share with the Placement Review Team. The initial Placement Decision (regardless of whether the initial decision was a decision of placement, retention or promotion) shall not be changed by the Placement Review Team unless the Placement Review Team unanimously agrees to the change in placement, retention or promotion of the student. The decision of the Placement Review Team shall be given to the parents in writing within ten (10) days of the date of the decision of the Placement Review Team.

In the event any member of the Placement Review Team disagrees with the decision of the Placement Review Team and wishes to appeal such decision, the person desiring to appeal the decision of the Placement Review Team must notify the Superintendent in writing of their appeal of the decision of the Placement Review Team within ten (10) days of receiving written notice of the decision of the Placement Review Team or all rights of appeal of the decision of the Placement Review Team shall be waived and the decision of the Placement Review Team shall be final. The person submitting the appeal must submit a statement of all reasons and supporting documentation as to why they disagree with the decision of the Placement Review Team at the time of submitting their appeal of the decision of the Placement Review Team. The Superintendent (or designee appointed by the Superintendent) shall review the written documentation that is timely submitted by the person making the appeal along with records of the School relating to the decision of placement, promotion or retention without the requirement of any additional hearing or meeting. The Superintendent (or designee) shall issue a written decision either affirming or modifying the placement, promotion or retention based upon their review of the record. The decision of the Superintendent (or designee) shall be final.

***COMPLIANCE WITH FEDERAL AND OTHER APPLICABLE LAWS AND RULES***

Notwithstanding anything to the contrary contained in policy, in compliance with the requirements of the Individuals with Disabilities Education Act ("IDEA"), and its implementing rules and regulations, all decisions regarding the provision of a free, appropriate, public education to students served under IDEA, including but not limited to decisions regarding placement, promotion and retention shall be made by the child's IEP team in accordance with the provisions of IDEA, and the decision of the IEP team shall be final. Also notwithstanding anything to the contrary contained in policy, in the event a child is served under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and its implementing rules and regulations, if a parent disagrees with a promotion, placement or retention decision, the child's Section 504 team shall convene to determine whether the District will be providing a free appropriate public education to the child as required by Section 504 if the promotion, placement or retention decision is implemented, and the Section 504 team may make such modifications to the promotion, placement or retention decision to the extent the Section 504 team determines that such changes to the promotion, placement or retention of the child are required in order to provide a free appropriate public education to the child pursuant to the requirements of Section 504. For purposes of this policy, the Section 504 team shall be the Placement Review Team for students served under Section 504, all decisions made by the Section 504 team shall be made in a manner consistent with Section 504, and the decision of the Section 504 team shall be final.

CCA chooses to exercise the flexibility given to it under O.C.G.A. Section 20-2-2065 with respect to promotion, retention and placement of its students to the greatest extent permitted by law and in accordance with the terms of this policy; however, to the extent that any laws, rules or regulations cannot be waived or are otherwise required by law to apply to CCA notwithstanding the flexibility give under O.C.G.A. Section 20-2-2065 or are applicable under CCA's Charter, Bylaws or other governing documents (collectively "Non-Waivable Laws and Rules"), all such Non-Waivable Laws and Rules shall be fully complied with by CCA, notwithstanding any other terms of this policy to the contrary.

**Legal citations:**

O.C.G.A. 20-02-282 Academic Placement and Promotion Policy
O.C.G.A. 20-02-2065 Applicability of title, etc. to charter schools; waiver; requirements with respect to operation, control, and management
29 U.S.C. Section 794 Nondiscrimination under Federal grants and programs
34 C.F.R. 104.33 Free appropriate public education
20 U.S.C. Section 1412 State Eligibility
34 C.F.R. 300.101 Free appropriate public education (FAPE)

# Report Card Distribution:

All report cards will be made available online, seven-ten days after the semester ends.

# Homework Policy:

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

Teachers use the time schedule described below as a guide when assigning home learning.

| Homework/Learning Pathways | | Reading |
|---|---|---|
| Grade K | 20 minutes | 10 minutes |
| Grade 1 | 20 minutes | 20 minutes |
| Grade 2 | 20 minutes | 20 minutes |
| Grade 3 | 30 minutes | 30 minutes |
| Grade 4 | 45 minutes | 30 minutes |
| Grade 5 | 45 minutes | 30 minutes |
| Grade 6 | 60 minutes | 30 minutes |
| Grade 7 | 60 minutes | 30 minutes |
| Grade 8 | 60 minutes | 30 minutes |

These times are just a guide. Some homework assignments may take more or less time based on the length and complexity of an assignment. A child who does not complete class work in class may have to complete class work in addition to any assigned homework.

Assignments must be completed on time and be properly written. The only acceptable excuse for not completing homework on time is a student's illness or a written note stating an emergency prevented homework from being completed on time. In cases where an appropriate note is provided the day the homework is due, the student will get one extra day beyond the original due date to complete the homework or they will receive a zero. Notes for late homework without other supporting substantiation of the excuse will only be accepted three times in a school year. Students will receive zeros for homework assignments that do not have an acceptable student illness or emergency note for not being turned in on time. If a child fails to complete homework, there may be consequences in the classroom as well as being at risk of falling behind and receiving zeros.

On the third occasion of a homework assignment not being turned in on time with an acceptable excusal note, the teacher will contact the parent and assign a consequence, which might include academic detention.

**It is important to note that homework is the student's responsibility.**

Please help your child come prepared for school by helping to ensure homework and supplies are packed in the evening to avoid last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

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

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing vocabulary words and math concepts.
- Encourage home reading by having your child read to you and vice versa.
- Read together. In addition to books, you can read the newspaper, web-based services, or magazines.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to homework with your child's teacher.

# Character/Citizenship:

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

While at CCA, students are expected to demonstrate superior character and citizenship traits. We encourage students to make wise choices and to do the right thing and, if needed, seek the assistance of staff members when a troublesome situation arises.

# Instructional Books, Equipment, Materials, and Supplies:

All textbooks and technology devices needed by students for school are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books, materials, and 1:1 technology device are expensive and that they should be cared for properly. Students will be assigned books, as applicable, and devices. Before being issued a technology device, each student and parent/guardian will sign off on the Acceptable Use Policy (1:1 Device Agreement). Once the agreement is signed the student device will be insured by the school. Failure to sign the Acceptable Use Agreement results in the parent/guardian being responsible for all damage and replacement costs for the assigned computer. Further, the computer will not be replaced until the parent pays the replacement or repair costs. Students must respect all classroom materials, and refrain from writing in or damaging textbooks and devices. **Charges will be made for damaged or lost books, materials, and technology or school property**. Students must learn to be responsible for the care of personal and school materials.

Students must turn in textbooks, classroom library books, iPads and accessories, or laptops and accessories when notified at the end of the school year. Students who transfer, withdraw, are expelled, or terminate enrollment for any reason must return their device and other assigned school property on the date of withdrawal. Parents and students who fail to return the device agree to pay for the full replacement cost of the device and any accessories. The school may take other administrative steps until such payment is made. A student who fails to return a device or any accessories without reporting them lost or stolen will be responsible for the full replacement cost of the items not returned. If a device is stolen, then a police report must be filed and a copy provided to the school.

Students/parents will be expected to provide all basic school supplies. Certain supplies may need to be replenished over the course of the school year. Any additional supply needs will be requested in writing by the classroom teacher.

**Technology Insurance**

Provided parents/guardians sign the Acceptable Use Policy and return it to the school, a student's computer insurance will be provided by the school at no additional cost to the parent.

# Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Coweta Charter Academy ("School") receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the Superintendent or School Director a written request that identifies the records they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend the education records should submit a written request to the Superintendent or School Director, clearly identifying the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested, we will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For the purposes of this policy, a school official includes persons employed by the school as an administrator, supervisor, instructor, or support staff member and members of the Coweta Charter Academy Governing Board. A school official also may include a volunteer, contractor, or consultant who, while not directly employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by Coweta Charter Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

**Notice of Directory Information**

CCA may disclose appropriately designated "directory information" without written consent unless you have advised CCA in accordance with CCA procedures.

The primary purpose of directory information is to allow CCA to include information from your child's education records in certain school publications.

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CCA to disclose any or all the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the CCA in writing by September 1, 2022. CCA has designated the following information as directory information:

- Student's name
- Grade level
- Awards, Recognitions, and/or participation in officially recognized school activities

Unless a court order stating otherwise has been provided by a parent to the school, CCA will grant both parents equal access to their child's educational records.

# Parents Rights Policy

This policy is adopted in accordance with the requirements of HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session.

**Review of Student's Records**

In accordance with OCGA §20-2-786, parents shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records.

Parents wishing to review their child's records should submit a written request to the School Director or his/her designee, identifying the specific records being requested for review. Upon receipt of a request under this policy, the School Director or his/her designee shall locate the identified records in existence and notify the parent of the time and place where the records may be reviewed.

To the extent practicable, identified records shall be produced for review within three (3) business days of receiving a written request. In any instance where some or all of the requested records are not available within three (3) business days, the School shall make available within that period the records that are available. For all other records, the School Director or his/her designee shall, within three (3) business days, provide a description of the identified records in existence and a timeline for when the information will be available for inspection. All remaining identified records shall be produced for review as soon as practicable but in no case more than thirty (30) days after receipt of the request.

Records produced for review under this policy may not be altered or removed from the location identified for reviewing records, and in no case shall records be removed from school property.

Pursuant to this policy, a parent may file an appeal, if the School Director or his/her designee fails to provide existing responsive information within thirty (30) days from the date of the request.

**Review of Instructional Materials**

Pursuant to OCGA §20-2-786, parents have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents may exercise this right during the review period(s) each year.

Under this policy, the School Director shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent review during the review period. During this time, instructional materials may be made available for review on the School's website or at the School upon written request by a parent.

**Objection to Instructional Material**

The School Director shall appoint at least one person to receive parent objections to instructional materials under this policy. All objections must be in writing and submitted during the review period. A properly filed objection must include the following

information:

· Student's name

· Parent's name and contact information

· Teacher's name

· Clearly identify the instructional material to which the parent is objecting

· Briefly describe the nature of the objection

Upon receipt of an objection, the School Director shall review the objection and provide a response, in writing, within five (5) business days.

Only objections filed, in writing, by the parent of a student in the identified classroom will be reviewed and receive a response. Pursuant to this policy, a parent may file an appeal of the School Director's decision to a properly submitted objection or if a response has not been provided within five (5) business days.

**Sex Education**
During the review period, a parent may submit a written objection to the School Director, requesting that their child be excluded from the portion of any class in which sex education or AIDS prevention education is taught as part of a comprehensive health program pursuant to state law.

**Photo & Video Recordings**
Within the first two weeks of each school year, a parent may submit a written notice to the School Director that photographs or video or voice recordings of his or her child are not permitted. Such notice shall be submitted annually and will remain in effect for the duration of the school year or until the parent provides a written retraction. Provided however, this prohibition on recordings shall not apply for recordings made pursuant to applicable public safety and security exceptions.

**Appeals**

**Level I**
An appeal under this policy may be filed, in writing, with the Chair of the Governing Board.

To the extent practicable, the Chair must place the appeal on the agenda of the next public meeting. If it is too late to add to the next meeting's agenda, it must be included on the agenda for the subsequent meeting.

**Level II**
A parent aggrieved by the decision of the Governing Board may appeal to the State Board of Education.

**Definitions:**
For the purposes of this policy, the following definitions shall apply.

"Instructional Material" means instructional materials and content identified by the State Board of Education that constitutes the School Director source of study for a state funded course to be used in the various grades in the public schools of this state, including the elementary grades and high school grades, which includes but is not limited to systematically designed material in any medium, including digital instructional materials and content and any computer hardware, software, and technical equipment necessary to support such instructional materials and content. The term includes locally approved instructional materials and content that constitute the School Director source of study for a state funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

"Review Period" means the first two weeks of each grading period of the school year.

"Sex education/AIDS education" shall have the same meaning as defined in State Board of Education Rule 160-4-2-.12.

The School Director shall develop procedures to implement this policy. A copy of this policy shall be posted on the School's website.

Nothing in this policy shall affect the rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Authority: OCGA §20-2-143, §20-2-768, §20-2-1010, §20-2-2017; BOE Rule 160-4-2-.

# Grievance Procedure:
## Filing a Complaint

The purpose of this grievance policy is to settle any complaint or grievance of a student currently enrolled in Coweta Charter Academy or their parent/guardian. This policy shall apply in any instance where a separate grievance or complaint policy has not otherwise been identified.

To the extent that another grievance policy has not been identified, this policy shall be used for all

complaints concerning a school employee, school program, or allegations that the school or a school employee has acted in a manner that violates federal or state rules and laws or policies of Coweta Charter Academy.

If a same or similar complaint or grievance is submitted under this policy and another applicable grievance policy, the grievance process under this policy shall be stayed until a ruling or resolution has been issued under all other grievance policies. The Board shall have the discretion to undertake both procedures simultaneously and issue a concurrent response or resolution on the same or similar complaints or grievances. Additionally, this policy shall be stayed pending resolution of any same or similar complaint that has been filed with any entity outside Coweta Charter Academy.

**Level I – Informal Discussion**

Students and parents are encouraged to try and resolve conflicts with the least amount of formal proceedings as is necessary to reach a just and expeditious resolution. Most grievances may be resolved through an informal discussion with the appropriate school personnel prior to filing a formal complaint.

If the grievance or complaint is related to classroom concerns, the student or parent should request a meeting with the teacher or the grade level lead teacher to respectfully discuss and seek a reasonable resolution. Any complaint that involves the actions of another student should be discussed with the School Director. Under no circumstances should parents approach another student for informal resolution. Questions about the appropriate school personnel for informal resolution in all other matters should be directed to the School Director.

**Level II – Formal Complaint**

In the event that satisfactory resolution cannot be reached through informal means, the aggrieved party may file a written complaint with the Superintendent or his/her designee within thirty (30) calendar days of the alleged wrongful act or violation. At a minimum, a properly filed written complaint must include the following information, to the extent that it is known:

1. Name and contact information of the person filing the complaint;
2. Relationship of the Complainant to a student enrolled at Coweta Charter Academy;
3. Date(s) of the alleged wrongful action;
4. Name(s) of the school employee(s) and/or student(s) alleged to be involved in the wrongful act;
5. A written statement detailing the specific allegations;
6. The specific law or school policy alleged to have been violated;
7. Names and contact information, if known, of any witnesses to the alleged wrongful act;
8. Any supporting documentation or other evidence, if available; and
9. A clear statement of the resolution sought by the Complainant.

A complaint containing the necessary information will be considered properly filed with the Superintendent or his/her designee if filed via the form available on the school's website or on the same form available at the school office.

Upon receipt of a properly filed written complaint, and any supporting documentation, the Superintendent will determine the nature of the grievance and begin collecting the relevant information and data. The Superintendent will make every effort to provide a written decision within ten (10) school days of receipt of the complaint. In the event that additional time will reasonably be required to complete the investigation, the Superintendent shall provide the Complainant with an

update within 10 school days and an estimate of when he/she will issue a written decision.

If the Superintendent is the subject of the complaint, the formal complaint may be filed with the School Director or the Accountability, Compliance, and Academic Director.

**Level III – Appeal**
Within fifteen (15) calendar days of receipt of the Level II decision, either party may appeal the Level II decision to the Coweta Charter Academy Board of Directors.

The appeal, which will be limited to the matter under review, must be filed, in writing, with the Chair of the Board. The written appeal must include a copy of the original complaint, and state the reasons for the appeal, including the specific reasons for dissatisfaction with the Level II decision. If necessary, the Board may request additional written information from the Complainant and/or other people involved in the complaint. Additionally, the Board shall have the discretion to provide the parties with an opportunity to address the Board or a committee of the Board directly in closed session, during which time both parties shall be present, and the Board may ask questions of the parties. No new evidence may be presented by the parties during the appeal. Upon receipt of a properly filed appeal, the Board shall obtain all investigation notes and findings from the Superintendent.

The Board shall review the facts, documentation, and investigation findings, and if practicable, issue a written decision within thirty (30) business days of receipt of the written appeal. The decision of the Board shall be final.

The Board Chair may appoint a specific Board member or a committee of the Board to coordinate and review the appeal and make recommendations to the full Board for adoption.

Any initial complaint filed directly with the Board will be transferred to the Superintendent or School Director to first conduct a Level II review. Provided however, the Board shall have the discretion to automatically elevate any complaint directly to a Level III review, if appropriate.

# McKinney-Vento Act (for Homeless Students):

It is the policy of the School to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state of Georgia academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless (MKV) Liaison Contact:
Stacie Whalen, School Counselor
stacie.whalen@cowetacharteracademy.org
Tel: 770-727-5959 Fax: 770-7275949

## Definition of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

- Are temporarily sharing the housing of other persons due to loss of housing, economic

hardship, or a similar reason
- Are living in motels, hotels or camping grounds due to the lack of alternative adequate accommodations
- Are living in emergency shelters
- Are abandoned in hospitals; or are awaiting foster care placement
- Having a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Runaway children or children who are abandoned

Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definitions. In the case of unaccompanied youth, homeless status is determined in cooperation with the guardians or parents, the local educational agency MKV liaison, and GaDOE guidance.

## School Selection

1. Homeless students may:
    a. Enroll in the school serving the attendance zone where the student resides; or
    b. Continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, or the school in which the student was last enrolled.
2. Determining which school the child attends will be based upon the student's best interest. Every effort shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. In the case of an unaccompanied youth, the Homeless Liaison will assist in the placement and enrollment decisions.
3. A homeless student who attends his/her school of origin in accordance with Paragraph 1 above may:
    a. Attend that school for the duration of homelessness.
    b. Stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year; or
    c. Attend their school for the duration of homelessness if the student becomes homeless between academic years.

## Enrollment

ELL, Migrant, and Homeless students are identified in a school wide screening under IDEA Child Find Query (CFQ) during enrollment, for the purpose of serving these students effectively and efficiently. CCA will immediately enroll the student, even if the child or youth lacks records normally required for enrollment, including previous academic records, birth certificate, medical records, proof of residency, or other documentation. Records will immediately be requested from the previous school. In addition, the following documents are requested for the parent to complete:

- Student Residency Form
- Affidavit for Missing Enrollment Documentation
- Caregiver Authorization Form

Once identified, the School Enrollment Administrator alerts the Homeless Liaison immediately.

In accordance with current CCA enrollment policies, if the grade level for which a homeless child or youth has applied has more applicants than spaces available and results in a lottery during the designated time on an annual basis, any student or parent who self identifies as homeless will be designated as residing within the home district of the school. If a homeless student applies for admission after the time of the annual lottery, she or he will be placed on the wait list in the order in which the application was received, even if the application is incomplete at the time of submission.

## Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students at CCA such as:

- Educational services for which the child or youth meets eligibility criteria such as ESL or special education programs
- Programs for "at risk" students
- Programs for gifted and talented students
- Title I services
- Before and After School program

## Professional Development for All School Staff

All administrators, teachers and employees of the school will be provided professional development on the identification, services and sensitivity necessary when dealing with homeless children and youth. All identified or suspected homeless children and youths will be referred to the school's homeless liaison.

Professional Development will be provided to all staff as the need arises.

## Process for Monitoring

Families experiencing homelessness should contact their homeroom teacher (or the Homeless Liaison directly). Teachers then refer students to the homeless liaison, when necessary, through CCA's email system. The homeless liaison reviews the homeless students list and addresses any homeless student needs. The homeless liaison works very closely with the teachers to ensure accommodations are made to address the student's homeless status (extra support, extended deadlines, transportation to testing, etc.). Also, as needed, the homeless liaison will meet with the Business Manager and the Title I director to follow up on any additional services that may be requested.

## Transportation

Per the McKinney-Vento Act, Local Education Agencies must provide transportation to homeless students to and from their school of origin. CCA, where (a) feasible, (b) applicable, (c) at the request of the parent/guardian, and/or (d) in the best interest of the homeless children, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at CCA during the duration of their homelessness. CCA may work with the student's district of residence or other agencies, including the Georgia Department of Education, to provide transportation services.

## Enrollment Dispute Resolution Process

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following process must be used:

**Step 1**
If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities." The parent or unaccompanied youth must file a request for dispute resolution with CCA's homeless liaison by submitting a letter that initiates the dispute resolution process.

CCA will refer the parent or unaccompanied youth to its homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is followed for unaccompanied youth.

Within five (5) business days of receipt of the letter, CCA's School Director, or other designee, shall provide a written explanation of the school's decision regarding enrollment to the parent or unaccompanied youth. The written explanation shall be complete and simply stated.

**Step 2**
If the parent or unaccompanied youth disagrees with the decision, (s)he may notify the homeless liaison within ten (10) school days of his/her intent to appeal the decision to the CCA Governing Board. The homeless liaison will forward all written documentation and related paperwork to the Board. The Governing Board will review the information and provide a written decision to the parent or unaccompanied youth within fifteen (15) school days of receipt.

**Step 3**
If the dispute remains unresolved or is appealed following the final decision by the Board, the homeless liaison will forward all written documentation and related paperwork to the Georgia Department of Education's Homeless Program Consultant for charter schools for final disposition of this matter.

# School Counseling Services:

A guidance counselor is available as a support system to help children experience educational success. A primary function of the guidance program is to provide students with a positive sense of self in academic and social settings. Individual counseling, small group counseling, and classroom guidance programs are services provided to improve student performance, self-awareness, and interpersonal skills. Parents are encouraged to call or email the guidance office to review resources available to students and parents.

**School based guidance counseling addresses needs impacting academic progress. Students and families needing extensive and regular counseling should contact the school guidance counselor for resources.**

# Child Abuse:

## Student Reporting of Alleged Sexually Inappropriate Behavior

(a) Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the Superintendent, School Director, or School Director's designee and shall submit a written report of the incident to the Superintendent, Director, or School Director's designee within 24 hours. *If the Superintendent is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Board Chair or the Chair's designee.*

(c) Any Superintendent, School Director, or School Director's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 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. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the Superintendent, School Director, or School Director's designee shall make an immediate written report to the Board Chair and the Professional Standards Commission Ethics Division.

For the purposes of this policy, "sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in OCGA §19-7-5.

# Health & Health Screenings:

**Health Care Plans**

Coweta Charter Academy recommends students who have a severe allergy, asthma, cardic condition, diabetes, seizures, or other chronic health condition that may require medication or special care during school hours collaborate with your healthcare provider to submit a Health Care Plan to the school nurse/clinic.

Students returning to school after surgery or hospitalization are required to present from their healthcare provider a "Release/Return to School" and any instructions for PE, class or activity modifications.

Students returning to school after having a having a highly contagious virus or condition, except flu, cold, or covid, are required to present from their healthcare provider a "Release/Return to School". Examples are measles, mumps, chicken pox, whooping cough, pink eye, etc.

**Hearing and Vision Screening**
Coweta Charter will test hearing and vision for all first, third, and sixth grade students. Students in non-screening grade levels who are involved in the MTSS or receive Special Education services may also receive a school-based Hearing and Vision Screening upon parental consent. Parents/guardians may opt out of all school administered health screenings.

**Scoliosis Screening**
Scoliosis screenings will be conducted with two middle school grades in accordance with state regulations. Students will receive a two-week notification of the screening schedule. Parents/guardians may opt out of all school administered health screenings.

**Head Lice Screening**
Students will be checked periodically for head lice. Students will be sent home immediately if school personnel find evidence of active lice in their hair. The student(s) may return to school after lice treatment and thorough combing has been administered, to remove lice and nits (eggs). The student(s) must first report to the school clinic before going to class to check for lice and/or nits each morning upon returning to school. If nits are still present in the student's hair, the discretion of the nurse or trained staff will determine whether to send the student home. To prevent an outbreak of head lice, parents are encouraged to examine the hair of their children weekly.

**Pink Eye Screening**
Any eye conditions that appear to be infectious must be cleared by a doctor in order for the student to return to school. The student may return after 24 hours of the antibiotic treatment, if prescribed. This is for the protection of the student and their classmates.

Parents or legal guardians can object to any examination by providing written notification to the school clinic, within one week of the examinations. All screenings shall be conducted by appropriately trained personnel and shall be completed in accordance with the schedule established by the American Academy of Pediatrics.

# Injury:

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

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

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

# Emergencies:

## Illness

The importance of regular attendance cannot be stressed enough, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 100.0 degrees or above**. For a child to return to school, he/she must be fever, diarrhea, and vomit-free for a minimum of 24 hours, without the aid of medication.** If a student becomes ill during the school day, and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school which makes it impossible to keep sick students for long periods of time. School personnel, including the homeroom teacher and school nurse, must be notified of any student's chronic illness (i.e., asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. **All parents are reminded that it is your responsibility to maintain current contact information and it should be updated immediately as changes occur.**

Students will not be permitted to take calls from parents to see how they are feeling. If necessary, the school will contact parents when it is deemed warranted.

If a student has a contagious illness or rash, please follow you health care providers directions for their care and do not allow your student to return to school until they are considered non-contagious per your healthcare providers instructions.

## Emergency Evacuation

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdown drills, extreme weather drills, and emergency response team drills to prepare us for the possibility difficult situations. Under extreme circumstances, should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. You may visit the school's website at www.cowetacharteracademy.org to receive further information. Parents will receive phone calls as soon as possible from CCA staff with information on locations and procedures for picking up their student. The media is always helpful with disseminating information regarding evacuations and procedures as well. *Please do not complicate and potentially impeding emergency personnel from addressing a serious situation by coming to the school or calling the school until you receive instructions from law enforcement or school personnel.*

**Students will only be released to the person/s identified on the Emergency Contact Card. Please bring proper identification (a picture ID) when picking up your child.**

**As part of our Emergency Preparedness Plan, we ask that you notify the office when there is a change in home/cell numbers and emails as soon as possible.**

# Medication:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician and parents of the student is forbidden. An Authorization for Medication form can be requested from the front office or

school nurse. The medication will be kept in the school nurse's office and will be administered by school nurse or trained office staff**.**

***Students are not allowed to have any medication (not even over the counter medication, Rx, or otherwise) in his/her possession without Administration Approval. If your child has severe allergies or asthma and requires immediate access to his/her epi-pen or inhaler, please contact the school nurse for the necessary accommodation consent forms.***

**Parents must pick up and drop off medicine with the school nurse. Students are responsible for coming to the school nurse at the appropriate time to ask for their medication. It is not the responsibility of the school nurse or office staff to remind the student. Please inform your child's teacher of any medication procedures.**

# Parent Teacher Cooperative (PTC):

A great portion of each child's day is spent at school; the education of the child is the joint responsibility between the home and school.

Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Cooperative (PTC).

The faculty, staff, and administration hope that all the parents will become active members supporting the school and organization.

The PTC will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items to support the school.

# Parent Volunteer Hours:

Parents are asked to volunteer a minimum of 20 service hours for one child, or 30 service hours for two or more children per family each school year (or prorated to one hour a month for students enrolling after the school year has begun).

To volunteer in classrooms, volunteers are encouraged to be part of the Volunteer Program. These programs provide an overview of acceptable practices for classroom volunteers.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops, general parent meetings, and events conducted in the school.

**Volunteer Guidelines:**

Volunteers may contact Coweta Charter Academy to offer services to assist in the educational process. Training of volunteers is the responsibility of the school administration. The school will determine the level of the volunteer's planned activities using the table below:

**Level 1**
**Level 1 volunteers** are non-district personnel who will have limited, supervised contact with students. Examples include, but are not limited to, classroom visitors, speakers, etc. At no time, are these volunteers left alone with students. Level 1 volunteers must take Mandated Reporter training and FERPA training prior to volunteering.

**Level 2**
**Level 2 volunteers** are non-district personnel who will have supervised, direct interaction with students. When Level 2 volunteers interact with students, a Coweta Charter Academy employee must be present at all times. On rare occasions or in case of an emergency, if the employee is not available to supervise, no fewer than two adult volunteers must be present with students at all times. Examples of Level 2 volunteers include parents/guardians volunteering to chaperone a field trip, classroom tutors, media center volunteers, band parents, field trip, fall fair, booster club parents, etc. Level 2 Volunteers must have a background check on file, take the mandated reporter training and FERPA training prior to their involvement with the school.

**Level 3**
**Level 3 volunteers** are non-district personnel who will have direct, unsupervised interaction with students. Written permission is required for any student to be under the supervision of a Level 3 volunteer. Examples of Level 3 volunteers include chaperones on overnight field trips and mentors who work with students outside of the supervision of school personnel. Level 3 Volunteers must have a background check on file, take the mandated reporter training and FERPA training prior to their involvement with the school.

**Requirements for Volunteers**

- **Level 1 volunteers** should sign in at the office, obtain a visitor's badge, and follow all school rules. Level 1 volunteers are required to take the mandated reporter training and FERPA training prior to involvement with students.
- **Level 2 volunteers** must adhere to Level 1 requirements, sign the Coweta Charter Academy Expectations, provide a background check, provide mandated reporter training certificate, FERPA training certificate and complete and sign the Volunteer Release Form. School staff will check the volunteers' names in the Georgia and federal sex offender registries. School administrators will have the discretion to move to Level 3 screening at any time.
- **Level 3 volunteers** must adhere to Level 1 and 2 requirements, be fingerprinted, and have a criminal background check on file prior to service. Background checks must be submitted thirty days prior for review to the event. Level 3 volunteers must be approved by school personnel and the Superintendent prior to participating in activities involving direct, unsupervised interaction with students.

**General Guidelines for All Volunteers**

- All volunteers must sign in and out of the office, obtain a visitor's badge, and wear it at all times.
- All volunteers must abide by school rules and procedures at all times.

- Additionally, Level 2 and 3 volunteers must have on file at the school the required background check information, evidence that the volunteer has completed any required training, as well as a signed copy of the Expectations of Coweta Charter Academy Volunteers and a completed Volunteer Release Form.

**Authority of School Administrators**
School administrators with justified concerns have the authority to exclude individuals from participating in volunteer activities in their schools. Volunteers, including parents, who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on the background check or sex offender registry may not participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as Parent-Teacher Organization meetings and student performances.

**Expectations of Coweta Charter Academy Volunteers**
All volunteers are expected to:

1. Sign in to obtain a visitor's badge and wear it at all times when volunteering.
2. Complete required training and report concerns accordingly.
3. Make decisions based on what is best for students in all cases.
4. Remain in sight of school personnel at all times. Utilize public spaces for tutoring and mentoring.
5. Refrain from contact with students outside of the school day.
6. Maintain honest, equitable, professional relationships with students, parents, staff members, community members, and other volunteers.
7. Observe local, state, and federal laws, policies, rules, and regulations.
8. Maintain confidentiality of privileged information.
9. Refrain from using school contacts and privileges to promote partisan politics or propaganda of any kind.
10. Comply with appropriate standards of professional conduct including, but not limited to, displaying appropriate behavior, language, and attire at all times.

# Returned Checks:

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

# Surveys:

The Georgia Department of Education as well as CCA will employ surveys throughout the year to gain valuable insight to the school operation and culture. Parents and students will have a variety of opportunities to provide feedback. Your participation is crucial so that the school can determine strengths and challenges within the school environment. You will be notified of each survey opportunity and how to access the survey for completion.

# Visitors:

Visitors, **INCLUDING PARENTS,** are ***NOT*** permitted to go to their child's classroom at any time, without prior approval from the school administration. For the safety and protection of all students, visitors (including parents) must present a valid driver's license which will be processed through the *School Pass*/*Raptor Screening System*. Parents must also sign in and out, state the purpose of the visit, and obtain a Visitor's Badge before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

# Labels:

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

# Lost and Found:

Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a child's item is lost, the child may go to the "Lost and Found" during non-instructional time periods to claim it. There are many items lost and never claimed each year. At the end of each month these items will be donated to various charitable institutions. Therefore, please label your child's personal belongings. Lost and found will be cleaned out MONTHLY.

Sweaters, jackets, and uniforms that are not labeled and in good condition will be washed and sold during our annual consignment sale or donated.

# Protection of Pupil Rights Amendment (PPRA):

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

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas** ("protected information survey"): if the survey is funded in whole or in part by a program of the U.S. Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of:** any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use:** protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, D.C. 20202

# Other Federal Policies:

## Americans with Disabilities Act

Coweta Charter Academy does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, but no later than 48 hours before the scheduled event at which assistance will be needed.

A grievance procedure is available to resolve complaints.

Upon request, this notice is available in alternative formats such as large print or Braille.
Complaints and requests for additional information may be sent to the ADA Coordinator identified below:

COORDINATOR: Angela Lassetter
ADDRESS 6675 Hwy 16 E, Senoia, GA 30276
PHONE770-727-5959
EMAIL: angela.lassetter@cowetacharteracademy.org

**ADA Grievance Process**

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and the location date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

A complaint shall be filed as soon as possible, but not later than thirty (30) calendar days after the grievant becomes aware of the alleged violation.

Within 15 calendar days after the receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, braille, or audio tape. The response will explain the position of the school and offer options for substantive resolution of the complaint.

An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by or at the direction of the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. If additional time to the 15 calendar days is needed to complete the investigation, then the complainant will be notified about the time needed to extend the school's response.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after the receipt of the response to the Governing Board. A written request for reconsideration should be sent to Governing Board Chair. Alternative means of filing for reconsideration, such as personal interviews or a tape recording of the reasons for reconsideration will be made available for persons with a disability, upon request.

Within 15 calendar days after the receipt of the appeal, the Governing Board Chair or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Governing Board Chair or his/her designee will respond in writing, and in a format accessible to the complainant, respond appropriately with a final resolution of the complaint.

All written complaints and appeals received by the ADA Coordinator and corresponding responses will be retained by the school for two years after final resolution.

# Title IX

Coweta Charter Academy does not discriminate and does not permit discrimination on the basis of sex in its employment practices, educational programs, or other activities that it operates.
The following person has been designated to serve as the Title IX coordinator for the purposes of receiving complaints and coordinating the school’s response to all allegations involving possible sexual harassment under this policy:

NAME: Pam Alfieri
ADDRESS: 6675 Hwy 16 E, Senoia, GA 30276
PHONE NUMBER: 770-727-5959
EMAIL ADDRESS: pam.alfieri@cowetacharteracademy.org

Any person may report sex discrimination, including sexual harassment as defined by this policy, (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), to the Title IX Coordinator in person, by mail,

by telephone, by electronic mail, or through other means specified by the School. Reports may be made at any time, including during non-business hours.

For the purposes of this policy, "sexual harassment" is defined as conduct on the basis of sex that satisfies one or more of the following:

1) An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (quid-pro-quo); or
2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3) "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined by federal law.

The Coweta Charter Academy Title IX Sexual Harassment Policy and Formal Grievance Process are available for review on the school website or upon request in the front office.

# Non-Discrimination Notices

**NON-DISCRIMINATION POLICY**

Coweta Charter Academy shall not discriminate in their enrollment, educational programs, activities, or employment practices based on race, color national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Information relative to special accommodation, grievance procedure and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting:

Angela Lassetter, Superintendent at angela.lassetter@cowetacharteracademy.org or calling 770-727-5959.

CCA is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. CCA complies with the following laws:

**NON-DISCRIMINATION**

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II, Sec 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, The Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001)

The Coweta Charter Academy (CCA) Board of Directors is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying.

In accordance with federal and state laws and local policy, the CCA Board of Directors prohibits the acts of discrimination, harassment, intimidation, bullying, and exclusion towards any individual on the basis of the individual's actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, alienage, veteran status, parental status, family status, or marital status in admission or access to its programs, facilities, services, activities, employment opportunities, or any aspect of operations. CCA provides equal access and opportunity to the Boy Scouts of America and other designated (outside) youth or community groups to meet on school premises or in school facilities, and prohibits discrimination, harassment, intimidation, bullying, and exclusion towards any individual or group officially affiliated with the Boy Scouts of America or other designated (outside) youth groups listed in Title 36 of the United States Code as a patriotic

society.

If students and/or parents have concerns, then they should bring such concerns, in writing, to the attention of their grade band principal. If employees have concerns, then they should bring such concerns, in writing, to the attention of their immediate supervisor. The following persons have been designated to handle inquiries and concerns regarding the Board's non-discrimination policies:

**Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, or national origin.

**Title IX of the Education Amendments of 1972** prohibits discrimination on the basis of sex. Title IX also prohibits gender- based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**The Age Discrimination Act of 1975** prohibits discrimination on the basis of age.
**Title II of the Americans with Disabilities Act of 1990** prohibits discrimination on the basis of disability, and **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination on the basis of disability.

CCA has designated the following individual to investigate alleged violations of **Title VI**, **Title IX**, **Age Discrimination Act, Title II of the Americans with Disabilities Act of 1990,** and **Section 504 of the Rehabilitation Act of 1973:**

Angela Lassetter, Superintendent
angela.lassetter@cowetacharteracademy.org
Office: 770-727-5959 Fax: 770-727-5949

Coweta Charter Academy also complies with **the Individuals with Disabilities Education Act ("IDEA")**. CCA has designated the following individual to investigate alleged violations of **Individuals with Disabilities Education Act ("IDEA"):**

Sequoia Swinger, Special Education & Instructional Support Services Administrator
sequoia.swinger@cowetacharteracademy.org
Office: 770-727-5959 Fax: 770-727-5949

**Under the Boy Scouts of America Equal Access Act,** no public elementary school or state or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

The following individual has been designated to investigate alleged violations of the **Boy Scouts of America Equal Access Act**:

Angela Lassetter Superintendent
angela.lassetter@cowetacharteracademy.org
Office: 770-727-5959 Fax: 770-727-5949

**REPORTING DISCRIMINATION**
Any person who believes that he or she has been the victim of discrimination should report the alleged discrimination within thirty (30) days of the occurrence by:
• Email
• Fax

• Telephone
• Sending a letter by mail
• Filing a complaint in person

Once a complaint has been made, designated personnel will begin an investigation, track progress, and determine whether the alleged conduct constitutes a violation of Title VI, Title IX, Title II, Section 504, the Age Discrimination Act, or the Boy Scouts Equal Access Act, and take appropriate action.
Discrimination complaints may be submitted to the CCA Superintendent by email, telephone/fax, mail, or in-person.

*STUDENT COMPLAINTS:*
Angela Lassetter CCA Superintendent angela.lassetter@cowetacharteracademy.org
Office: 770-727-5959 Fax: 770-727-5949
6675 E. Hwy 16
Senoia, GA 30276

*PERSONNEL COMPLAINTS:*
Angela Lassetter CCA Superintendent
angela.lassetter@cowetacharteracademy.org
Office: 770-727-5959 Fax: 770-727-5949
6675 E. Hwy 16
Senoia, GA 30276

For further information from the Office of Civil Rights (OCR) on notices of non-discrimination, call 1-800-421-3481 or visit https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area.

# COWETA CHARTER ACADEMY ACCEPTABLE USE POLICY (computers and internet)

The purpose of Coweta Charter Academy's acceptable use policy is to provide the procedures, rules, guidelines, and code of conduct for using technology and the information network at Coweta Charter Academy.

## Definition

"Information Network" is any hardware and software configuration connecting users. The network includes all the computer hardware, operating system software, application software**,** and stored files. This includes but is not limited to electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, portable/hand-held devices, and new technologies as they become available. This acceptable use policy also governs standalone workstations. In addition to hardware and software, CCA protects students' personally identifiable information. The DOE defines Personal Identifiable Information (PII) as "Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means."

Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or

(ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Information permitting a specific individual's physical or online contact is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media."

# Introduction

Coweta Charter Academy provides resources for teaching and learning, collaboration, communication services, and business data services by maintaining access to local, regional, national, and international sources of information.

Coweta Charter Academy information resources will be used by staff and students following the policies and regulations established by Coweta Charter Academy. These procedures do not attempt to articulate all required or prescribed behavior by its users.

Successful network operation requires the following:

1. All students conduct themselves in a responsible, decent, ethical, and polite manner while using the network.
2. The Student is ultimately responsible for their actions in accessing network services inside and outside of the Coweta Charter Academy network while using Coweta Charter Academy loaner equipment.
3. The Student is solely responsible for all resources issued or assigned to them. This includes equipment as well as login/specialized access information. In addition, any personal equipment used to access the Internet or other Coweta Charter Academy resources is subject to the same rules and regulations outlined in this policy.
4. Coweta Charter Academy monitors all Internet and local network activity.
5. Disciplinary action will be taken for anyone abusing or misusing technology resources.

# Disclaimer

Access to computers and people worldwide also comes with the availability of materials that may not be considered educational value in the school setting. On a global network, it is impossible to control all materials, and a diligent user may discover controversial information. Coweta Charter Academy maintains and monitors the use of filters for Internet content. Coweta Charter Academy firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may obtain materials inconsistent with the educational goals of Coweta Charter Academy.

# Guidelines

1. Access to the networks and the information technology environment within Coweta Charter Academy is a privilege and must be treated as such by all users of the network and its associated systems.
2. Coweta Charter Academy systems will be used for research, education, and school-related business and operations.
3. Any system which requires password access or for which Coweta Charter Academy requires an account may only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. All communications and information accessible via Coweta Charter Academy systems should be treated as the property of Coweta Charter Academy.

5. Coweta Charter Academy monitors all Internet and local network activity, including individual actions and activity.

# Unacceptable Uses

Coweta Charter Academy has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user does the following:

1. Violates such matters as institutional or third-party copyright, license agreements, or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Copies or reproduces any licensed software on Coweta Charter Academy computing equipment, except as expressly permitted by the specific software license. Unauthorized use of the software is regarded as a serious matter, and any such use is without the consent of Coweta Charter Academy.
3. Installs unauthorized software or applications on Coweta Charter Academy computers.
4. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, the distribution of unsolicited advertising.
    i. Propagation of computer worms or viruses.
    ii. Distribution of quantities of information that overwhelm the system (for example, "chain letters," "network games," or "broadcasting" messages).
    iii. Utilization of the network to make unauthorized entry into any resources accessible via the network**.**
5. Seeks to gain or gain unauthorized access to information resources, obtains copies of, modifies files or other data, or gains and communicates passwords belonging to other users.
6. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by pretenses, promises, or representations.
7. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information, its operation, and/or information resources, whether on stand-alone or networked computers.
8. Invades the privacy of individuals or entities.
9. Uses the network for commercial or political activity.
10. Uses the network to store, distribute, or access materials inappropriate to the Coweta Charter Academy setting.
11. Uses Coweta Charter Academy systems to compromise its integrity ("hacking" software).
12. Submits, publishes, or displays defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or public or private messages.
13. Uses Coweta Charter Academy systems for illegal, harassing, vandalizing, inappropriate or obscene purposes or in support of such activities. Illegal activities will be defined as violating local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual with the following purposes or effects.
    i. Creating an intimidating, hostile, or offensive environment.
    ii. Unreasonably interfering with an individual's work or school performance.
    iii. Interfering with school operations.

14. Vandalism is any attempt to temporarily or permanently harm or destroy an operating system, application software, data, or hardware.

Coweta Charter Academy reserves the right to do the following:

1. Monitor all activities on Coweta Charter Academy equipment and networks by any user
2. Determine whether specific network uses are consistent with this acceptable use policy.
3. Log network use and monitor storage disk space utilization by users.
4. Deem what is appropriate use based on the requirements of the law, this policy, and Coweta Charter Academy's legitimate pedagogical concerns.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy and suspend any accounts during an investigation of possible violations of this policy.
6. Cooperate fully with any investigation concerning or relating to Coweta Charter Academy.

# Coweta Charter Academy Responsibilities

Coweta Charter Academy will do the following:

1. Respect and enforce copyright laws and regulations.
2. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of the individual and Coweta Charter Academy files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
3. Attempt to provide error-free and dependable access to technology resources associated with Coweta Charter Academy. However, Coweta Charter Academy cannot be held liable for any information lost, damaged, or unavailable due to technical or other difficulties.
4. Thoroughly investigate alleged misuse of the Internet and/or Coweta Charter Academy before the permanent denial of access to Coweta Charter Academy resources.
5. Conduct assessments of inappropriate sites.
6. Monitor student Internet activities to ensure students and employees are not accessing inappropriate sites. The school Coweta Charter Academy will use technology protection measures to protect students and employees from improper access.
7. Expect all students using Coweta Charter Academy resources will be monitored by an adult(s).
8. Report child pornography to law enforcement. Coweta Charter Academy and school technical support staff working with any computer or portable device and coming across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the computer's owner or person.

# Disciplinary Action

This acceptable use policy applies to any Coweta Charter Academy community member and refers to all information resources, whether individually controlled, shared, stand-alone, or networked. Disciplinary action, if any, for students, staff, and other users will be consistent with Coweta Charter Academy's standard policies and practices.

Where external networks are used, policies governing such use are also applicable and must be adhered to. Violations can cause revocation of access privileges, suspension, or permanent removal of access to Coweta Charter Academy resources, another school disciplinary action, and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

Any user who violates the terms of this policy or otherwise misuses the Internet and/or technology to access or send inappropriate material will be subject to disciplinary action up to and including for

students: removal of access, suspension, or withdrawal.

Violations of the laws of the United States or the state of Georgia also may subject the user to criminal prosecution.

# Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than appropriate behavior in all other aspects of Coweta Charter Academy activities. All users must use Coweta Charter Academy technology resources legally, responsibly, ethically, and politely. A student who knowingly violates any portion of the Code of Conduct Expectations will be subject to suspension of access and/or revocation of privileges on the Coweta Charter Academy's system and will be subject to disciplinary action under the Coweta Charter Academy Parent and Student Handbook.

1. Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior, including professional etiquette. Improper use of Coweta Charter Academy technology resources is prohibited, including but not limited to the following:
    i. Using racist, profane, pornographic, sexually-oriented, or obscene language or materials.
    ii. Attempting to send or sending anonymous messages of any kind.
    iii. Using the network to access inappropriate and/or harmful materials.
    iv. Bypassing Coweta Charter Academy's security measures to access sites filtered on the Coweta Charter Academy network.
    v. Encrypting communications to avoid security review or monitoring by the system administrator.
    vi. Misusing the network to provide addresses or other personal information that others may use.
    vii. Purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or
    abuse another (i.e., individual or group).
    viii. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail is prohibited.
    ix. Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by Coweta Charter Academy policy or guidelines.
    x. Communicating with other students outside of class using platforms such as, but not limited to, Google Docs, Google Slides, social media, and online communication forums.
2. Students will use the technology resources positively and responsibly, promoting creativity & innovation, collaboration, communication, critical thinking & problem-solving. Improper use of Coweta Charter Academy's technology resources is prohibited, including but not limited to the following:
    i. Using the network for political activity, financial gain, or commercial activity.
    ii. Attempting to harm or harming equipment, materials, or data.
    iii. Changing any computer configurations and/or settings.
    iv. Installing software, including freeware and file-sharing services.
    v. Deliberate attempts to degrade or disrupt system performance may be viewed as violating Coweta Charter Academy guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the

uploading or creating of computer viruses, malware, or spyware.

vi. Streaming media, such as radio, games, video, etc., for non-educational purposes

vii. Proxy sites - Attempting to bypass, or bypassing, the filtering device by using sites such as but not limited to proxy sites on Coweta Charter Academy's electronic communications system. Examples include but are not limited to chat rooms and video conferencing tools.

viii. Running security programs or utilities that reveal or exploit weaknesses in the security of a system, such as a password cracking programs, packet sniffers, port scanners, or any other non-approved programs on Coweta Charter Academy technology resources.

3. Students will understand the negative impact of inappropriate technology use, including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of software, music, video, and other media.
4. Students will log in to the Coweta Charter Academy network using their login credentials. Account information and passwords, or similar information used for identification and authorization, must be kept private. Passwords should not be written down and left in a location where others may find them. The individual in whose name a system account is issued will always be responsible for its proper use.
5. To help preserve both privacy and security, neither still photography nor video capturing is allowed in person nor virtual school environments unless directed by a member of a faculty member to meet an educational goal or approved by an authorized member of the administration, faculty, or staff. Both behavioral and legal action may be taken against individuals not respecting these privacy and security rights.
6. Students will use technology resources cautiously to maintain security and prevent damage.
7. Students are asked to conserve Coweta Charter Academy technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not: degrade the performance of Coweta Charter Academy technology resources (i.e., streaming video, streaming audio, and Internet radio); deprive an authorized Coweta Charter Academy user access to a Coweta Charter Academy resource, obtain extra resources beyond those allocated; circumvent Coweta Charter Academy computer security measures.
8. Creative Credit and Copyright. Students have the right to protect their creative works. Students must exercise academic integrity. Failure to cite ideas or work independently will result in adverse academic and behavioral action. Academic Integrity protects against the following:
9.

i. ***Cheating*** is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; unauthorized access to teacher's editions or answer keys. Cheating also includes using technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.

ii. ***Double Assignments*** are also a form of cheating. This assignment is used to fulfill the requirements of more than one course without prior approval from all involved instructors.

iii. ***Colluding*** allows one's work to be copied or submitted by another student. This applies to individual and group work, where the students are given individual grades. It also applies to work transferred electronically and submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

iv. ***Plagiarizing*** is the act of presenting the ideas or works of another person as one's own. This includes giving information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. This also includes the use of Artificial Intelligence (AI) tools to generate products and submit them for a graded assignment. All graded written assignments must include properly cited resources. Consult your instructor or the school links for appropriate citation practices. All assignments submitted to instructors should contain the correct citation. Plagiarism occurs when a student does one of the following: 1) fails to cite borrowed, quoted, or paraphrased material, even by accident; 2) deliberately intends to deceive through lack of citation; 3) uses strings of words from a cited source without indicating these words are not his own (attempted paraphrase without quotations, even if there is a correct citation).

1. Carelessly or inaccurately citing quoted or paraphrased material is not plagiarism. This type of error is attributed to style or formatting. For example, if you submit an ALA works cited instead of an APA, then this is an inaccurate citation. You may lose style or formatting points; however, it is not plagiarism.

# Digital Rights

At Coweta Charter Academy (CCA), we work hard to ensure the following digital rights for all students.

1. Each student shall have access to current, updated, and fully functioning technologies to be used in the learning process.
2. Each student shall be given access to their Coweta Charter Academy (CCA) username and password.
3. Each student shall be taught to access resources such as Gmail and Google Drive and learning management system (LMS) accounts connected to their Coweta Charter Academy account.
4. Each student shall be allowed to attend classes led by teachers who blend technology into learning and assessment activities.
5. Each student shall be offered ongoing workshops and educational opportunities to better blend technology into the learning process.
6. Each student can use online collaborative tools in the learning process.
7. Each student shall enjoy an educational experience free from cyberbullying, harassment, or threats.

# Loaner Equipment Issuing and Returns

## Equipment Request

The enrolling legal guardian can request one (1) loaner student PC/Chromebook for each enrolled student. The legal guardian may contact the Technology Manager to change an equipment request on the enrollment application.

## Equipment Troubleshooting and Replacements

All technical issues with CCA-provided equipment must be reported to SCA Support by email at support@cowetacharteracademy.org or by phone at 404-334-4790 ext.8. If a replacement is deemed necessary during troubleshooting with an SCA Solutions Engineer, a replacement device will be provided at the school or shipped to the primary address on file with CCA. Please return prior defective devices, equipment assigned to withdrawn students, and/or curriculum-based equipment from a prior school year to ensure the timely replacement of the device.

## Equipment Returns

When equipment is received, please keep all boxes for future returns, if applicable. Returns can be completed by returning the device to the front desk or emailing the Technology Manager at support@cowetacharteracademy.org to request a prepaid UPS return shipping label or a courier pickup. All courier pickups (within Georgia) are subject to approval. Your courier request must include the correct pickup address and best contact phone number. To avoid invoicing, all equipment is expected to be returned within two (2) weeks of the delivery date of the new equipment. Failure to return your equipment during that time will result in invoicing with the potential to be deferred for collections. All devices must be returned or paid for in full. If outstanding equipment is sent to collections, families will be responsible for the cost of the equipment, plus the 25% collections fee.

# Loaner PC or Chromebook Program Responsibilities and Expectations

*Students*:

1. Are required to abide by the Acceptable Use Policy.
2. Will receive a PC or Chromebook, when requested, as an educational tool, and it should only be used in that capacity. They are responsible for the care of the PC or Chromebook issued to them, whether in or out of school.
3. Ensure the PC or Chromebook is charged and ready for use every day.
4. Have a power cord and PC/Chromebook bag and carry the P:C/Chromebook in the school-issued bag. If the power cord or bag is lost, damaged, or stolen, the student will pay for a new one.
5. Will lose PC/Chromebook privileges if the student is responsible for any vandalism, hacking, network disruption, or any actions that disable, damage, or negatively affect the PC/Chromebook or any CCA systems in any way.
6. Will only use software permitted and installed by the Coweta Charter Academy.
7. Acknowledge there is no expectation of privacy with files stored on the computers or with websites visited with the PC/Chromebook. The school, Coweta Charter Academy has the right to monitor PC/Chromebooks and/or block access to applications and websites.
8. Will NOT loan/borrow PC or Chromebook, power cord, or bag to/from other students and will NOT share usernames and passwords.
9. Will NOT deface PC/Chromebook by marking or placing stickers on all surfaces.
10. Will report damages **immediately** to Southeastern Computer Associates Support orv the Technology Manager.
11. Will return the PC/Chromebook, printer (if applicable), hotspot (if applicable), Zoomy (if applicable), bag, and power cord if a student fails to show up after enrollment, graduates, transfers, and/or is withdrawn from the school. If needed, a return label and box will be provided, so our families incur no additional expense. All school equipment must be returned in good condition within two (2) weeks of graduation or withdrawal.
12. Please return school property upon request to avoid families being invoiced. Unpaid invoices will result in CCA contacting collections agencies and/or filing police reports. If deferred to collections, a fee of up to 25% may be assessed due to failure to return loaner equipment at the time due.

# Loaner PC or Chromebook Program Warranty and Damage Protection Information

*Warranty Information,*

The manufacturer's warranty covers all PC/Chromebooks for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage determined to be accidental and/or the result of negligent use or treatment. It also does not cover outright loss or damage of the PC/Chromebook, power cord, or batteries through inattention or negligence.

*Negligence*

Warranty coverage and damage insurance do not cover damages caused by negligent use/treatment, nor do they protect the power cord, battery, or laptop bag. **When the administration determines that negligent actions caused damage, the student or parent/guardian will be responsible for all costs.** Negligence is defined as the lack of care for the device that results in damage. For example, dropping the device would be considered an accident, whereas leaving the device in your car is negligence. A temporary computer will be provided when a deposit, not to exceed the cost of the device, is received from the Legal Guardian or Parent.

*Reporting Procedure*

Damage must be reported immediately to Southeastern Computer Associates Support or the Technology Manager. If the damage is determined to be accidental, a damage claim will be processed, and an invoice will be sent to the parents. A replacement PC/Chromebook will be provided. A police report must be filed to process a theft claim.

# CCA FY25 Handbook Acknowledgement & Agreement

Dear Parent(s) and Guardian(s),

Please this page and return it to your child's Homeroom Teacher.

Thank you,
Angela Lassetter
Superintendent

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# Student Uniform Dress Code

**CCA has partnered with J&R Uniforms and Land's End Uniforms to supply our student uniforms. All uniform pieces, including khaki and navy pieces, must be purchased through these vendors.**

**Logos or monograms will be applied to all uniform pieces, so uniform pieces ***MUST*** be purchased through the school's approved vendor. Clothing worn to school without the monogram or logo will not meet dress code requirements. This is to ensure that colors, design, style, and fit are consistent for a uniform appearance among all students. Also, all pieces are made wrinkle and shrink resistant for easier care and better student presentation.**

**IMPORTANT NOTE: CCA has decided that the 2024-2025 school year will be a transitional year for uniforms and will allow students to wear uniforms purchased during previous years that still fit (jackets, polo shirts, etc). This is to provide a grace period to those parents that recently purchased Coweta Charter Academy uniforms so that they will not incur an unnecessary expense for the current school year.**

**VERY IMPORTANT: If purchasing online, ORDER USING SIZE CHARTS PROVIDED THROUGH THE VENDOR.**

**For specific functions/events the school will require students to wear specific uniform pieces. BELOW ARE THE REQUIRED UNIFORM PIECES THAT ALL STUDENTS MUST HAVE:**

1) **WHITE OXFORD SHIRT *or* WHITE PETER PAN BLOUSE**
2) **Grades K-4 RED Full Zip or 1/4 Zip Light Weight Jacket, Sweater, or Cardigan**
3) **Grades 5-8 NAVY Full Zip or 1/4 Zip Light Weight Jacket, Sweater, or Cardigan**
4) **Grades K-4 RED Polo**
5) **Grades 5-8 NAVY Polo**
6) **Grades 5-8 APPROVED PLAID or NAVY Tie**
7) **Grades K-5 P.E. Athletic Shirt & Shorts and/or track suit**
8) **Grades 6-8 P.E. Athletic Shirt & Shorts and/or track suit (***Note: P.E. attire is only required if the Grades 6-8 student is planning to take P.E. as a middle school elective***)**

Students are expected to wear the CCA uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

A School Director or the Superintendent shall determine whether any particular mode of dress, grooming, and/or accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness.

***Students are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after school activity that requires non-uniform clothing***.

CCA will contact the parents/guardians of students that are in violation of the school's dress code policies, so that they can bring an appropriate change of clothing to the school**.** Students in violation of dress code policies will be seated in the front office until an appropriate change of clothing is received for the student to change into. **Inappropriate attire jeopardizes the instructional climate and will not be accepted.**

# DRESS CODE GUIDELINES FOR CLARIFICATION ARE AS FOLLOWS:

**1. Uniforms must be worn properly at all times while at CCA:**

a. Students must be in complete uniform when they arrive at CCA. All shirts must be tucked in shorts, pants, or skorts. Belts must be worn with all pants and shorts with belt loops. Belts are not required for Kindergarten through 2nd grade students. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.

b. Students must remain in full uniform until after they leave CCA. Shirts must remain tucked in – even after school, until they leave the school campus.

**2. Shoes, Shoelaces, & Socks/Hosiery:**

a. Shoes must be closed toed shoes or boots, only solid black, solid brown, solid red, or solid navy in color, OR athletic/tennis shoes in red, navy, black, or white. Athletic shoes must be predominately red, navy, black or white with no designs ...small logos are fine (i.e. Nike swoosh). No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted. **Shoes must be worn at all times**.

b. An emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe.

c. Flip-flops, Crocs, Slippers, Clogs, open-heeled shoes, and high-heeled shoes are not permitted

*d.* Heels on shoes may not be higher than one (1) inch. *Special Event Exception Note: Dress shoes for dances, picture days, or other school events may not have heels exceeding two (2) inches.*

e. Character, Sparkly (Glitter/Rhinestones), and Roller ("Wheelies") shoes are not permitted. Note: Kindergarten through 2nd grade students ARE ALLOWED to wear character shoes.

f. Shoelaces must be solid brown, black, navy, red, or white.

g. Socks, Tights, Stockings, or Hosiery MUST be worn with shoes. SEE ACCESSORIES FOR SPECIFIC DETAILS

**3. Pants or Shorts:**

a. Pants and shorts in khaki or navy. Must be purchased through the CCA approved uniform vendor. These will have the school initials on them. 3rd through 8th grade pants and shorts have belt loops. A belt must be worn at all times with pants and shorts that have belt loops. If a belt is required, it must pass through all the loops and be fastened appropriately. Kindergarten through 2nd grade students' shorts and pants may not have belt loops, so they are not required to wear belts.

- Pants and shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Shorts must be no shorter than two (2) inches above the knee and not longer than the top of the knee when standing. Capri style pants are not acceptable. Pants or shorts must not be overly form-fitting. Students wearing the top of their pants or shorts below their waist will be given a ***Disciplinary Referral Form*** for improper exposure and required to adjust their uniform.

b. P.E. Athletic Shorts in navy (permitted only during P.E. or approved physical activity). Must be purchased through the CCA approved uniform vendor and have the CCA monogram. These are the only athletic shorts that may be worn for P.E. and/or approved school physical activities. Shorts may not be rolled up or folded up. Students wearing the top of their shorts below their waist will be given a **Disciplinary Referral Form** for improper exposure and required to adjust their uniform.

c. P.E. Athletic Pants in navy (permitted only on P.E. days or for approved physical activity). Must be purchased through the CCA approved uniform vendor and have the CCA monogram. These are the only athletic pants that may be worn for P.E. and/or approved school physical activities. The athletic pants match the P.E. Athletic Jacket. Pants may not be rolled up or folded up. Students wearing the

top of their pants or shorts below their waist will be given a **Disciplinary Referral Form** for improper exposure and required to adjust their uniform.

**4. Jumpers (Kindergarten through 4th grade only):**

a. Jumpers in khaki, navy, and the approved plaid are permitted for grades Kindergarten through 4th. Must be purchased through the CCA approved uniform vendor. The jumpers will have the school logo on the front. The jumper's bottom hem must at least align with the tip of your middle finger when arms are at your side. Modesty Shorts (purchased through uniform vendor), bike shorts, or a cheerleading short in navy or red MUST be worn with all jumpers. Shorts must be worn even if the student is wearing tights. If the jumper is too short or the student does not wear shorts under their jumper, the student will be given a ***Disciplinary Referral Form*** for improper exposure and parents will be called to bring shorts or other clothes to the school.

b. Pants, jeans, pajama bottoms, or other apparel ***may not*** be worn under the jumper. For modesty purposes, shorts MUST be worn under the jumpers, however, long pants, jeans, pajama bottoms, or other apparel showing below the jumper are not permitted. (Note: If preferred, leggings in red, navy, or white are permitted in place of shorts under jumpers for K-4th grade students.

**5. Polo Dresses (Kindergarten through 4th grade only):**

a. Polo dresses in red or navy are permitted for grades K – 4th. Must be purchased through the CCA approved uniform vendor. These may have short or long sleeves. The dresses will have the school logo on the front. The dress's bottom hem must at least align with the tip of your middle finger when arms are at your side. Modesty Shorts (purchased through uniform vendor), bike shorts, or a cheerleading short in navy or red MUST be worn with all dresses. Shorts must be worn even if the student is wearing tights. If they are too short or the student does not wear shorts under their dress, the student will be given a ***Disciplinary Referral Form*** for improper exposure and parents will be called to bring shorts or other clothes to the school.

b. Pants, jeans, pajama bottoms, or other apparel ***may not*** be worn under the jumper. For modesty purposes, shorts MUST be worn under the dresses, however, long pants, jeans, pajama bottoms, or other apparel showing below the dresses are not permitted. (Note: If preferred, leggings in red, navy, or white are permitted in place of shorts under dresses for K-4th grade students.

**6. Skorts (skirts with attached shorts):**

a. Skorts (skirts with attached shorts) in khaki, navy, or the approved plaid are permitted for grades K – 8th. Must be purchased through the CCA approved uniform vendor. These will have the school initials embroidered on them. Skorts must not be rolled or folded at the waistband.

b. Skirts are not permitted, unless as allowed in item c. below.

c. A calf or ankle length skirt in khaki or navy is available through a special vendor for students in grades 5-8 concerned with more coverage for modesty or religious reasons. Please contact Ms. Lassetter for how to special order this uniform piece. These will have the school initials embroidered on them.

**7. Shirt Options:**

a. Oxford Shirts in white or light blue. Must be purchased through the CCA approved uniform vendor. Shirts may either be short sleeve or long sleeve with CCA school initials or logo on the pocket. All shirts and blouses must be tucked in (front and back; able to see the entire belt/entire waistband) at all times to the short, pants, or skort the student is wearing.

- NOTE: Oxford Shirts, if not wearing a tie, must be worn buttoned up to second from top.

b. Blouses with a Peter Pan collar in white (permitted for K through 4th grade girls only.) Must be purchased through the CCA approved uniform vendor. Blouses may either be short sleeve or long sleeve with the CCA school logo or initials. All shirts and blouses must be tucked in (front and

back; able to see the entire belt/entire waistband) at all times to the short, pants, or skort the student is wearing.

- NOTE: Blouses, if not wearing a tie, must be worn buttoned up to second from top.

c. Polo Knit Shirt in *pique, smooth, or performance fabric (quick dry material)* in red, navy, or white. Must be purchased through the CCA approved uniform vendor. These knit shirts are short or long sleeve with the school logo. All knit shirts must be tucked in (front and back; able to see the entire belt/entire waistband) at all times to the short, pants, or skort the student is wearing.

- NOTE: Polo knit shirts must have at least have the bottom button buttoned at all times.
- Grades K - 4th – RED Only
- Grades 5th – 8th – NAVY or WHITE Only

d. Turtle Neck or Mock Turtle Neck shirts in red, navy, or white. These shirts are long sleeve. If the student wears the turtle neck or mock turtle neck as their main outermost top garment it MUST be purchased through the CCA approved uniform vendor and have the school logo embroidered on it. If the student wears the turtle neck or mock turtle neck *UNDER* a pullover sweater or jumper, then it is not required to have the school logo as the outer garment will have the logo embroidered on it – in these cases it may be purchased from anywhere. All shirts must be tucked in (front and back; able to see the entire belt/entire waistband) at all times to the short, pants, or skort the student is wearing. For grades 5-8, these may only be worn under a sweater or sweatshirt.

- Grades K-4 RED Only – if worn as main outermost top garment
- ALL Grades may wear RED, NAVY, or WHITE if it is worn under a pullover sweater or jumper

e. P.E. Crewneck Sweatshirt in gray, red, or navy (permitted only during P.E. or approved physical activity). Must be purchased through the CCA approved uniform vendor. Sweatshirts are long sleeve with the school monogram and are the only sweatshirt that may be worn for P.E. and/or approved school physical activities.

- Grades K - 4th – RED or GRAY Only
- Grades 5th – 8th – NAVY or GRAY Only

f. P.E. Short Sleeve Shirt in gray, red, or navy (permitted only during P.E. or approved physical activity). Must be purchased through the CCA approved uniform vendor. These shirts are short or long sleeve with the school monogram and are the only shirt that may be worn for P.E. and/or approved school physical activities.

- Grades K - 4th – RED or GRAY Only
- Grades 5th – 8th – NAVY or GRAY Only

g. CCA Spirit Wear and Academic Team Shirts or Sweatshirts are purchased through the school. Spirit Wear and Academic Team Shirts must be tucked in (front and back; able to see the entire belt/entire waistband) at all times to the shorts, pants, or skort the student is wearing. Spirit Wear and Academic Team Shirts can be worn ONLY on approved days.

**8. Sweaters, Cardigans, Half-zip Pullover, Full-zip Jackets, and Athletic Jackets:**

a. Sweaters, Cardigans, and Sleeveless Sweater Shells in navy, red, or white. Must be purchased through the CCA approved uniform vendor. All sweaters and cardigans have the school logo. The sweaters are v or crew neck pullovers and the cardigans have buttons down the front. Both the sweaters and cardigans require that the student must still be wearing a CCA shirt underneath – the sweaters or cardigan cannot be worn alone as a top. Sweaters and cardigans may not be worn tied around the waist or shoulders.

- Grades K - 4th – RED Only
- Grades 5th – 8th – NAVY Only

b. Quarter-Zip Pullover *or* Full Zip Lightweight Jacket in navy or red. Must be purchased through the

CCA approved uniform vendor. The Pullover or Jacket has the school logo. The pullover or jacket requires that the student must still be wearing an CCA shirt underneath – the pullover or jacket cannot be worn alone as a top. The pullover or jacket may not be worn tied around the waist or shoulders.

- Grades K – 4th RED Only* (*for the 24-25 school year, navy jackets with the old logo are permitted)
- Grades 5th - 8th NAVY Only

c. P.E. Athletic Jacket in navy (permitted only on P.E. days or approved physical activity). Must be purchased through the CCA approved uniform vendor. This jacket has the school logo. This is the only jacket approved for P.E. and/or approved school physical activity. It matches the P.E. Athletic Pants. The student must still wear a CCA P.E. shirt underneath – *the athletic jacket cannot be worn alone as a top*. The athletic jacket may not be worn tied around the waist or shoulders. The athletic jacket may only be worn with the P.E. Shorts or P.E. Pants.

**9. Accessories:**

a. Belts must be solid leather, braided leather, or fabric in the solid colors of black, brown, red, navy, or white. Belts MUST be worn with all pants and shorts that have belt loops. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the "end" of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student's pants or shorts from sagging below the waist. Kindergarten through 2nd grade students are not required to wear belts.

b. Socks should only be solid white, solid khaki, solid red, solid navy, or solid black. Brightly colored or printed socks will not be permitted. Socks styles may be no show, fold down, crew, or knee socks. Over-the-knee- socks are not permitted.

c. Tights must be solid white, navy, khaki, or red. Tights must cover the full length of the student's legs and feet. Leg warmers and leggings** are not permitted. (**K-4th grade students may wear leggings in solid white, navy, or red with jumpers instead of tights.)

d. Stockings or hosiery must be white, navy, or match the student's natural skin tone. Hosiery must not be patterned and must be footed. Stockings or hosiery must cover the full length of the student's legs and feet. Thigh high hosiery is not permitted. Leg warmers and leggings are not permitted. No-show footlet hosiery may be worn with ballet flats.

e. Ties in navy or the approved Plaid. Must be purchased through the CCA approved uniform vendor. Ties are available in three styles: pre-tied, self-tie, and cross tie (girls). Ties may be worn with oxford shirts and peter pan collared blouses.

f. Hair Accessories. These must coordinate with the school colors of red, navy, white, approved Plaid, and/or khaki. Gold and silver may also be worn. All hair accessories should be appropriate for school and not attract undue attention or pose a safety risk.

g. Head Scarves may be worn for religious observance only. These must coordinate with the school colors of navy, red, white, approved Plaid, and/or khaki. They should be appropriate for school and not attract undue attention.

h. Jewelry should be appropriate for school and not attract undue attention or pose a safety risk. Jewelry should coordinate with the school uniform. Long dangling earrings are not permitted for safety reasons.

i. **Smart Watches ARE NOT allowed. These are prohibited at all times and should be left at home.**

**Miscellaneous Guidelines:**

a. Clothing should be neat, clean, and wrinkle-free.

b. Clothing with rips, tears, holes, and/or frayed edges is considered inappropriate for school.

c. Clothing may not be worn inside out or backwards.

d. Proper undergarments/ foundational garments are required at all times. (i.e. boxers, briefs, underwear, panties, bras, camisoles, etc. as is applicable) Undergarments must not be exposed.

e. Athletic outfits are not permitted in the school building, except for days that P.E. classes are scheduled and on Dress Down Days provided they fall within the Non-uniform Apparel Code requirements. Only the approved P.E. Athletic Uniform may be worn in place of the regular school uniform for P.E. and/or for other approved school physical activities.

    i. Kindergarten through 4th grades may wear their P.E. uniform to school on the days they are scheduled to have P.E. class. Note: Students are allowed to wear their regular school uniform to P.E. classes, as well. Students WILL NOT be permitted to change clothes (dress out) at school.
    ii. 5th grade may wear their P.E. uniform everyday as they shall be scheduled to have P.E. classes five (5) days a week. Note: Students are allowed to wear their regular school uniform to P.E. classes. Students WILL NOT be permitted to change clothes (dress out) at school.
    iii. 6th, 7th, and 8th grade students may wear their P.E. uniform everyday IF they have chosen P.E. as an elective. These students will have P.E. classes five (5) days a week. Note: Students are allowed to wear their regular school uniform to P.E. classes, as well. Students WILL NOT be permitted to change clothes (dress out) at school.

f. Hats, caps, visors, curlers, head scarves (other than for religious reasons), bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, gloves, leg warmers, arm warmers, and hooded garments are not to be worn during school hours and/or at afterschool activities.

g. Outdoor coats are not to be worn in the school building. They are only to be worn outside and must be removed once a student is in the building and stored away in a place designated by their teacher.

h. Rain coats/jackets are not to be worn in the school building. They are only to be worn outside and must be removed once a student is in the building and stored away in a place designated by their teacher.

i. Hair, face, and body paint unless specifically approved for a school activity are inappropriate for school and are not permitted.

j. Hair Styles that are distracting or extreme are not permitted. (i.e. mohawks, liberty spikes, etc.)

k. Hair and Facial Hair must be groomed, neat, and well-kept.

l. Cosmetics/Make-up should be age appropriate, appropriate for school, and not attract undue attention.

m. Tattoos, temporary tattoos***, and henna are prohibited. (***Temporary tattoos may be allowed for class parties and/or as part of an approved school activity at the discretion of the teacher.)

n. Piercings other than earrings are prohibited.

o. Clothing that is revealing, such as mini-skirts, short-shorts (shorts with a 1" to 3" inseam), spaghetti straps, tank tops, low-cut blouses (reveal cleavage), halter tops, mesh shirts, and/or shirts exposing any part of the midriff, back, or shoulders are not to be worn to school. Tight and extremely form-fitting clothing is also considered revealing and may not be worn to school. Sleeveless shirts are not allowed. This section mainly applies to non-uniform days at school.

    i. EXCEPTION: Clothes, specifically dresses, dressy tops, dressy skirts, and dressy pants for school dances or other fancy dress-up non-uniform events have the following requirements/guidelines separate from the Non-Uniform Apparel Code:

        1. Spaghetti straps are allowed provided that when a student leans over their top remains in place against their chest.

2. The dressy garments may expose parts of the back and/or shoulders depending on the style of dress or dressy top. However, fully backless garments ARE NOT allowed.
3. The midriff/stomach area must be fully covered at all times.
4. Cut-outs and see through material are not allowed except in the area of the back, upper chest, and shoulders.
5. Necklines should not expose cleavage.
6. ALL dresses must be no shorter than 2" above the knee.
7. Appropriate undergarments must be worn.
8. No undergarments may be showing.
9. The styles worn should be age appropriate
10. The clothes worn should be appropriate for the occasion/event.
11. Students wearing dresses above the knee are required to also wear modesty shorts, bike shorts, Spanx, or cheer shorts under their skirts/dresses as many of the current dances or moves students engage in involve students dropping down, spinning, and/or bending over.
12. Shoes may not have more than a 2" heel and it is highly encouraged that they have an ankle strap.
13. If wearing a suit jacket or coat a shirt must also be worn. The shirt must not be see-through or have cut-outs.
14. All shirts must have no more than two (2) buttons undone.
15. All other non-uniform dress code rules apply if not specifically written in this section.

p. All t-shirts must be in good taste. No suggestive wording, illustrations, logos, and/or advertisements for items which are illegal or prohibited for students - i.e., alcohol and tobacco products, vaping, etc. (Mainly applies to non-uniform days at school). Administration approved school spirit t-shirts may be worn in lieu of school uniform shirts on approved days.

q. All outside coats, jackets, and/or hooded apparel may not be worn inside the school building. All outside coats, jackets, and/or hooded apparel must be removed and put away immediately upon returning to the classroom or other area of the school building. The CCA uniform includes optional sweaters, cardigans, pullovers, turtle neck shirts, and mock turtle neck shirts for those students who need to have additional layers to remain warm. NOTE: As an exception to this rule, outdoor coats embroidered with the school logo and without hoods may be worn inside the school building.

# OFFICIAL CCA UNIFORM STANDARDS SUMMARY

| GIRLS | GRADES Kindergarten through 8th |
|---|---|
| **UNIFORMS** | |
| JUMPER | KHAKI, NAVY, or approved PLAID (K through 4th ONLY) |
| POLO DRESSES | POLO DRESSES in RED or NAVY (K through 4th ONLY) |
| SKORT | FULL WRAP in KHAKI, NAVY, or approved PLAID (grades K- 8th) |
| SHORTS (elastic waist) | KHAKI or NAVY (K through 2nd) |
| PANTS (elastic waist) | KHAKI or NAVY (K through 2nd) |
| SHORTS | KHAKI or NAVY with belt loops (3rd - 8th) |
| PANTS | KHAKI or NAVY with belt loops (3rd - 8th) |
| BLOUSE | GIRLS PETER PAN COLLAR in WHITE with short or long sleeves (K through 4th ONLY) |
| SHIRT | OXFORD CLOTH DRESS SHIRT in WHITE or LIGHT BLUE with short or long sleeves (all grades) |
| POLO KNIT SHIRTS | SHORT or LONG SLEEVE POLO in RED (K - 4th grades) |
| POLO KNIT SHIRTS | SHORT or LONG SLEEVE POLO in WHITE or NAVY (5th - 8th grades) |
| P.E. SHIRT | SHORT SLEEVE in RED, NAVY, or GRAY (Note: Red is only for K-4th if available) |
| P.E. SWEATSHIRT | SWEATSHIRT in RED, NAVY, or GRAY (Note: Red is only for K-4th if available) |
| P.E. ATHLETIC SHORTS | P.E. Athletic Shorts in NAVY |
| P.E. TRACK SUIT | P.E. Warm-up-Suit (Pants and Jacket) in NAVY |
| SWEATER | Long Sleeve or Sleeveless Shell V Neck or Crew Neck SWEATER in RED (K - 4th grades) |
| SWEATER | Long Sleeve or Sleeveless Shell V Neck or Crew Neck SWEATER in NAVY (5th - 8th grades) |
| CARDIGAN | Long Sleeve, V Neck or Crew Neck, button up CARDIGAN in RED (K - 4th grades) |
| CARDIGAN | Long Sleeve, V Neck or Crew Neck, button up CARDIGAN in NAVY (5th - 8th grades) |
| Full-Zip Jacket | FULL ZIP JACKET in RED (K - 4th grades) |
| Full-Zip Jacket | FULL ZIP JACKET in NAVY (5th - 8th grades) |
| Pullover 1/4 Zip Jacket | QUARTER-ZIP PULLOVER JACKET in RED (K - 4th grades) |
| Pullover 1/4 Zip Jacket | QUARTER-ZIP PULLOVER JACKET in NAVY (5th - 8th grades) |
| **ACCESSORIES** | |
| TIE | CROSSOVER TIE or LONG TIE in NAVY or approved PLAID |
| BELT | SOLID LEATHER, BRAIDED, or WOVEN BELT in BLACK, BROWN, NAVY, RED, or WHITE |
| SHOES | CLOSED TOE DRESS SHOES, BOOTS, or FLATS (in Brown, Black, Navy, or Red only) or ATHLETIC SHOES (in predominantly white, black, red, or navy with no designs; small logos ok) Note: Heels on any shoes may not be greater than 1” |
| SOCKS | Solid Colors in White, Black, Khaki, Red, or Navy – Styles are no show, crew, or knee socks. |
| TIGHTS | Solid Colors in White, Navy, Khaki, or Red with feet. |
| HOSIERY | White, Skin-Toned, or Navy hosiery without designs or pattern. Must have feet. |
| Hair Accessories | Must coordinate with school uniform and not be distracting |

| BOYS | GRADES Kindergarten through 8th |
|---|---|
| **UNIFORMS** | |
| SHORTS (elastic waist) | KHAKI or NAVY (K through 2nd) |
| PANTS (elastic waist) | KHAKI or NAVY (K through 2nd) |
| SHORTS | KHAKI or NAVY with belt loops (3rd - 8th) |
| PANTS | KHAKI or NAVY with belt loops (3rd - 8th) |
| SHIRT | OXFORD CLOTH DRESS SHIRT in WHITE, or LIGHT BLUE with short or long sleeves (all grades) |
| POLO KNIT SHIRTS | SHORT or LONG SLEEVE POLO in RED (K - 4th grades) |
| POLO KNIT SHIRTS | SHORT or LONG SLEEVE POLO in WHITE or NAVY (5th - 8th grades) |
| P.E. SHIRT | SHORT SLEEVE in RED, NAVY, or GRAY (Note: Red is only for K-4th if available) |
| P.E. SWEATSHIRT | SWEATSHIRT in RED, NAVY, or GRAY (Note: Red is only for K-4th if available) |
| P.E. ATHLETIC SHORTS | P.E. Athletic Shorts in NAVY |
| P.E. TRACK SUIT | P.E. Warm-up-Suit (Pants and Jacket) in NAVY |
| SWEATER | Long Sleeve or Sleeveless Shell V Neck or Crew Neck SWEATER in RED (K - 4th grades) |
| SWEATER | Long Sleeve or Sleeveless Shell V Neck or Crew Neck SWEATER in NAVY (5th - 8th grades) |
| Full-Zip Jacket | FULL ZIP JACKET in RED (K - 4th grades) |
| Full-Zip Jacket | FULL ZIP JACKET in NAVY (5th - 8th grades) |
| Pullover 1/4 Zip Jacket | QUARTER-ZIP PULLOVER JACKET in RED (K - 4th grades) |
| Pullover 1/4 Zip Jacket | QUARTER-ZIP PULLOVER JACKET in NAVY (5th - 8th grades) |
| **ACCESSORIES** | |
| TIE (Pre-tied) | NECK TIE in Navy or approved Plaid |
| TIE (Self-Tie) | NECK TIE in Navy or approved Plaid |
| BELT | SOLID LEATHER, LEATHER BRAIDED, or WOVEN CLOTH BELT in BLACK, BROWN, or NAVY |
| SHOES | CLOSED TOE DRESS SHOES and BOOTS (in Brown, Black, or Navy only) or ATHLETIC SHOES (in predominantly white, black, navy, or red with no designs; small logos ok) |
| SOCKS | Solid White, Black, Khaki, Navy, or RED |
| | |

**SPECIAL NOTES:**

**Smart Watches are prohibited at all times and should be left at home.**

**Accommodations will be granted for any garment or clothing accessory required for a student's religious observance. Please contact the Superintendent if an accommodation is needed.**

**Coweta Charter Academy administration, faculty and staff members reserve the right to determine what constitutes appropriate or inappropriate dress for the school setting. In matters of opinion, the judgment of school administration shall prevail. All items of apparel worn for religious observance, medical purposes, or to meet the special needs of the student will be allowed in situations in which such accommodations are required by state or federal law or at the sole discretion of the Superintendent.**

# Student Non-Uniform Apparel Code (*including dress-down & dress-up days*)

The administration, faculty and staff of Coweta Charter Academy are committed to providing our students with a safe, respectful learning environment, free from distractions. This includes both in-person and virtual school-sponsored events.

When participating in dress down days, in-person events, and/or on-camera virtual events, students are expected to dress in a manner that is supportive of learning and appropriate to the setting.

If the school should need to transition to virtual learning due to inclement weather, an epidemic, a pandemic, and/or emergency situation; or the student is engaged in a virtual meeting or field trip, when on camera, the below rules apply to all parts of the student that may be visible to those receiving their image.

When at school sponsored in-person events, field trips, meetings, testing, or receiving educational support services where the school uniform dress is not required the below student dress code rules apply in their entirety.

If students are not required to wear their school uniform for an occasion/event, then failure to follow these dress code rules may result in the student not being allowed to participate in the occasion/event and/or parents/guardians being called to pick up their student.

Clothing and accessories which interfere with, distract from, or further impede student learning are not allowed. **Prohibited articles of clothing and accessories include but are not limited to the following:**

● Any articles that may reasonably be considered a safety hazard or potential weapon.

● Jewelry and accessories that may cut, choke, be easily ripped out causing potential injuries, or are sharp are prohibited. (For example: long dangling earrings.) Piercings are allowed only in the ears as other locations may be distracting.

● Flip flops, slippers, crocs, and clogs are not permitted. Wheelie shoes are not permitted.

● Garments that expose the midriff, cleavage, shoulders, or backside. More specifically, shirts, blouses, tops, and dresses must cover the abdomen, cleavage, back, and shoulders. Shirts/ tops must also cover the waistband of pants, shorts or skirts, with no midriff, or cleavage visible while standing, raising one's arms, or while bending over. Pants/shorts/skirts/skorts must cover all undergarments and reveal no skin when a person is leaning over, bending down, and/or sitting down.

● See-through or mesh clothing, halter or tank tops, strapless dresses or tops, spaghetti straps, pajamas*, and sleep* or loungewear*.

> *Special Note: If students are participating in Pajama Day or are allowed to wear PJs or Sleepwear as part of a school-sponsored activity, then the garments must not be see-through, overly form-fitting, or impede a student's movements and normal school activities. The garments must be no shorter than fingertip length or mid-thigh, whichever is longer. Students must wear shorts or leggings under all PJs and Sleepwear that do not have pants or shorts. ALL other non-uniform dress code rules apply.

● Hats, caps, visors, and other head apparel should not be worn except for religious reasons or medical purposes. However, if hats are allowed as part of a dress-up theme specific day, then they are allowed for that day only within the guidelines that are communicated by the school.

● Clothing and accessories may not display any of the following:

- ○ Racial or Ethnic slurs
- ○ Hate Speech
- ○ Gang Affiliation
- ○ Vulgar, sexually explicit, or suggestive language/ images
- ○ Products such as alcohol, tobacco, vaping, or illegal drugs

## OTHER Student Non-Uniform Apparel Code REQUIREMENTS:

● All shoes must be closed toe and have the heel covered. Girls heeled dress shoes must have an ankle strap and the heel may be no more than 2" high. Shoes should be clean, unstained, and in good condition. No dangling shoe laces are allowed. Shoe laces must be tied at all times for safety unless the laces are designed not to be tied and have no dangling tails.

● Shoes with non-slip bottoms/treads must be worn at all times.

● Socks, tights, or hosiery must be worn with shoes. Stockings or hosiery must cover the full length of the student's legs and feet. Fish net and patterned hosiery ARE NOT allowed. Thigh-high hosiery or stockings ARE NOT permitted. Over-the-knee socks ARE NOT permitted.

● Proper undergarments/ foundational garments are required at all times. (i.e. boxers, briefs, underwear, panties, bras, camisoles, etc. as is applicable)

● Shirts, tops, and blouses must fit appropriately and must not be faded, see-through, stained, dirty, ripped, altered, have holes, or be overly form fitting.

- ○ More specifically, shirts, blouses, tops, and dresses must cover the abdomen, cleavage, back, and shoulders. Shirts/blouses/tops must also cover the waistband of pants, shorts, skorts or skirts, with no midriff, or cleavage visible while standing, raising one's arms, or while bending over.

● Shorts and skorts, must fall at least to the fingertip of the student's middle finger when their arms are straight and hands are flat against the student's sides or mid-thigh, whichever is longer. They must also have at least a 4-5" inseam. These items must cover all undergarments and maintain modesty when a student is leaning over, bending down, or sitting down. Cheer shorts must not be rolled at the waist.

● If wearing bike shorts (or something similar), then the apparel item worn on top must fall to the fingertip of the student's middle finger when their arms are straight and hands are flat against the student's sides or mid-thigh, whichever is longer. The top of a student's thighs and their bottom should be completely covered at all times when in bike shorts or something similar. These items must cover all undergarments and maintain modesty when a student is leaning over, bending down, or sitting down.

● If wearing leggings (or something similar), then the apparel item worn on top must fall to the fingertip of the student's middle finger when their arms are straight and hands are flat against the student's sides or mid-thigh, whichever is longer. The top of a student's thighs and their bottom should be completely covered at all times when in leggings or something similar. These items must cover all undergarments and maintain modesty when a student is leaning over, bending down, or sitting down.

● Skirts and dresses must be no shorter than two inches above the knee. These items must cover all undergarments and maintain modesty when a student is leaning over, bending down, or sitting down. Shorts **MUST** be worn underneath all skirts and dresses to maintain modesty.

● Pants/shorts/skirts/skorts must be worn at the student's natural waist. Sagging pants/shorts/skirts/skorts are not allowed. Pants/shorts/skirts/skorts must cover all undergarments and

reveal no skin when a person is leaning over, bending down, and/or sitting down. A belt is highly recommended for garments with belt loops.

● Denim jeans must not have holes, worn areas, or shredded/frayed areas. Denim jeans must not be overly form-fitting, embellished, stained, worn, or dirty. Denim jeans must be worn at the individual's waist. A belt is required if jeans do not sit at an individual's waist. Jeans must cover all undergarments and reveal no skin when a person is leaning over, bending down, and/or sitting down.

- ○ Note: If current fashion styles do not readily provide for the purchase of jeans that are not overly form fitting (i.e. skin tight, skinny, or fit like jeggings) or that do not sit at an individual's natural waist (i.e. mid-rise or low-rise), then the top worn with the jeans must fall to the fingertip of the student's middle finger when their arms are straight and hands are flat against the student's sides or mid-thigh, whichever is longer.

**DRESS CODE for School Dances and other Fancy Dress-up Non-Uniform Events:**

Clothes, specifically dresses, dressy tops, dressy skirts, and dressy pants for school dances or other fancy dress-up non-uniform events have the following requirements/guidelines separate from the Student Non-Uniform Apparel Code. Failure to follow these guidelines will result in the student not being allowed to participate in the occasion/event and parents/guardians being asked or called to take their student home.

1. Spaghetti straps are allowed provided that when a student leans over their top remains in place against their chest.
2. The dressy garments may expose parts of the back and/or shoulders depending on the style of dress or dressy top. However, fully backless garments ARE NOT allowed.
3. The midriff/stomach area must be fully covered at all times.
4. Cut-outs and see through material are not allowed except in the area of the back, upper chest, and shoulders.
5. Necklines should not expose cleavage.
6. ALL dresses must be no shorter than 2" above the knee.
7. Appropriate undergarments must be worn.
8. No undergarments may be showing.
9. The styles worn should be age appropriate
10. The clothes worn should be appropriate for the occasion/event.
11. Students wearing dresses above the knee are required to also wear modesty shorts, bike shorts, Spanx, or cheer shorts under their skirts/dresses as many of the current dances or moves students engage in involve students dropping down, spinning, and/or bending over.
12. Shoes may not have more than a 2" heel and it is highly encouraged that they have an ankle strap.
13. If wearing a suit jacket or coat a shirt must also be worn. The shirt must not be see-through or have cut-outs.
14. All shirts must have no more than two (2) buttons undone.
15. All other non-uniform dress code rules apply if not specifically written in this section.

Coweta Charter Academy administration, faculty and staff members reserve the right to determine what constitutes appropriate or inappropriate dress for the school setting. In matters of opinion, the judgment of school administration shall prevail. All items of apparel worn for religious observance, medical purposes, or to meet the special needs of the student will be allowed in situations in which such accommodation is required by state or federal law or at the sole discretion of the Superintendent.

Students determined to be violating the dress code will be sent to the front office and their parents/guardians called to bring a change of clothes. They will not be permitted to leave the office until they are dressed in attire that meets dress code requirements. Students that repeatedly violate the dress code may be sent home.