

School for *Arts-Infused Learning*



Student Handbook
2017-2018

SAIL

4575 Blanchard Woods Drive
Evans, Georgia 30809
(706)

www.sailga.org

School Mission: SAIL will provide an engaging and rigorous educational experience through the infusion of the arts and academic core.

School Vision: Through the infusion of the arts, we will *set a new course* for academic success by providing students with a unique and engaging learning experience. As board members of SAIL, we believe all students will achieve and exceed academic and social expectations in an arts-infused school setting where teachers and stakeholders work together consistently to:

Inspire Creativity
Promote Collaboration
Engage Critical Thinking
Nurture Effective Communication
Foster a Strong Sense of Community



Set a New Course

Table of Contents:

[Admission Policy](#)

[After-school Program](#)

[Arrival and Dismissal Times](#)

[Attendance Policy](#)

[Birthday Celebrations](#)

[Cafeteria Expectations](#)

[Carpool Procedures](#)

[Code of Conduct](#)

[Communication](#)

[Dress Code](#)

[Due Process](#)

[Early Dismissal](#)

[Electronic Devices](#)

[Emergencies](#)

[Equal Opportunity & Nondiscrimination](#)

[Extra-Curricular Activities](#)

[Family Educational Rights & Privacy Act \(FERPA\)](#)



[Field Trips](#)
[Food & Drinks](#)
[Governing Board](#)
[Grading Scale](#)
[Grievance Policy](#)
[Hallway Expectations](#)
[Homework Expectations](#)
[Illness and Injuries](#)
[Instructional Materials](#)
[Immunizations](#)
[Lost & Found](#)
[Lottery](#)
[Make-up Work](#)
[Medication](#)
[Nurse](#)
[Parent Volunteers](#)
[Parental Involvement](#)
[Photography](#)
[Promotion/Retention Policy](#)
[Record Request](#)
[Returned Checks](#)
[School Safety](#)
[Severe Weather](#)
[Social Media](#)



[Student Support Services](#)

[Student Records](#)

[Students' Rights](#)

[Suspension](#)

[Tardiness](#)

[Technology](#)

[Telephone Use](#)

[Transportation](#)

[Visitors](#)

[Volunteers](#)

[Weapons](#)

[Withdrawal Procedure](#)



Dear SAILing Family,

It is with great privilege and honor to have the opportunity to educate, guide, and support the scholars of SAIL. It will be our goal each day to provide a safe and supportive environment, where our scholars are encouraged to take risks, explore, and become captains of their learning. We look forward to our inaugural year with our SAILing families and team. As members of the SAIL family, we encourage you to get involved, volunteer, and become active participants in the education of our scholars.

Let us *set a new course* together!

Anchors away,



The SAILing

Team

“It is not the ship so much as the skillful sailing that assures the prosperous voyage.”

-George William Curtis



SAIL School Calendar:

Pre-Planning	August 7-15
Open House	August 11
First Day of School	August 16
Orientation Week	August 21-23
Labor Day Holiday	September 4
End of First 9-Weeks	October 18
Report Cards	October 23
Thanksgiving Break	November 20-24
Winter Holidays	Dec. 21-Jan.3
End of 2nd 9-Weeks	January 9
Report Cards	January 12
Martin Luther King, Jr. Holiday	January 15
Presidents' Day Holiday	February 19
End of 3rd 9-Weeks	March 15
Report Cards	March 20
Spring Break	April 2-9
End of 4th 9-Weeks	May 25
Last Day of School	May 25
Memorial Day Holiday	May 28 (staff)
Post-Planning	May 29-31



Collaborative Planning/Early-Release Days

August 30	January 10
September 13	January 24
September 27	February 7
October 11	February 21
October 25	March 7
November 8	March 21
November 29	April 18
December 13	May 2
December 20	May 16



SAIL Daily Schedule

Regular School Days:

Arrival	7:30am
Tardy Bell	8:00am
Dismissal	3:30pm

Early-Release Days:

Arrival	7:30am
Tardy Bell	8:00am
Dismissal	12:00pm

Beyond the Bell (Extended Care):

Before-School	6:30am-7:30am
After-School	3:30pm-6:00pm
Early-Release	12:00pm-6:00pm

Curtain Call (Enrichment Program): Times and Dates will be determined quarterly and published in the Curtain Call Catalog of Courses.



Staff Directory:

Teacher	Grade	Email
Ken Prescott	KA	kenprescott@sailga.org
Becky Morlan	KB	beckymorlan@sailga.org
Trina Malone	KC	trinamalone@sailga.org
Katie Gleason	KD	katiegleason@sailga.org
Katie Cook	1A	katiecook@sailga.org
Shanon Franklin	1B	shanonfranklin@sailga.org
Angela Lowhorn	1C	angelalowhorn@sailga.org
Britni Watts	1D	britniwatts@sailga.org
James Davis	2A	jamesdavis@sailga.org
Caroline Teagarden	2B	carolinetegarden@sailga.org
Kellie Todd	2C	kellitodd@sailga.org
Katie Toomey	3A	katherinetoomey@sailga.org
Danielle Washam	3B	daniellewasham@sailga.org
Liz Graves	3C	lizgraves@sailga.org
Rachel Rabun	4A	rachelrabun@sailga.org
Leslie Nordmann	4B	leslienordmann@sailga.org
Amy Martinello	5A	amymartinello@sailga.org
Kayla Cates	5B	kaylacates@sailga.org



Adrienne Stewart	6A	adriennestewart@sailga.org
Barbara Hancock	6B	barbarahancock@sailga.org
Sonya Wheat	Special Ed Teacher	sonyawheat@sailga.org
Emily Higgins	Special Ed Teacher	emilyhiggins@sailga.org
Niaya Burnley	PE	niayaburnley@sailga.org
Lia Daniele	Dance	liadaniele@sailga.org
Rebecca Beaird	Art	rebeccabeaird@sailga.org
Russell Brown	Drama	russellbrown@sailga.org
Jessica Bolduc	Spanish Teacher	jessicabolduc@sailga.org
Cicely Moehlman	Spanish Teacher	cicelymoehlman@sailga.org
Bruce Drake	Music	brucedrake@sailga.org
Ilona Cooper	Paraprofessional	llonacooper@sailga.org
Julie Inglett	Paraprofessional	julieinglett@sailga.org
Melissa Bailey	Paraprofessional	melissabailey@sailga.org
Nandy Cordova	Paraprofessional	nandycordova@sailga.org
Sonya Washington	Paraprofessional	sonyawashington@sailga.org
Cheri Haine	Paraprofessional	cherihaine@sailga.org
Jennifer Armstrong	Media/Technology	jenniferarmstrong@sailga.org
Rachel Hunter	Registrar/Data Clerk	rachelhunter@sailga.org
Belinda Bridges	Registered Nurse	belindabridges@sailga.org
Kristy Zgol	Superintendent/Principal	kristygzol@sailga.org
Ann Sturkey	Assistant Principal/Curriculum	annsturkey@sailga.org



Michael Berg	Director of Student Services	michaelberg@sailga.org
Jerilyn Northcutt	Human Resources Director	jerilynnorthcutt@sailga.org
Cheryl Salter	Chief Financial Officer	cherylsalter@sailga.org
Mike Moon	Facilities/Maintenance/Operations	mikemoon@sailga.org
Tonya Rambo	Cleaning Specialist	tonyarambo@sailga.org
Jessica Beheler	Cafeteria Manager	jessicabeheler@sailga.org

SAIL A to Z HANDBOOK

Admission Policy:

In accordance with O.C.G.A. 2022066 (1)(A), SAIL will admit scholars of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. SAIL shall enroll an eligible scholar, as defined by GADOE, who resides within the statewide attendance zone of Georgia and submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random lottery process.

To be eligible for enrollment at SAIL, scholars residing in the attendance zone must submit a timely application to SAIL in accordance with the deadline set by the school. SAIL may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a scholar's school or community activities, grades, test scores, attendance record, or disciplinary history. SAIL may use applications for the purpose of verifying the scholar's residence within the school's attendance zone. SAIL may gather relevant information from scholars after enrollment is determined.

In order to enroll a scholar at SAIL, parents/guardians must provide the following documentation:

1. Registration Form
2. Request for Records Form
3. A Certified Copy of Birth Certificate (We will make a copy.)
4. Georgia Certificate of Eye, Ear, Dental Exam Form 3300
5. Georgia Certificate of Immunization Form 3231
6. Copy of Electric or Gas Bill or Lease Agreement or Property Tax Record for Proof of Georgia



Residency

7. Social Security Card (We will make a copy.) If no SS Card, then provide # on reg. form.
8. Affidavit of Residency Form (Only if you are living in a home that you do not rent or own. For example, you are living in your Grandma's home and there is no rental agreement.)
9. Copy of Special Education Records (if applicable)
10. Copy of a 504 Plan (if applicable)
11. Occupational Survey
12. Home Language Survey
13. Health Clinic Consent Form
14. Whatever It Takes Parent/Student Contract
15. Report Card (Most recent)
16. Parent's Driver's License

If the number of timely applicants received by SAIL exceeds the capacity of a program, class, grade level or building, SAIL shall ensure that such applicants have an equal chance of being admitted through a random lottery. SAIL shall hold a registration period (for the following school year) in January of each year. Parents seeking to enroll their children who do not currently attend SAIL must register during the registration period. Parents of existing scholars must sign and return the enrollment letter at the end of the school year.

Registered SAIL scholars shall be enrolled for the following school year subject to the following process and in the following priority:

- Scholars who attended SAIL during the previous school year
- Scholars of Governing Board Members
- Statutory Priority includes: Siblings of scholars who attended SAIL during the previous school year; scholars of teachers and staff at SAIL

Within each category listed above, if the number of registered scholars exceeds the available space, then the school shall hold a lottery to determine which scholars shall be enrolled in the school. The school shall maintain a waiting list of registered scholars who were not enrolled in the school due to lack of space. The school may accept new applications for the waiting list outside of the enrollment period. The school shall follow the same preferences stated above for placing on the waiting list those applications received outside of the enrollment period. Openings created during the school year shall be filled from the waiting list.

After-School Program:

We are pleased to offer both before and after school care for our scholars here at SAIL. With great pleasure and enthusiasm, our staff has accepted this responsibility to serve our school community. We will make every effort to ensure that your child has a safe and enjoyable experience while in our care.

SAIL will offer before-school and after-school care to currently enrolled scholars on all



scheduled operating school days. The purpose of this program is to provide exceptional care for scholars in a safe and familiar educational environment. The program will be staffed with SAIL teachers and auxiliary staff along with community members who meet the hiring qualifications established by SAIL.

Snacks and academic assistance will be provided daily at no extra charge. Scholars will be able to participate in outdoor activities, indoor games, and utilize the Chromebooks and/or tablets when available. Additional course offerings will be available through the Curtain Call After-School Enrichment Program for minimal costs. (See After-School Enrichment Course Catalog.)

Hours of Operation:

Before-School Care: 6:30am – 7:30am
After-School Care: 3:30pm-6:00pm

Fees:

One-time Registration Fee of \$25/child
Before-School Care: \$20/week
After-School Care: \$50/week
Bundled Care: \$70/week
Early-Release Day - \$25/day

Program Enrollment

During the school year, a one-week notice is required before any child can be enrolled into our program. Due to limited space, acceptance into the program will be on a first come first serve basis. Enrollment procedures will require completion of intent to enroll form for each child that will be participating in the program. This can be found on the SAIL website. We reserve the right to deny admittance to any child. We will dismiss any child who endangers the safety of other scholars.

Arrival and Dismissal Times:

SAIL scholars may arrive at school beginning at 7:30am. Any scholar arriving before 7:30am will need to wait with his/her parent until 7:30am, or they may enroll in the before-school care program. The drop-off locations for the school are on the map located in the appendix.

School dismissal will begin at 3:30pm. Scholars will be notified when their parents arrive, and they will be escorted to the pick-up zone. Scholars not picked up by 4:00pm will be assigned to the after-school care program and a fee of \$15 will be charged.

Attendance Policy

The Official Code of Georgia Annotated (O.C.G.A) statute section 20-2-690.1, titled “Compulsory School Attendance Law,” mandates, under the penalty of criminal punishment, that all children



age 6 through their 16th birthday attend school daily. School success is defined as the ability of all students to perform at high levels of proficiency, graduate from high school, and obtain post-secondary education and training. The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy or absent, the student loses an opportunity to learn. Because of the rigorous amount of classroom work, it is imperative that a student not miss school.

Parents will have access to their child’s attendance information online via Parent Portal/Infinite Campus. We ask that parents check the information for their child routinely to ensure accuracy. If an error is found, please report that to the school immediately. It becomes difficult to correct errors in attendance after several grading periods have passed. Teachers and counselors will make contact with parents regarding excessive absences but it is the responsibility of the parent to ensure that their child attends school each day.

Attendance is categorized as either **EXCUSED** or **UNEXCUSED**. **UNEXCUSED** absences have the following consequences:

Grade Level	Absences, Tardies, Early Sign-Out	Full School/Semester *	Consequences
K-6	3 absences	Full School Year	Parents will be asked to attend a meeting with school administration to address absences.
K-6	10 absences	Full School Year	The Governing Board will review the absences. The Governing Board will have the right to revoke enrollment privileges for the student. Certified letter will be mailed notifying parent of Governing Board’s decision.
K-6	5 tardies	Each Semester	Parents will be asked to attend a meeting with school administration to address tardies. A plan will be put into place to assist parents in getting student to school on time.
K-6	On the 11th tardy	Full School Year	The Governing Board will review the tardies. The Governing Board will have the right to revoke enrollment privileges for the student. Certified letter will be mailed notifying parent of Governing Board’s decision.
K-6	5 Early Sign-Outs (unexcused)	Full School Year	Parents will be asked to attend a meeting with school administration to address early sign-outs.
K-6	10 Early Sign-Outs	Full School Year	The Governing Board will review the early sign-outs. The Governing Board will have the right to revoke enrollment privileges for the student. Certified letter will be mailed notifying parent of Governing Board’s



			decision.
--	--	--	-----------

We want to remind parents that a very important part of our Charter Contract is the **Performance-Based Goals and Measurable Objectives** section and part of this section relates to attendance. These goals must be met on a yearly basis in order for us to maintain our charter as well as for our charter to be continued at the end of the first 5 years. *(This is unlike the regular public system. A charter school cannot operate without a charter, and student attendance is one part of the criteria for continuing to have our charter.)* When we report our student attendance to the state DOE each year, we must not exceed 10% of our students missing 15 days or more throughout the school. More importantly, if our scholars are not at school, they are not getting the information they need in order to learn!

Birthday Celebrations

It is our desire to celebrate birthdays in a creative and unique way. We are giving parents permission to refrain from traditional expectations of providing cupcakes and sweet treats for the class. Instead, we are offering the opportunity to celebrate your child by participating in a collaborative art project that will be displayed on one of our main hallways. Details will be shared in a birthday packet that will be sent home the month before your child's birthday. In addition, on the scholar's actual birthday, they will have the opportunity to eat lunch in a booth.

Cafeteria Expectations

Good nutrition is vital to a child's physical, emotional, and academic development. We encourage healthy eating by:

- Encouraging parents to send snacks and lunches that are healthy.
- Asking that scholars not bring bottled or canned sodas to SAIL.
- Inform teachers if their child has any food allergies or dietary restrictions.

Breakfast and Lunch

GA Foods is our food service provider. Subsidized meal applications for free or reduced cost lunches should be completed as soon as they are available. Applications can be obtained from the school office or downloaded from our website during the school year. Menus are available online at www.sailga.org. Lunch brought from home should be clearly marked with your child's name. For health reasons, such as allergic conditions, children may not share lunches.

Procedure

1. Scholars should enter and exit the cafeteria quietly.
2. Scholars should use quiet voices.
3. Scholars should walk in the cafeteria.



4. Scholars should use good manners.

Carpool Procedures

SAIL encourages parents to carpool to and from school. This will help us receive and dismiss children in a timely fashion. SAIL will not coordinate carpools, but rather help bring interested parents together so they may work out specific details.

Code of Conduct

Level 1 Infractions: Actions that negatively impact SAIL’s academic culture and community of safety, respect, learning, and cooperation.

Level 1 Infractions	Description
Obscene/Abusive/Inappropriate/Disrespectful Language Code: L1 INAPP	This includes spoken, written, and gestures that are disrespectful, inflammatory or offensive. Inappropriate gestures include rolling eyes, sucking teeth, mouthing words, defiantly folding arms, pouting, slouching in chair, and purposefully avoiding eye contact.
Disruptive Behavior Code:L1 DISRUP	Students are expected to follow rules that individual teachers have established for student conduct in their classrooms. No student behaviors can be permitted to disrupt the learning of others and self.



<p>Disruptive Items from Home</p> <p>Code: L1 ITEMS</p>	<p>Students are not allowed to bring to school any items that will disrupt the learning environment of the school. Students are not allowed to bring items to school that will pose a safety threat. Students are not allowed to bring items to school that will distract other students and/or draw negative attention.</p>
<p>Environment</p> <p>Code: L1 ENVIRO</p>	<p>Students at SAIL are required to maintain a clean and healthy school environment. Students are expected to clean up after themselves. Students are expected to show respect for all school property.</p>
<p>Lapse of Integrity</p> <p>Code: L1 INTEG</p>	<p>Students shall not attempt to mislead or deceive by verbalizing intentions that misrepresent a student's actions when questioned by school personnel.</p>
<p>CONSEQUENCES</p> <p>Codes: L1C1 L1C2 L1C3 L1C4</p>	<p>May include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Referral to Office 2. Phone Call to Parent 3. Action Plan Written by Student and Approved by Admin to remedy problem 4. Loss of privileges as



	designated by Teacher/Admin
--	-----------------------------

Level II Infractions: Actions that **significantly** impact SAIL’s culture and community of safety, respect, learning, and cooperation.

Level II Infractions	Description
Physical Aggression Code: L2 AGG	Physical contact (e.g. hitting, punching, kicking, pushing) involving one or more offenders where no student is injured and the incident does not elevate to Level III (ie. Simple Assault).
Actions Leading to a Fight Code: L2 LEAD	Physical contact that ends very quickly or is easily stopped by an adult or other student.
Threats, Provocation Code: L2 THREAT	Threats are words and/or actions that are intended to taunt, provoke, or do emotional harm.
Facilitating Violence Code: L2 FACVIO	Watching, encouraging or instigating a pre-fight/fight before school, during school, or after school. It is our belief that bystanders play a role in escalating violence; therefore anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan, and getting help.



Major Insubordination Code: L2 MAJINSUB	This includes ignoring any and all redirection, walking/running away from staff member. Refusal to cooperate in any manner of a staff's request-escalating to a scene which disrupts the larger school community. (Multiple staff members may be required to address this behavior.)
Insubordination Code: L2 INSUB	Failure to comply with directions of teachers and school staff.
Constant Disruption Code: L2 CONDIS	Behavior that continuously disrupts the learning environment of a class. The actions have been addressed multiple times and the student has exhausted all interventions found within the discipline cycle.
Major Disrespect Code: L2 MAJDIS	Non-threatening words or actions directed toward a staff member in an overtly loud, profane, or demonstrative manner.
Cheating Code: L2 CHEAT	Deceit, fraud, or deception.
Cutting Class Code: L2 CUT	Leaving class or school without permission.
Damaging or Stealing (Misdemeanor) Code: L2 MISDEM	Damage to or stealing any property of \$500.00 or less.



CONSEQUENCES Code: L2C1 L2C2 L2C3 L2C4	May include, but are not limited to: 1. Referral to principal 2. Parent/guardian meeting 3. Out-of-school suspension 4. Referral to Disciplinary Hearing
---	--

Level III Infractions: Actions that are considered to be serious violations where they interrupt the safety and/or security of the school, diminish the level of community trust, and may be considered a juvenile crime. Level III Violations will be handled in a serious manner where law enforcement, social workers, and community resources may be involved. If there are concerns that the behaviors cannot be remedied at this level, then a hearing will be conducted to determine expulsion from SAIL.

Level III Infractions	Description
Firearm, Weapon, or Dangerous Instrument Code: L3 WEAP	Any person found or observed on school property or school-sponsored events in possession of a firearm, weapon or dangerous instrument must immediately be reported to the principal. Law enforcement officials shall be informed.
Terroristic Threats/Actions Code: L3 TERR	A communication/act to commit violence, terrorize, evacuate building, or otherwise cause serious public inconvenience or safety risk. Depending on the nature of the incident, law enforcement officials may be informed.



<p>Drug, Alcohol, Vapors, or Tobacco Products in Possession, in use, or solicited on campus</p> <p>Code: L3 DRUG</p>	<p><u>Drug Possession</u>: Illegal drug use, or intent to distribute on school grounds or at school sponsored events will result in an immediate suspension and Disciplinary Hearing for Expulsion.</p> <p><u>Tobacco Policy</u>: Students may not possess or use any product containing tobacco on school property or at a school-sponsored event.</p> <p><u>Vapors</u>: Students may not possess or use any vapor products on school property or at school-sponsored events.</p> <p><u>Violation</u>: A violation includes drug, alcohol, or tobacco possession, use, or illicit activity on school property or at school-sponsored events.</p> <p><u>Illicit Activity</u>: The intent to use, sell, store, give/loan, distribute, or purchase illegal substances or paraphernalia. Violations will be reported directly to law enforcement.</p>
<p>Theft</p> <p>Code: L3 THEFT</p>	<p>Theft means withholding, taking, or removal of personal or school property without owner’s consent. Law enforcement officials may be informed.</p>



<p>Arson and/or Possession of Fireworks, lighters, matches, or any other explosive devices</p> <p>Code: L3 ARSON</p>	<p>Arson means burning another's property. Students may not possess or use fireworks or paraphernalia needed to ignite, such as matches and lighters, on school property or at school-sponsored function. Law enforcement may be informed.</p>
<p>Vandalism</p> <p>Code: L3 VANDAL</p>	<p>Intentional or reckless damage to, or attempt to damage, the property of another, or causing damage while committing an act contrary to this code or to the law. Law enforcement may be informed.</p>
<p>Bullying</p> <p>Code: L3 BULLY</p>	<p>Intentional electronic, written, verbal or physical act, or a series of acts:</p> <ul style="list-style-type: none"> (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: <ul style="list-style-type: none"> (i.) substantially interfering with a student's education; (ii.) creating a threatening



	<p>environment;</p> <p>(iii.) substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervise or sanctioned by the school.</p>
<p>Disorderly Conduct</p> <p>Code: L3 DISOR</p>	<p>Reckless behavior that could cause injury, including throwing objects (tables, chairs), pulling fire alarms, etc.</p>
<p>Threatening a Staff Member</p> <p>Code: L3 THRTSTF</p>	<p>Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten,</p>



	or coerce) should be included.
<p>Fighting</p> <p>Code: L3 FIGHT</p>	<p>Violence includes physical aggression between two or more students that escalates into punching, wrestling, knocking down, or damaging or destroying property. This means physical aggression typically that lasts more than a few seconds and is not easily broken up.</p>
<p>Assault</p> <p>Code: L3 ASSLT</p>	<p>An unlawful physical attack by one person upon another.</p>



<p>Sexual Harassment</p> <p>Code: L3 SXHAR</p>	<p>SAIL recognizes that harassment on the basis of sex is a violation both of Federal and State discrimination laws and that these laws apply to students and employees. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> · submission to such conduct is made a term of the student's right to learning · such conduct interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment · submission to or rejection of such conduct is used as the basis for academic decisions <p>Forms of sexual harassment include but are not limited to the following:</p> <ul style="list-style-type: none"> · Derogatory comments, jokes, or slurs; sexually-oriented sounds or remarks · Uninvited, unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or
--	---



	<p>blocking movement</p> <ul style="list-style-type: none"> · Derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures <p>The severity of the disciplinary action will be based upon the circumstances of the infraction, and could include expulsion from school. Repeated or serious violations may also result in filing of criminal charges as deemed appropriate by the school.</p>
<p>Sexual Misconduct</p> <p>Code: L3 SXMIS</p>	<p>Depending on the nature of the incident, law enforcement officials may be informed.</p>



<p>CONSEQUENCES</p> <p>Code: L3C1 L3C2 L3C3 OSS (Indicate days) L3C4</p> <p>Disciplinary Outcomes: L3A L3B L3C</p>	<p>If a Level III incident occurs:</p> <ol style="list-style-type: none"> 1. Parent/guardian notified 2. Immediate removal from school during school investigation 3. Out-of-School Suspension (1-10 days) 4. Disciplinary Hearing <p>Possible Outcomes of Disciplinary Hearing:</p> <ol style="list-style-type: none"> A. Return to School B. Return to School under Behavioral Contract C. Recommendation for Expulsion <p>All expulsions are confirmed by School Board.</p>
---	---



--	--

Communication

SAIL believes that relationships are of utmost importance, and communication is how we care for these relationships. SAIL also feels that adults must be models of good character even in the most difficult situations. Except as otherwise provided in the General Public Complaints Policy for alleged violations of state or federal law, a parent with a grievance concerning a particular class, faculty member, or administration of the school, should resolve the grievance by following chain of command outlined in the SAIL Grievance Policy. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has the most direct knowledge of the scholar.

Dress Code

There appears to be a definite relationship between appropriate dress, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal



attitude, scholars are encouraged to dress in a manner that demonstrates pride both in themselves and in their school.

The following dress code guidelines shall apply to attendance at school and all school activities:

- Scholars are expected to be neat, clean, and appropriately dressed for school.
- Pajamas are not allowed at school, unless an approved spirit day.
- Shoes appropriate for school activities must be worn at all times.
- Clothes shall be sufficient to conceal undergarments at all times.
- Skirts and shorts must be as long as the longest finger when hands are resting at the student's side.
- Pants need to be properly fitted around the waist.
- Dress, accessories, and/or jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
- All forms of hats/caps/hoodies are not to be worn indoors unless approved for a special day.

Scholars appearing on school grounds in violation of the dress code will be counseled and either sent home to change clothing, or parents will need to bring appropriate clothes out to the school. A scholar who willfully and continuously violates the dress code may be subject to disciplinary action per the SAIL disciplinary procedures.

It is also our policy to uphold the same expectation of parents and volunteers when on campus. Please abide by the same dress code as the SAIL scholars.

Due Process

School for Arts-Infused Learning Disciplinary Hearing Process

A Student accused of committing a Level 4, as defined in the School for Arts-Infused Learning (SAIL) Student Discipline Policy, may be referred for a Disciplinary Hearing for determination as to whether a long term suspension or expulsion is appropriate. A long term suspension means denial to a student of the right to attend school and take part in any school function for any period of ten (10) school days or more. Expulsion shall mean removal of the student from enrollment at SAIL for the remainder of the school year or longer.

A long term suspension or expulsion will normally follow a short term suspension. There are exceptions, however, that could prompt the school administrator to move forward with the immediate dismissal of a student. Examples of such violations include, but are not limited to, bringing a weapon to school, assault on a student or school personnel, or other chargeable offenses.

A decision to impose a long term suspension will be the result of a Disciplinary Hearing before



an independent hearing officer(s). The purpose of the Disciplinary Hearing is to receive and evaluate testimony and other evidence concerning the disciplinary violation. The school principal or his/her designee will present the case for suspension or expulsion to the Hearing Officer(s). In order for a long term suspension or expulsion to take place, the following steps must be taken:

(1) The school administrator recommending the long term suspension or expulsion will furnish to the Hearing Officer(s) a written statement of charges against the student, accompanied by any supporting statements or other relevant evidence identified in the tribunal dossier discussed below;

(2) The administrator shall notify the student and his/her parent or guardian of the recommendation for long term suspension or expulsion; and

(3) The Hearing Officer(s) shall notify the student and his/her parent or guardian with the following information:

Written Notice of Hearing: The notification shall include the following:

1. A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
2. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
3. A copy of this document.
4. The date, time and place of the hearing.
5. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
6. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
7. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.
8. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification:

The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.



Disciplinary Hearing:

Within ten school days after the beginning of the suspension, of the case against the student as a as the reason for the recommendation. The student, parent or the Hearing Officer(s) will meet at the appointed time and place to review the case. As this time, the school administrator will present the facts guardian, or other appointed representative present for the hearing will be able to ask questions and present arguments against the recommendation.

At the conclusion of the hearing, the Hearing Officer(s) will determine if the accused student has violated SAIL's Disciplinary Policy. The Hearing Officer's decision will be based solely on the evidence presented at the hearing. If the Hearing Officer determines that a student has committed a disciplinary violation, he/she may impose a range of sanctions that include reinstatement into school to permanent expulsion, as long as the sanction complies with the school's established policies.

The Disciplinary Hearing is a closed and confidential proceeding. Friends or relatives of the students or other members of the public who are not witnesses will not be allowed in the hearing room. Any representative(s) of the family other than the student and parent or guardian must be approved by the principal in advance. If a family wishes to bring a lawyer, they must notify the principal in advance so that the school can ensure its legal counsel is present.

Appeal:

Once the Hearing Officer has informed the school administration of the decision, the school administration will immediately inform the family and mail a letter of decision to the family.

Once a decision has been rendered, the student may appeal directly to SAIL Board of Directors. To do so, he/she must inform the school administration of the intent to appeal within ten working days of the date of the Hearing Officer's decision. The school administrator will supply all records from the previous hearing including, if available, written statements, minutes and audio recordings of the Disciplinary

Hearing:

The Governing Board will evaluate all information and will make a decision solely on the facts presented in the record from the hearing. The student and the school administrator may provide a written statement identifying any reasons why they believe the Hearing Officer's decision was valid or invalid based on the evidence presented at the Disciplinary Hearing. There will not be an opportunity for additional testimony or argument. The Board will render its decision within 20 working days of receiving the appeal. Once the Board renders a decision on the appeal, the school administration will immediately inform the family and mail a letter of decision to the family.

Tribunal Dossier Checklist

- Administrator's summary statement describing:
- Chronology of the incident(s)



- ___ How it rose to the level of long term suspension/expulsion consideration
- ___ Detailed report of current incident including:
 - ___ Witness statements (with other students' names redacted)
 - ___ Overview of situation
 - ___ Steps taken to resolve the incident
 - ___ Communication with parent/guardian
 - ___ Any follow up actions taken
- ___ Full discipline file from the time of student's enrollment (with other students' names redacted)
- ___ Student's Individualized Educational Plan or 504 Plan and record, if one exists.*
- ___ Student's counseling/social work file, if one exists.
- ___ File of the student's SST plan, if one exists
- ___ Existing school disciplinary policy
- ___ Copy of Written Notice of Hearing and Receipt Confirmation

This checklist is a guide. Depending on the situation, it is possible that there could be more information or less information presented. The intent is to provide any and all evidence and student history at the Disciplinary Hearing to ensure the student is given proper due process.

* If student has an IEP, a Manifestation Determination Review should be performed prior to holding this hear to determine whether the behavior was a manifestation of a disability.

Early Dismissal

Parents/guardians may not check scholars out after 3:00pm, please go through the car line. Checking out a student prior to 11:30am will be counted as an all day absence. This includes early-release days.

Electronic Devices

There will be times during the school year when it will be beneficial for scholars in grades 3 and up to bring their own technology device to school. Laptops and tablets may be brought to school during designated times of the year when instructed by the teacher(s). When student technology devices are brought to school, they are to be used only at predetermined times during the school day and to support learning and instruction.



Cellphones

SAIL prefers that scholars not bring cellphones to school. The use of cellphones during the school day may disrupt teaching and the learning environment. However, if a scholar chooses to bring a cellphone it should remain turned off and inside their backpack unless they are given specific permission by a staff member to utilize it. Scholars may use the office phone in the case of an emergency with a note from their teacher. SAIL is not responsible for lost or stolen cell phones.

Emergency Procedures

Your child's safety is paramount! We are required by law to hold fire, lockdown and inclement weather drills on a regular basis.

Inclement Weather:

In the event of inclement weather, SAIL will make an inclement weather decision. We will announce delayed start time, early dismissal or school closing via local news outlets and all in-house communication vehicles including our website, email, text, and social media.

Fire:

If the emergency is a fire, classroom teachers will follow the specified fire escape route posted in the room. They will escort their students to a safe emergency assembly area away from the building.

Lockdown:

SAIL will maintain a Level 1 Soft Lock at all times of school operation. This means that all exterior doors of the school building are locked and require secured access control.

In the event that a Level 2 Lockdown is needed, then the office will notify teachers via intercom system. Level 2 lockdown requires all students to be retained in a locked classroom where blinds are closed and student are moved away from windows and doors. Any students in the hallways will be swept into the nearest classroom, and that teacher will become responsible for his/her safety during the Level 2 Lockdown. Teachers will remain in their classrooms for a Level 2 until an allclear announcement is made.

Equal Opportunity & Nondiscrimination

It is always SAIL's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information, or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid, or employment. Inquiries regarding ACE's Equal Opportunity policies, Title VI, VII, IX, Georgia Equity in Sports, EEO, and Section 504/ADA may be referred to the school administrators.

Extra-Curricular Activities



Interscholastic extracurricular programs are a vital part of the total educational program and a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. SAIL encourages participation in a variety of extracurricular activities offered.

Family Educational Rights & Privacy Act (FERPA)

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 SAIL receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official 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 SAIL to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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 responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the SAIL to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))



- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that SAIL, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, SAIL may disclose appropriately designated “directory information” without written consent, unless you have advised SAIL to the contrary in accordance with SAIL procedures. The primary purpose of directory information is to allow SAIL to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members

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.



If you do not want SAIL to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify SAIL in writing by September 30, 2017. SAIL has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Field Trips

Often field trips provide students with a perfect opportunity for extended learning. There may be times during the school year that teachers plan field trips. Parents may be asked to serve as chaperones on these trips.

Prior to a field trip, information will be sent home to parents, and this will include a form or forms for the parent to complete and return to the teacher within a specific period of time. Please remember that a student's participation in a field trip is a privilege. Students on field trips serve as representatives of the school and as such must exhibit excellent behavior and conduct during the trip just as they do at school. Students who miss 3 or more consecutive days leading up to the field trip will not be allowed to participate.

Students must dress according to the school dress code.

There are often fees associated with these trips, so parents are urged to understand this when giving approval for their child to participate in the trip. There will be NO refunds for field trip



fees.

Written information and permission paperwork will be sent home to a student's parents prior to the trip. Money required for the trip as well as the permission forms should be returned to a designated teacher (not the main office) by the established deadline.

In the event that the field trip is cancelled, money will be returned to the parent in the form of a school check. In the event the student fails to attend the field trip, for any reason, the money will not be returned to the parent.

Students attending field trips are responsible for missed assignments. Students must make arrangements with all of his/her teachers prior to missing class and be prepared to turn in assignments upon returning.

Food & Drinks

Our custodial staff works diligently to ensure that our building is clean and free of pests. Food is only allowed in the classroom as designated by the classroom teacher. Water is allowed in the room provided it is contained in a clear water bottle. Students should take extra caution with water around textbooks. Parents will be charged the replacement cost of textbooks if damaged.

Governing Board

SAIL is an independent public school. Policies that guide the school are established by the Governing Board.

The basic responsibilities of SAIL's Governing Board align with the following areas of decision-making authority as identified in The Charter Schools Act of 1998: personnel decisions, financial decisions, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations.

SAIL's Governing Board will uphold the mission and vision of the school through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of SAIL students and will connect the school to the broader local and state communities.

The Board will provide expertise to the school, assist with fundraising, and drive key governance functions and legal responsibilities including management oversight, strategic planning and policy-making, and fiduciary requirements.



The SAIL Governing Board will work to ensure there are adequate resources and local partnerships; serve as a support mechanism on personnel, community, and grievance matters; and support the school and its staff in accomplishing performance goals set forth in the charter application. Information about our Governing Board can be found on our webpage.

The SAIL Governing Board will meet on the first Monday of each month at 6:30 PM at the school. Meeting information and the agenda will be posted on the SAIL website 24 hours in advance of the meeting. Anyone is welcome to attend these meetings.

G

Grading

Below is our overall description of scholar performance grading rubric that aligns with Standards Based Grading for grades K-4. Please use this as an anchor for grading consistency across our school. This is not a description of performance on individual assessments. We have included percentage and letter grade equivalents for better understanding.

SAIL’s report cards contain each standard in each subject area, and scholars will receive a 1- 4 level of performance (below level, approaching the standard, meets the standard, or exceeds the standard) respectively, as each standard is assessed. The purpose of the Standards Based Report Card is to provide feedback that is more detailed to parents regarding the progress their children are making towards specific content indicators at each grade level. This report card allows parents and scholars to understand more clearly what is expected at each grade level. With this understanding, parents are better able to guide and support their child helping him/her to be successful in a rigorous academic program. SAIL scholars will work through the standards collaboratively or individually, according to their individual needs, and have multiple opportunities for mastery. Standards Based report cards will also represent an ongoing reporting tool that will be used to drive instruction and provide support.

4	<p>Exceeds the Standard</p> <ul style="list-style-type: none"> ● Consistently goes above and beyond course standards in quality and includes complexity, originality, and depth that would exceed what is expected to meet standards in assessment ● Demonstrates extensions of his/her knowledge ● Should be able to create analogies and/or find connections, integrating areas of study ● Consistently grasps, applies, and extends the key concepts and skills for the grade level 	
---	--	--



3	<p>Meets the Standard (Expected Outcome)</p> <ul style="list-style-type: none">● Proficiently demonstrates achievement of the standards● Scholar understands and uses concepts and/or vocabulary and/or skills independently● Scholar understands not just the “what” but can accurately explain the “how” and “why”● This is competent work and a passing grade	



2	<p>Approaching the Standard</p> <ul style="list-style-type: none">● Sometimes demonstrates progress toward achievement of the standards● Can correctly identify some concepts and/or vocabulary and/or skills● Difficulty making connections among ideas and unable to demonstrate learning without support● Genuinely attempts to meet standards but needs more time to achieve competency	
---	--	--



1	<p>Does Not Meet the Standard</p> <ul style="list-style-type: none"> ● Does not demonstrate achievement of the standard ● Scholar has not met majority of performance indicators ● Scholar has not genuinely attempted to meet the rubric criteria ● Does not grasp and apply key concepts and skills for the grade level ● This is not a passing grade 	
---	--	--

Grade 6 will utilize a numerical grading scale as follows:

90-100=A

80-89 =B

75-79 =C

70-74=D

69 and below = F

Grievance Policy

If a scholar/parent believes that they have a grievance or complaint concerning a teacher, a situation at school or the school in general, we ask that the following protocol be followed:

1. Determine the problem and be certain that you have all of the facts.
2. Request a meeting with the teacher if it is a teacher or classroom related concern.
3. If you do not believe a resolution has been achieved, request a meeting with the administrator.
4. If after meeting with an administrator you believe a resolution has not been achieved, request a meeting with the principal.
5. If after meeting with the complex principal, you do not believe a resolution has been achieved, contact the Chairman of the Grievance Committee on the Governing Board.



The Chairman will convene the Grievance Committee to hear the grievance in order to resolve the matter. All decisions of the Grievance Committee are final.

Hallway Expectations

Scholars are reminded of the following behaviors when moving to and from class:

- Always walk on the right side of the hallway.
- If someone drops his/her belongings, stop and help the student gather those belongings.
- Talk quietly as you move up or down the hall.
- Be respectful of those in the hallway as well as those in class.
- NEVER go to the door of a class and attempt to get the attention of a student in that class.
- Quietly welcome guests to our building.
- Do not knock on the doors of any classroom or office as you pass by the room.
- Pick up any trash you see in the hallways.

Homework Expectations

At SAIL, we believe that happy children make more determined learners. We believe in letting children have a childhood, and we promote the development of individuality and passionate pursuits of other interests. One of the ways we promote these values is through our No Homework Policy. Rather than assigned homework, we expect scholars will read a minimum of 15 minutes each night either independently or with an adult. Studying for assessments and working on projects are also deemed as appropriate at home assignments.

Illness and injuries

The main reasons for keeping your student home from school are because he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other students' parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

1. Fever >100 degrees F or 37.8 degrees Celsius*
2. Student should stay home until there is NO FEVER for 24 hours WITHOUT USE OF FEVER REDUCING MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations)
3. Vomiting or Diarrhea
4. Student should stay home with ONE event of vomiting or watery diarrhea and may return to school if vomit free for 24 hours. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.



5. Drainage from a wound, rash or eyes - Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
6. Head Lice or Scabies - Student should stay home until after treatment is complete and there is no sign of lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.
7. Unexplained Rash -Student should stay home with an unexplained rash. Call your doctor for treatment.
8. Injuries- Any injury that requires immediate medical attention such as but not limited to head injuries, lacerations or possible fractures.
9. Head injuries-with signs and symptoms of a concussion will require a Physician's note to return to school.

Instructional Equipment, Books, Materials & Supplies

All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students must understand that books and materials are expensive and that they should be cared for properly. Students will be instructed where to print their name and their teacher's name in their books. Books must not be written in or on unless they are consumable books and the teacher has directed that they may be written in. All hardback books MUST be covered. Charges will be made for damaged or lost books and/or materials. Students are responsible for the care of personal and school materials.

Students will be held accountable for the condition of the textbooks they are assigned.

- o Fine will be assessed for damaged books. These fines are meant to discourage the damage of or deliberate defacing of school items. If a book is no longer able to be used by another student the fine will be the replacement cost of that book.
- o Parents and students are asked to check the books assigned each year and to record any damage found as well as to report that damage to the teacher. Any damage found once the book is turned in that has not been previously reported will be charged to the student.
- o If a textbook is lost, parents will be required to reimburse the school for the cost of the book. We ask that all textbooks be covered in order to protect and preserve the covers of the book.

Parents must provide all basic supplies such as writing paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher and provided in the form of a Supply List at the beginning of each year.

Immunizations

The immunization requirements apply to children who attend a school or childcare facility daily, part time or once in awhile. Children attending both a school and childcare facility (including after-school programs) must have valid documentation at each location. In the event that there are two locations where documentation is needed, copies of these forms are acceptable.



Students must present the following documents at the time of school enrollment:

- Georgia Certificate of Immunization (Form 3231) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs
- Georgia Certificate of Immunization (Form 3231) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs
- Children entering grades K-12 for the first time must show proof of vaccination or immunity to varicella
- Children entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR)
- Hepatitis B vaccine is now required for all students enrolling in school at any age
- Eye, Ear, Dental, and Nutrition Certificate Requirements – All new students must have completed certificate of ear, eye, dental and nutrition examination (Form 3300) at the time of enrollment.
- A 30-day waiver may be granted for new students from out-of-state to obtain this information. A “new entrant” is any child entering any school or childcare facility in Georgia for the first time or after having been absent for more than 12 months or one school year. When a new entrant enrolls, the responsible official of any school or childcare facility may grant a 30-calendar-day waiver of the certification requirement for a justified reason. Upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school or childcare facility unless a certificate of immunization is provided. If the child withdraws and then returns, the parent is not allowed another 30 days to provide a certificate or affidavit.

Exemptions

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption.

Medical exemption

- o Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines.
- o A medical exemption must be marked on the Georgia Immunization Certificate (Form 3231).



A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.

o A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked “medical exemption” should be one year from the date of issue and never be longer than one year.

Religious exemption

o There is no standard form for the affidavit of religious exemption. The parent or guardian must give the school or childcare facility a signed and dated notarized affidavit stating that immunizations are against the family’s religious beliefs.

o This affidavit of religious exemption should be filed instead of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.

o Educate parents that in the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending the school or childcare facility.

Lost & Found

Any item left in a common area, will be turned into the main office. If your child is missing an item, please check there first. Labeling items belonging to individuals makes it much easier to return missing items. At the end of the school year, clothing items will be donated to PALS for resale and/or donation.

Lottery

Policy:

SAIL will conduct a lottery when the number of eligible New Student Applicants exceeds the maximum student enrollment number as designated in the SAIL Charter Contract.

Procedure:

In the event that a grade level exceeds the maximum number of slots for eligible student applicants in that grade level, then SAIL will enter into the Lottery Process for selecting students in that grade level.

Process:

1. SAIL will adequately inform the public, parents, and interested parties the date and procedures for the Lottery selection process.
2. The Lottery will be conducted and verified by a 3rd party in a public forum using computer-generated randomization software. Computer-generated randomization uses



academic software specifically designed for charter schools to ensure a random lottery without human bias or error.

3. SAIL will project the lottery on a screen to allow the audience to view in real-time the lottery selection process.
4. A scheduled break will take place after 60 minutes has passed during the lottery process. The break is not to exceed 15 minutes.
5. Detailed minutes will be taken by a SAIL representative and time stamped.
6. There will be two designated record keepers that will transcribe the lottery results at the time that each child's number is selected. They will record the following:
 - a. Child's Number
 - b. Grade Level
 - c. Ordered number in selection
 - d. Time Stamp
7. A waiting list will be developed during the selection process. This wait list will be kept on file and used for filling enrollment openings as they become available. Parents will be told where they are on the waiting list following the Lottery.
8. The waiting list will be used to fill abandoned openings after the two-week registration period has expired.
9. The waiting list will list each student by a unique identification number.
10. In the event that an error occurs during the lottery process, SAIL will investigate, document, then proceed with best practices to mitigate the error. Recommendations from the Georgia State Charter School Commission will be carefully followed.

Two-Week Registration Period

If a lottery is used for the selection of students, there will be a two-week period of time immediately following the lottery for student registration. During this Two-week Registration Period, parents and legal guardians will need to submit the specific documents required by the state of Georgia and SAIL to complete the registration process. A list of documents is posted on the website. This information will also be shared with parents and legal guardians of students who were selected for the Two-week Registration Period. Once a student's required registration documents have been submitted and reviewed for accuracy and validity, then SAIL will extend enrollment eligibility to that student. If the proper documents are not submitted by 5:00 pm on the last day of the Two-week Registration Period, then that student will lose his/her reserved enrollment spot and placed at the bottom of the waiting list. Failure to submit required documentation for the registration during the posted Two-week Registration Period will result in losing a reserved spot in enrollment for SAIL.

ENROLLMENT PROCEDURES FOR SUBSEQUENT YEARS

Prior to the New Student Application Window each year there will be a registration period for returning students and their siblings, children of current full-time employees, and children of current governing board members. Registration forms and information regarding the cut-off date will be sent to the families of all currently enrolled students of the school at least 2 weeks prior to the start of the Returning Student and Priority Registration Window. All eligible returning students and their un-enrolled siblings who submit complete registration forms during the Returning Student and Priority Registration Window will be registered for the



following school year unless there are not enough spaces available in any particular grade or program. In that case, all returning students who submit complete registrations during the registration window will be registered and the un-enrolled siblings will be enrolled based on a lottery to be held in an open forum on the date stated in the registration information.

Following this initial registration window, there will be a New Student Application Window each year during which time any interested students may submit an admission application. The dates and times for this open admission period shall be established by the school each year and shall end no later than the last day of March for the school year beginning the fall of the same year.

Key-Terms:

New Student Application Window: The four-week time period in which SAIL accepts New Student Applications. This window takes place prior to enrollment, registration, and lottery during the first year. After the opening year the New Student Application Window will take place after the Returning Student Registration Window and the Priority Registration Window.

Returning Student Registration Window: After year one, this is the two-week time period when eligible returning students and their un-enrolled siblings can register for the next school year.

Priority Registration Window: After year one, this is the one-week time period when full-time employees of SAIL or SAIL Governing Board Members may register their eligible children for enrollment.

Student Application Forms: Forms where student's name, date of birth, address, parent contact numbers, parent information, previous school attended, and grade entering are required. These forms are open to all students wishing to attend SAIL. A completed application form DOES NOT ensure student enrollment at SAIL. The application is only a part of the process.

Student Registration Forms: The legal documentation that is required to be enrolled in a public school of Georgia.

Student Enrollment: The official process in which a student has been offered the opportunity to attend SAIL once appropriate and legal registration documentation has been received and reviewed by SAIL.

Lottery: A charter school lottery is a random selection process by which applicants are admitted to a charter school to ensure that all applicants have an equal chance of being admitted. A charter school must conduct a lottery if the total number of student applicants for a particular grade exceeds the maximum number of student spots in that same grade.



Make-up Work

Scholars who have an excused absence shall have the opportunity to make up work. It is the responsibility of the parent and scholar to contact the teacher(s) involved to determine makeup assignments and establish mutually agreeable terms for daily work and test makeup. Scholars will be granted the amount of time they were absent to make up work.

Medication

1. Medicine administration

SAIL is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health related procedures may be administered by the school nurse, designated staff member, or self administered by the scholar per written physician's orders and written parent/guardian authorization.

School nurses or other employees may administer auto injectable epinephrine to a scholar upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction, whether or not such scholar has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to Georgia statute.

2. Medical records

Scholar health records will be maintained in locked or password protected files in order to maintain confidentiality. All health records will be managed by the school nurse and any appropriate, designated staff and will only be released to service providers as allowed and dictated by state regulations.

3. Medical operations

SAIL will:

- Have a licensed school nurse or designee on staff to provide services to scholars in accordance with state guidelines
- Participate in workshops, in services and/or training for persons serving as nurse

Nurse

SAIL will have a licensed nurse on duty each day (8:00 AM – 3:30 PM). If medical issues arise the nurse will make contact with the parent. Any medical concerns can and should be shared with our school nurses.



P

arent Volunteers

Volunteers are needed to support SAIL scholars and the mission of our school. We encourage all families to commit to volunteering 20 hours per year. There will be schoolwide opportunities communicated throughout the year or you may reach out to your scholar's teacher to offer to help in their classroom. PALS is another great way to volunteer and support the entire school community.

P

arental Involvement (PALS)

While the SAIL Parents are Lifesavers (PAL) is a separate and distinct organization from SAIL, all parents are encouraged to join PALS. Membership dues are \$25.00. Membership allows PALS to support SAIL by providing resources and support to our school community. The purpose of the SAIL PALS shall be to support the mission statement of the SAIL. This may include advocacy and educational support, in addition to, collaborative efforts deemed necessary by the scholars, parents, faculty, administration, and governing board of SAIL.

2017/2018 PALS Executive Board Members:

President - Melissa Nemer

Vice President - Katie Towns

Recording Secretary - Amanda Schick

Responding Secretary - Heather Videtto

Membership Officers- Lindsey Kelley and Brittany Reese

Treasurer - Laura Pearson

Compliance Officer - PJ Campanaro

Public Relations - Keri Ogletree and Courtney Norris

Community/Business Partners - Crystal Kaspriskie

Yearbook - Meagan Hooker and Nicole Troutman

PALS Bylaws can be found on the school's website: www.sailga.org

P

hotography

Scholars may be photographed, videotaped, or interviewed by school officials or the news media at school or a school activity or events and such photographs, video tapes, and interviews may be published, including internet publication. If you, as a parent/guardian, object to your scholar being photographed, videotaped, interviewed or the display of their work the objection must be presented in writing to the school's front office within 10 days after the first day of school.



Promotion/Retention Policy

SAIL scholars must meet specific criteria in order to be promoted to the next grade. At SAIL, we expect students to put forth their personal best each and every day.

Kindergarten - 4th Grade: Students must reach mastery on school identified key standards in each of the 4 content areas (ELA, Math, Science, Social Studies), and in each of the 4 fine arts areas (Music, Dance, Drama, Art, Spanish). The key standards will be indicated on each grade level's report cards. Progress toward the standards will be reported to parents at least quarterly.

5th and 6th Grade: Students must have a final passing grade of 70 or above in all classes (Math, English, Science, Social Studies). Students must reach mastery of school identified key standards in each of the fine arts areas (Music, Dance, Drama, Art, Spanish).

If a parent/guardian disagrees with SAIL's decision to retain, the RTI committee consisting of the parent/guardian, teachers, and administration will convene. The committee decision to promote should be unanimous, if not the scholar will be retained. If a unanimous decision is made to place a scholar in the next grade, the decision should be based solely on the team's consideration that given appropriate interventions (and the implementation of a plan) the scholar should master the next grade level standards by the end of the following year.

Retention can often be a very difficult discussion to have with parents and scholars. Research can be shown that suggests both sides of the argument for and against retention. At SAIL, we understand this can be painful and want to make an informed decision that is best for the scholar.

Record Requests

Our office staff will need 3 days prior notice (business days) for any type of school records (i.e. request for records, work permit, attendance certificates, copies of report cards, or any student record). A signed Records Release Form must be submitted to the Registrar with a signature of legal guardian(s).

Returned Checks

Checks returned to SAIL are charged a \$25.00 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 \$25.00 fee must be made within 7 days of notification from the school. After two returned



checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

School Safety

Disruption of Public Schools (O.C.G.A. 20-2-1181)

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Emergency Preparedness Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

Loitering on School Property (O.C.G.A. 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

Student Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons/guardians and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

Tobacco –Free Schools

School policy prohibits the use of all tobacco products everywhere, by everyone, 24 hours per day, seven days per week on any school property.

Visitors Sign-In Upon Entering Schools – (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers or other public safety officials in the performance of an emergency call, shall sign in at the designated location, as stated on posted signs of any school building,



between the official starting and dismissal times and provide a reason for their presence at the school. The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person, who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation, may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Severe Weather

In the event of severe weather, we will make every effort to use our phone calling system to alert our parents. Please watch the local news, check your email, and visit our website/Facebook page for updates.

Social Media

Almost everyone utilizes social media such as Facebook to share information about themselves and/or their family. Organizations use social media (like Facebook) for the same reason: to share information about the organization. There have been many incidences over the last few years of young people disseminating hurtful information via Facebook. SAIL will use Facebook and other forms of social media to enable our school community to exchange information with our stakeholders about events at the school and to enable our stakeholders and community to communicate with us. Our SAIL Facebook page will not be used as an opportunity to bash our school, our students or our teachers and we reserve the right to delete or block individuals who post negative or hurtful comments. At SAIL, we want to model respectful behavior and civility at all times and this is as true with our behavior on social media as it is with personal communication.

Additionally, some SAIL teachers take it upon themselves to create Facebook pages for their classes. This is a “private” group and parents must voluntarily agree to join. Teachers also like to share classroom activities by posting pictures in this FB group and teachers will request permission from you to do so (this is completely separate from permission you give the school in regards to publishing pictures of your child). Parents must understand that this is not something we require our teachers to undertake.

Student Support Services:

Student Support Team (SST): The purpose of the SST is to develop individual plans for each child’s educational development, engage classroom teachers and parents in creating schoolwide and individual plans, and create linkages to a consortium of service providers. SST is intended to support student achievement, socialization skills, attendance, and parental involvement.

Special Education Services



SAIL provides special services to individuals who meet the eligibility criteria for Special Education as outlined by federal and state guidelines through IDEA. Direct and related services are provided to those individuals who meet the eligibility criteria for autism, emotional disturbance, hearing impairment/deafness, mental delay, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment/blindness. SAIL staff regularly monitors each student's progress and provides support. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Programs (IEP's), maintaining student records, and reporting progress are managed by SAIL'S Director of Student Services. For further information regarding the special education process, contact:

Director of Student Services

Dr. Michael Berg

michaelberg@sailga.org

For those identified with a disability through Response to Intervention (RTI), the special education program at SAIL works with students and families to meet students' individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment. A (K5) Special Education Director works with a team of special education teachers to oversee the services provided to students with Individualized Education Programs (IEPs) so that students make progress towards their goals. As much as is appropriate, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers and/or with students working directly with special education teachers. SAIL will follow state and federal guidelines to provide a broad spectrum of special education services to support the specific learning needs of all students.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact SAIL's Section 504 Coordinator:

Section 504 Coordinator

Dr. Michael Berg - michaelberg@sailga.org

English Language Learners (ELL)

Families are asked to complete a Home Language Survey as part of the registration process. Information from the survey will be used as a first level screening to ascertain if the scholar may require additional assessment to determine if he/she is eligible for ELL services. In addition to providing ELL services to scholars, SAIL will provide interpreters for parent/teacher conferences and other Academy related activities as needed.

Talented & Gifted Program

SAIL complies with the state guidelines for identifying eligibility and placing students in the



gifted education program. Once eligibility has been established, parents will be notified of the individualized learning plan created for their student. State approved models are made available and monitored by a gifted certified professional to support the specific learning needs of students identified gifted. Gifted students receive a minimum of five segments per week. Enrichment and advanced content instruction are determined by the subject specific teachers working with gifted certified personnel.

Student Records

School permanent records include all educational and disciplinary materials directly related to a student. SAIL will maintain student records in a confidential manner and comply with all state and federal laws regarding the privacy of these records, including the Family Educational Rights and Privacy Act.

Students' Rights

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA applies to the programs and activities of a State Education Agency (SEA), Local Education Agency (LEA), such as SAIL, or other recipient of funds under any program funded by the U.S. Department of Education.[1] It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological state of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

There are three types of notification an LEA must provide parents and students. The first one is a general notification of their rights under PPRA. The second notice is a notification of specific events. The following activities require notification:

- Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes or for selling that information, or otherwise providing it to



others for that purpose;

- The administration of any survey containing one or more of the eight protected areas listed above; and
- Any nonemergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

SAIL will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. SAIL will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. SAIL will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SAIL will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the US Department of Education.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202

INFORMATION FOR HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This



includes:

1. Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings;
3. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
4. Migratory children are considered homeless when they are living in circumstances set forth in items 1, 2 and 3. Unaccompanied Youth are students who are not in the physical custody of a parent/guardian and are living in a homeless situation.

Homeless students have certain educational rights and can:

- enroll without delay in school without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained
- choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest
- attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs

If you believe your child may qualify for assistance under this policy, please contact your child's homeroom teacher or one of SAIL's administrators.

Suspension

Scholars who are suspended have been removed from the regular school setting because of their failure to comply with rules. Make up work is at the discretion of the teacher. Any tests or projects assigned prior to a student's suspension and due while the student is on suspension may be turned in upon their return from suspension (i.e. the day of returning). Students who have multiple suspensions will be required to meet with the administration and their parents to determine if SAIL is the best placement for that student. SAIL does NOT hold In-School suspension.

Tardiness

We recognize that all scholars are transported to and from school by family members and from



time to time for unforeseen reasons, scholars may be tardy to school. However, after 5 tardies in a year, a parent conference will be called. After 10 tardies, students will be referred to the Governing Board for further disciplinary action.

T echnology

SAIL is excited to offer our scholars the use of the school's computer systems which includes, but is not limited to, tablets and Chromebooks. This access only includes individual Google accounts at this time for all scholars, not to be confused with google email. Scholars will be assigned unique login's specific to them in order for SAIL to closely monitor all internet usage. To gain access to the internet using this technology, we are requesting parent permission. By signing and returning this form to SAIL, you are stating that you have read and reviewed this entire document with your child and fully understand the terms and expectations of acceptable use stated within this document.

Purpose

SAIL recognizes the important role technology plays in mastery of content and standards as mandated by the Georgia Department of Education. In order to gain mastery of these standards, scholars and teachers will use technology to directly promote innovation and communication as well foster an environment of successful learners.

Privilege

The administration and staff at SAIL believe that the use of technology resources at SAIL is a privilege, not a right. Any activity with technology that is deemed as inappropriate by teachers and administration may result in disciplinary action and/or referral to legal authorities. Administration may revoke access to technology resources at any time. Filtering and Monitoring SAIL internet usage can and will be monitored to ensure acceptable use of materials. SAIL utilizes a web filtering system to restrict unacceptable access. However, no filtering system is 100% safe. By scholars being assigned unique login and password information, SAIL can monitor and hold students accountable.

Scholars at SAIL must adhere to the following rules that pertain to appropriate technology and internet usage:

1. I will only use technology as instructed by my teacher and with my teacher's permission.
2. I will be polite and show respect to others and never cyberbully. I will never post or send messages or pictures to anyone that could hurt, threaten, or embarrass other people. If someone cyberbullies me or sends me inappropriate pictures or messages, I will tell my teacher or parents right away.
3. I will not share information such as name, address, phone number, photos or any other information about myself to others while using the internet. If anyone on the internet tries to reach out to me, I will immediately tell my teacher or parent.
4. If I notice anyone opening an inappropriate website or breaking any other rules listed, I will immediately notify my teacher.
5. I will not use or type any obscene language.
6. I will use the computer and internet only for school purposes.



7. I will not use any type of chat or instant messaging.
8. I will not download anything without teacher permission.
9. I will not install any programs on school computers.
10. I will not change any settings on any computer.
11. I will not use any portable drives in a computer without teacher permission.
12. I will only use a computer when I have permission.
13. I will take care of SAIL's technology resources so as not to cause damage.
14. I will only use my username and password and no other and will not share my login information with another scholar.
15. I will log off the computer when I am finished

Telephone Use

Scholars may use classroom or front office telephones for emergency purposes only with approval from their teacher or administrator.

Transportation

It is the responsibility of the parent/ guardian to ensure that scholars have transportation to and from school daily. SAIL DOES NOT provide transportation for its scholars.

Visitors

All scholars, parents, and visitors, must enter through the front lobby, sign in at the front desk, and wear an identification tag at all times. School staff will provide additional visitor assistance. We welcome family involvement at SAIL and want families to feel welcome here. With that being said, we also protect our scholar's instructional time intensely. If you would like to visit your child in his/her classroom, please communicate with their teacher(s) ahead of time and make arrangements to do so. Families are always welcome to eat lunch with their scholars.

Volunteers

Volunteers are needed to support SAIL scholars and the mission of our school. We encourage all families to commit to volunteering 20 hours per year. There will be schoolwide opportunities communicated throughout the year or you may reach out to your scholar's teacher to offer to help in their classroom. PALS is another great way to volunteer and support the entire school community.

Weapons

Although House bill 60 that went into July 2016, allows people with a license to carry a gun into a school safety zone, school function or on school provided transportation with the approval from the appropriate school official, we have decided that only licensed police personnel will be allowed to carry a gun/weapon onto the property of SAIL or to any school function off the



campus.

Withdrawal Procedure

If it becomes necessary for a student to withdraw from SAIL, the parent must come to the Registrar's office and complete a withdrawal form. Records will not be forwarded to another school until the parent goes through the withdrawal process. Books will need to be returned, any fees owed must be paid, etc.

Once a student has withdrawn from SAIL, he/she may not return to SAIL without going through the lottery process.

Please note: The Administrative Staff of SAIL reserves the right to make changes/additions to this handbook as the need arises. Parents will be notified of any changes via email.



Internet and Network User Agreement

School Internet and Email Access and Expectations:

The Internet is a vast global computer network. SAIL offers Internet access to all students. For the safety of our students we use a content filtering system which monitors and restricts network and Internet activity as prescribed by federal law. Users should not expect email, files, or any Internet use to be private. The network is provided to enhance students' educational experiences and help prepare them for the 21st Century. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with all school rules and regulations and will honor the agreements they have signed.

User Responsibilities:

Users of SAIL's Network must conduct themselves in accordance to all school policies and rules as outlined in the Student A to Z Handbook. In keeping with these policies and rules, the following are NOT allowed:

- Attempting to bypass the monitoring, filtering, or security system
- Revealing personal information about yourself or other people
- Sending or displaying offensive messages or pictures
- Using obscene, profane, lewd, vulgar, rude, threatening or disrespectful language
- Harassing, insulting or attacking others
- Intentionally accessing material which is inappropriate for school settings
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password or allowing others to use your passwords



- Trespassing in another's folders, work or files or any restricted area
- Accessing or using non-educational network resources which affects the educational use of others (i.e. downloading large non-educational files or videos, playing video games, etc)
- Employing the network for commercial purposes
- Violations may result in a loss of access as well as other disciplinary or legal action.

We have read this Internet and Network User Agreement. We are fully aware of the guidelines, rules, and responsibilities for the use of school computers, network, and the Internet. We understand that individuals and families may be held liable for violations of this agreement.

[CLICK HERE to COMPLETE](#)

The Receipt and Acknowledgement of Student Handbook and Internet and Network User Agreement Form.



