



# **KENNESAW CHARTER SCIENCE & MATH ACADEMY**

**PARENT AND STUDENT HANDBOOK 2017-18**

Last Revised: March 2018

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## INSTRUCTIONAL STAFF

<p><b><u>Kindergarten</u></b>  <b>Lead - Tessa Bailey</b>            Kelly Webber            Maureen Ricks            Brenda Haklik            Sarah Walls            Tameka Gordon</p>	<p><b><u>First Grade</u></b>  <b>Lead - Christy Nichols</b>            Leslie Healy            Brandi McDaniel            Brittany Harrison            Kristin Hyden</p>	<p><b><u>Second Grade</u></b>  <b>Lead – Stephanie Quakenbush</b>            Dora Hill            Rebecca Urban            Krista Toomey            Victoria Fendley</p>
<p><b><u>Third Grade</u></b>  <b>Lead – Nikki Lowery</b>            Michelle Fann            Sandra Ward            LaKeesha Walker            Pamela Ritter</p>	<p><b><u>Fourth Grade</u></b>  <b>Lead – Berlinda Bell/ Lucy Agresta</b>            Christal Cook            Trina Hill            Shirley Sharp            Clarence Jeffries</p>	<p><b><u>Fifth Grade</u></b>  <b>Lead – Judy Cauthen</b>            Kylie Williams            Winfred Akins</p>
<p><b><u>Special Education</u></b>  <b>Lead- Jotasha Jones</b>            Sabrina Borrum            Dianne Lappa            Jessica D’Amato</p> <p><b><u>Speech</u></b>            Melissa Borland</p> <p><b><u>Occupational Therapy</u></b>            Renee McDonald</p> <p><b><u>ESOL Coordinator</u></b>            Sarah Obermeyer</p> <p><b><u>EIP</u></b>            Tyler Miller            Tiffany Bagwell</p>	<p><b><u>Quest</u></b>            Colleen Allen            Diane Godfrey</p> <p><b><u>STEM Director</u></b>            Michael Donnelly</p> <p><b><u>Specials</u></b>            Jared Brown - Music            Sterling White – Chorus/ Band            Mark Ensor - PE            Michael Donnelly - Science            Tamara Beeler – R &amp; D            Anthony Pollard – Computer Lab            Christine Isaacs – Knights of the Round Table (KRT)</p>	<p><b><u>ParaProfessionals</u></b>            Shawna Judson - (Borrum)            Vincent Hartel - (Walls)            Denise Fortson - (Bailey)            Lolita Spears - (Gordon)            Tamika McFarlan - (Ricks)            Robyn Fazio - (Webber)            Deborah James - (Haklik)            Robin Britt - (ESOL)            Jade Owens - (SpEd)            Ebony Scurry - (Lowery)            Penny Brown - (Quakenbush)            Antoine Little - (Nichols)</p>

## SCHOOL IMPROVEMENT TEAM

Kennesaw Charter Science and Math Academy's School Leadership/ Improvement Team is comprised of parents, staff members and administrator(s). Usually referred to as the SIT, school-based members are elected by the staff and principal, must be in good standing with the school, and adhere to all KCSMA policies and procedures. Responsibilities of the SIT include, but are not limited to, ensuring that staff is working towards the academic goals and priorities of KCSMA, setting and implementing best practice procedures for KCSMA, and monitoring school wide data to make sure it is being used to guide instruction.

School Leadership Team meetings are posted on the SIT notebook in the main office, along with the most current School Improvement Plan and minutes from all SIT meetings.

SIT members are:

- Chairperson – Tyler Miller
- Kindergarten – Kelly Webber
- 1st grade - Brittany Harrison
- 2nd grade – Krista Toomey
- 3rd grade – Michele Fann
- 4th grade – Trina Hill
- 5th grade – Winfred Akins
- Special Education – Sarah Obermeyer
- Specials – Mark Ensor
- Para professionals – Temekia McFarlan, Robyn Fazio, Lolita Spears
- Administrator – Telana Hicks
- Administration – Kristen Settle, Tara McLeod, Roxane Russo
- Stakeholders – Cassandra Stiff, Kenneth Woods, Mr. Lester

Parents with questions or input regarding school improvement topics as described above are encouraged to contact one of the above SIT representatives or email: [SIT@kcsma.net](mailto:SIT@kcsma.net). The designated KCSMA representative will present appropriate questions or input at the next scheduled SIT meeting.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT NOTICE

### **The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)**

(1) The right to inspect and review the student's education records within 45 days of the day the District 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 principal will decide 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 record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school or District approved volunteer; a person or company that is under the direct control of the District with respect to the use and maintenance of education records and with whom the District has contracted or who volunteers to perform a service or function for which the District would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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. Upon request, the District discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

(5) The school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on displayed student work; when printed in school publications such as programs, yearbooks or school playbills; in communications for student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes student name; student address; student telephone listing; email address; photograph or image; date and place of birth; student grade level; student participation in officially recognized clubs and athletic activities; student weight and height, if the student participates in an athletic activity; dates of attendance; enrollment status; most recent



educational agency or institution attended; and degrees, honors, and awards received. The school records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other informational purposes, including yearbooks, video yearbooks, school publications, school websites and school social media such as Twitter, Instagram and Facebook. In many cases, recordings or photographs contain directory or peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class and attending classroom or participating in school activities. The school may crop, edit, or treat the photograph, video, or audio clip at its discretion. Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or school rule, procedure, or policy. The school may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis. Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the principal, no later than September 2, 2017, or within ten calendar days of the student's enrollment. Each school is to keep any opt out provided in the student's permanent record folder.

### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or 8. Income, other than as required by law to determine program eligibility.
8. Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The school will develop and adopt policies, in consultation with parents, 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. The school will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school will also directly notify, such as through U.S. Mail or email, parents of students who are 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. The school will make this notification to parents at the beginning of the school year if the District 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 will 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 ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office - U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## PARENTS RIGHT TO KNOW

In compliance with the requirements of the Every Student Succeeds Act (ESSA) statute, the school informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher; whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal.

## CHILD ABUSE

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school employee is urged to make an oral report of the act to any teacher, counselor, or administrator at the school. Georgia law requires that school employees and volunteers immediately (or within 24 hours) report any suspected cases of child abuse or neglect. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child without parent notice or permission. School personnel are not permitted to discuss or share information about child abuse reports with parents/guardians. To report suspected child abuse, you may contact your school counselor, school administrator or staff member, or the DFCS Child Protective Center at 1-855- GACHILD / 1-855-422-4453 where reports are taken 24 hours a day, 7 days a week.

## INFORMATION REGARDING DISCRIMINATION AND/OR HARASSMENT

In accordance with Cobb County Schools policy, any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment by any person, including a fellow student, teacher, administrator or other employee, is urged to make an oral report of the act to any teacher, counselor or administrator at the school. The school takes such conduct very seriously.

The school does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, age, or disability. Students or employees found to have engaged in such acts will be promptly and appropriately disciplined in such a way as to eliminate and deter future conduct related to discrimination and/or harassment. The school encourages collaboration with students and parents to prevent discrimination and/or harassment based on race, creed, color, national origin, religion, sex, age or disability. Any person who knowingly makes a false charge of discrimination and/or harassment may be subject to disciplinary action, as well as criminal or civil penalties.

## GRIEVANCE POLICY

If parents have questions, concerns, or suggestions regarding the teaching and learning in their student's classroom, or with a teacher, please request a meeting with the teacher(s) to discuss issues. If, after that parent-teacher conference, parent does not feel an attempt has been made to address concerns, and no plan has been put into place to resolve issues, parents should contact Administration to request a meeting between parents, teacher(s), and Administration. However, if parents feel their child is in immediate danger in a classroom or with a staff member, please contact an administrator. If, after meeting with an administrator and the staff members involved, a parent feels the issue remains unresolved, the parent may file a grievance, and the KCSMA Governing Board will review. KCSMA parent grievance policy and forms are available on the KCSMA Board website [kcsboard.com](http://kcsboard.com)

## ABOUT US

### School History

Kennesaw Charter Science and Math Academy is a well-established, successful, public elementary charter school in operation since 2003 when a concerned group of parents and community members founded what was then Chancellor Charter School of Kennesaw. In subsequent years the school has surpassed its original goals by becoming a self-managed, independent school and purchased 32 acres on Cobb Parkway. The building, an exceptional facility, is one of the first charter schools in Georgia financed with municipal bonds by the Public

Finance Authority. We were awarded the 2012 Georgia School of Excellence Award and continue to strive for excellence in education.

### What Is a Charter School?

Charter schools are public schools of choice that have greater flexibility in implementing teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that has been approved by a local and state board of education. In exchange for the flexibility, the charter school is bound by contract to be held accountable for meeting the performance-based objectives specified in the charter. The Kennesaw Charter Science and Math Academy charter has been renewed through July 2020 by approval by both the State and Cobb County School Boards of Education.

### Admissions and Enrollment Policy

The Kennesaw Charter Science and Math Academy shall offer admission to and enroll students who are eligible to attend the school according to the provisions of its charter agreement and applicable law. The attendance zone for KCSMA shall be the Cobb County School District. If the number of timely applicants exceeds the capacity of a grade level, the school shall conduct a random selection process. The following applicants have priority:

1. A sibling of a student enrolled in the charter school;
2. A student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school.

### Custody

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. School personnel may request custody documentation should a question arise. Student enrollment forms, as well as other official documents of the school, should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such order exists, a copy must be presented to the principal.

### Change of Address

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form and a new general affidavit of residency accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Front Office.

### Grade Placement

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made. KCSMA Administration does not accept or honor specific teacher requests.

## Withdrawal from School

At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Any such items not returned, and any other school-related expenses for which the student is responsible (such as lunch charges), must be paid for at the time of withdrawal. The school may withhold grade reports until restitution is made for lost or damaged textbooks and/or media materials. In situations where a custodial parent enrolls a child in school, that same parent should be the person who withdraws the child from school. However, the custodial parent who enrolled the child in school may give certified written permission to the school to allow a noncustodial parent to complete withdrawal procedures. KCSMA may withdraw a student without parent/guardian permission as required and permitted by the Georgia State Board of Education Rules.

## SCHOOL OPERATIONS

### KCSMA School Hours

School hours are from 7:50 a.m. to 2:45 p.m. The building is open from 6:00 a.m. to 6:30 p.m. The main office is open from 7:00 a.m. to 3:30 p.m. during the school year. The school office staff can be reached at (678) 290-9628.

### Arrival Procedures

Before School Program is available from 6:00 a.m. to 7:00 a.m. Students who arrive on campus before 7:00 a.m. must go to the Before School Program and will be charged the daily rate. Morning carpool is operated from 7:00 a.m. to 7:48 a.m. Students are officially late at 7:50 a.m. and will be marked tardy. Students arriving after 7:48 a.m. must be escorted into the front office by a parent to receive a tardy slip.

Please note: If you are texting, talking on a cell, or using an electronic device, your child will not be unloaded. Your child's safety upon arrival should be everyone's priority.

### Dismissal Procedures

The school day ends for students at 2:45 p.m. Afternoon carpool runs from 2:45 p.m. to 3:30 p.m. Parents picking up for carpool should not enter the property prior to 2:15 p.m. If you arrive prior to 2:15 p.m., you will be asked to leave and come back at the designated time. We need to keep the driveway clear for visitors and emergency vehicles.

Any child who cannot be picked up by 3:30 p.m. must be enrolled in the after-school program. It is imperative that students are picked up by 3:30 p.m. Students not picked up by 3:30 p.m. (or by the end of carpool) will be released to the After School Program and parents will be charged the daily rate for that day.

### School Attendance

KCSMA maintains attendance regulations that follow guidelines of the [Cobb County School District Attendance Policy](#). Students are expected to be in school except in cases of illness or emergency (see list of Excused Absences and Tardies below). Only when attendance is regular and punctual can students fully capitalize on the many opportunities for successful learning that this school offers. The school and its families must work together closely to ensure the regular attendance of all students. While the school recognizes the value of family trips, it is strongly recommended that such trips correspond with the generous vacations already

in the school calendar to avoid the loss of valuable class time. Students are responsible for any work missed due to an absence, whether excused or unexcused. Parents are required to notify the school by phone call in or email when they know their child will be absent as soon as possible and preferably before the start of the day on which the student will be absent. Parents are asked to follow up with a written excuse when the child returns.

### Excused Absences and Tardies

Excusable absences permitted by the [Georgia Board of Education](#) attendance rules:

- Illness
- Educational opportunity
- Quarantine
- Suspension
- Death in family
- Expulsion
- Medical (or dental) appointments
- Court proceedings (one-day limit)
- Religious proceedings

### Absence Policy

Please refer to the ladder of interventions regarding the school's absence policy (on a per semester basis):

1. After four (4) unexcused absences the teacher/school will contact the parent by phone, email or in person and remind them of the school's attendance policy. The teacher/school will document the contact with the parent.
2. After five (5) unexcused absences the teacher will send a written notice to the parent reminding them of the school's attendance policy and intervene to support if necessary.
3. If the student accumulates more than seven (7) unexcused absences, a referral will be made to the school counselor. The school counselor will contact the parent and collaborate with the administrative team.
4. If the student continues to accumulate absences, a meeting will be scheduled with administration and the counselor to determine the student's continued enrollment at Kennesaw Charter.
5. A student can be withdrawn from the school if they accumulate more than 10 unexcused absences for the year.

### Excused/Unexcused Absences

When verified by the parent or guardian, excusable absences will be recorded in the student's permanent record as an "excused absence". The school does not excuse absences for assisting at home, babysitting, family vacations, shopping, or for other reasons deemed capricious by the school administration. In addition, teachers are not responsible for providing private instruction for work missed through absences for these reasons. Such absences must always be reported to the school and will be recorded on the child's permanent record as "unexcused absences". Continued or chronic absence/tardiness for illegal reasons may result in referral to the Student Support Team (SST), or the Department of Family and Children Services (DFACS), and excessive illegal absence/tardiness may result in the retention of a student at grade level and referral to the juvenile authorities.

## Absence Documentation Requirement

### *Parent's Note*

All absences require a written note from the parent/guardian explaining the absence(s). The student should deliver the note to their homeroom teacher when they return to school. Failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded.

### *Doctor's Note*

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

## Make-up Work

Students who have an excused absence shall have the opportunity to make up work. It is the responsibility of the parent and student to contact the teacher(s) involved to determine makeup assignments and establish mutually agreeable terms for daily work and test makeup. Students will be granted the amount of time they were absent to make up work. Major project or quarter exams missed during suspensions will be made up within the same number of days as the length of the suspension.

## Tardiness Policy

All students must arrive at school on time by 7:50 a.m. and are considered tardy when entering after the 7:50 a.m. start time. Repeated failure to comply with this policy could result in the student losing the privilege of attending KCSMA.

## Tardiness Procedures

Students who arrive after 7:50 a.m. must be escorted into the front office by a parent to receive a tardy slip. Only proof of medical and dental appointments will be considered for excused tardiness. Please refer to the ladder of interventions regarding the school's tardy policy (on a per semester basis):

1. After three (3) unexcused tardies the teacher will contact the parent by phone, email or in person and remind them of the school's attendance policy. The teacher/school will document the contact with the parent.
2. After five (5) unexcused tardies the teacher will send a written notice to the parent reminding them of the school's attendance policy and intervene to support if necessary.
3. If the student accumulates more than 7 (seven) unexcused tardies a referral will be made to the school counselor. At 10+ tardies the school counselor along with administration will discuss withdrawal status for student.
4. Continued and repeated tardiness will jeopardize the student's continued enrollment Kennesaw Charter Science and Math Academy.

## Late Pick-Up

The school day ends at 2:45 p.m. Students are expected to be picked up on time, between 2:45 p.m. and 3:30 p.m. We encourage parents to enroll your child in an after-school program if you cannot make the 3:30 p.m. deadline. After 3:30 p.m., students will be signed into the After-School Program and all fees will apply.

For parents who choose to enroll their children in the after-school program, please note that the After-School Program ends at 6:30 p.m. Please note that the school will make every effort to contact you should your child not be picked up by 6:30 p.m. Late pick-ups will incur additional fees.

### Early Dismissal

Requests to be dismissed before the end of the school day must be limited to emergencies or medical appointments which cannot be taken care of during after school hours. Students who need to leave early should bring a note from their parents on the morning of the day of the early dismissal. Frequency of early dismissals will be monitored. Parents must check their child out early from the front desk. Early dismissal ends at 2:15 p.m. Students will not be released for early dismissal between 2:15 p.m. and 2:45 p.m.

### Carpool

All families are issued 2 KCSMA carpool tags for the year. Teachers have a list of all students' numbers, but carpool goes much faster if students know, watch, and listen for their numbers. We appreciate your help in helping your student(s) memorize his or her car rider number. *Please note: If an official KCSMA carpool tag is lost, there will be a \$5.00 replacement fee.*

Carpool number will NOT be entered and student(s) will NOT be called for carpool pick-up if the car does not have a school issued carpool number clearly visible and/or if the driver is talking on a cell phone/texting. This is for your student's safety. PLEASE stay in your car always during carpool line.

### IMPORTANT NOTES

- Carpool tag must be posted in clear view, easily seen by staff through the windshield. Please remove carpool tag after child is picked up so staff members know to proceed to the next car.
- Carpool staff members WILL NOT participate in conversations with parents during carpool. For the safety of our students, staff members supervising students as they enter or exit cars will not respond to questions, comments or suggestions, other than to greet you or your student or to say goodbye. Please do not try to engage carpool staff in conversations as their complete focus needs be on monitoring the safety of your child.

### How to lose carpool access/privileges

Please see the Board Policy below, stating that non-compliance with procedures set forth in this Handbook regarding transportation (i.e. carpool) can result in parent debarment from access to the property. Two warnings, for the same or a combination of the infractions below, means you cannot bring your child to, or pick them up from school.

- Talking on cell phone (blue tooth) or texting in car line
- CHANGING LANES in car line
- ALLOWING CHILD TO EXIT CAR when there is no carpool staff member within arm's reach
- RAISING VOICE, CURSING, ignoring carpool staff directions in car line, or otherwise berating carpool staff



- Cutting off other drivers, exiting out the wrong way, into oncoming traffic

A written warning will be sent home in your child's book bag and an email warning will be sent to the email address you provide KCSMA. Lack of acknowledgment that you received a warning does not make the warning go away.

#### *Board Policy: Transportation Section 1.3*

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

#### Transportation Changes

Please put in writing all transportation changes for your student and send them with your student on the morning of the change. Emails to the teacher will not be accepted, as many teachers do not check email until the end of the day. Please talk with your student to make sure they are aware of the change in transportation, so they feel safe in knowing their after-school schedule. If an emergency occurs and you need to make an unexpected change in your student's after school plans (for ASP, Daycare or otherwise), it is important that you call the main office before 1:30 p.m.

*Please remember:* For safety and security reasons, anyone picking up a student must have picture ID and be listed on student contact card as an approved pick-up adult.

#### School Telephone Use

Students will only be allowed to use the school telephone for emergencies and only with staff permission and supervision. If a student needs to call their parent/guardian, they will be provided with the opportunity to use a school phone.

#### Money and Other Valuables

Students should not bring money, property, or other valuables to school, except to purchase items from the cafeteria, or to pay for field trips and/or other classroom fees. Money should be sent in a sealed and labeled envelope. If money is required for other reasons, students and parents will be notified. The school will not assume the responsibility for any lost or stolen items.

While it is the responsibility of the student to secure and maintain the safety and control of all valuables, the administration at KCSMA and its entire staff will also hold students accountable for any deliberate theft or misuse of another student's property.

#### Forms of Payment

KCSMA accepts debit cards, cash and money orders. Checks will be accepted only for specified circumstances. Breakfast and Lunch is paid for online only.

The Before and After School Program now accepts credit cards, debit cards, cash and checks. BASP is a prepaid ONLY program. Your child will not be allowed to stay in BASP if there is a balance due on your account.

Insufficient Fund Policy: You will be charged \$30.00 the first time your check does not clear. Your check will then be re-deposited. If the check does not clear the second time you will be responsible for the amount of the check plus the initial \$30.00 insufficient fund fee, which needs to be paid in cash or by money order. Once a check has been returned due to insufficient funds, future payments to KCSMA can only be accepted as cash or money order.

Outstanding balances must be paid in full for students to participate in FIELD DAY or other activities.

### School Visitors

All parents/guardians and other visitors, must enter through the front lobby, sign in at the front desk, and wear an identification tag always. Any visitor caught in the building without an identification tag will be asked to visit the front desk or leave the building. School staff will provide additional visitor assistance.

Small children (siblings) in the classroom may be a distraction to teachers and students. Please get prior approval before bringing small children in for classroom events/activities or for lunch. School administrators and your child's teacher will most likely make decisions about this depending on the situation.

### Volunteer Program

The Kennesaw Charter Science and Math Academy (KCSMA) is a public charter school of choice not entitlement. As part of the decision to enroll at the school, parents will become an active partner by participating in the Parent Volunteer Program, including volunteering 20 hours, at a capacity that is sensitive to the needs of KCSMA.

### After School Program

The After-School Program aims to provide a fun, enriching environment for students in grades K through 5 that will encourage learning, inspire creativity, and enhance social skills. Our program begins at 3:30 p.m. and ends at 6:30 p.m. Beginning at 6:31 p.m., late fees of \$1 per minute will be assessed. This fee is per child.

All Before and After School Program accounts in arrears of \$50.00 or more for one week will result in your child(ren) not being allowed to participate in the Before and After School Program until this account is current. An outstanding balance may prevent your child from participation in Field Day and other school activities. In rare occasions, when an account is very overdue, the school may turn it over to a collection agency.

### Emergency Procedures

KCSMA has developed a comprehensive safety plan that will be practiced throughout the school year. Students are expected to adhere to the proper protocol during all drills. During emergencies where evacuation of the building is necessary, alarms will ring continually. When the alarms sound, students and staff should proceed quickly, quietly, and calmly through the halls following the evacuation procedures. Fire and emergency procedures are posted near the door of every room in the school building. The fire department has approved these procedures. During the fire drill/emergency procedure, each class should stay together and walk a safe distance from the building and return to class using the same route used to exit the building.

## School Closing

In the event of inclement weather, KCSMA will follow the Cobb County School District's inclement weather decision. In case of inclement weather, please tune in to all local television channels for school closings, delays, or early dismissals.

## Field Trips

Field experiences are a part of the curriculum and are encouraged. Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be penalized in any manner or denied the opportunity to go on the field trip that is part of the regular academic program for failure to contribute. Under no circumstance will a student be allowed to leave the school grounds without a permission slip signed by a parent/guardian. Students and parents are expected to adhere to all deadlines related to returning permission slips. Field trips are a privilege. A student can be excluded from participation in field trips because of inappropriate behavior on the school grounds or based on inappropriate behavior displayed on field trip. Rules on field trips are the same as required within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property. Violations of school rules on a field trip may result in the revocation of a student's privilege of participating in future field trips and/or other school activities.

## Field Trip Chaperones

Parents may be asked by the principal or by the classroom teachers to serve as chaperones on field trips. The primary responsibility of a chaperone is to supervise students, keep them safe and monitor for appropriate behavior. Parental chaperones are asked to take this responsibility seriously and to remain vigilant (not on cell phones) and attentive to students' needs throughout the trip. School personnel will select parent chaperones. Parent chaperones may or may not be asked to chaperone a group of students that includes their child.

Children not enrolled in KCSMA may not attend KCSMA field trips and may not accompany a parent serving in the capacity of parent chaperone. Parents wishing to attend field trips, that have not been requested to chaperone the trip, will be considered on a case to case basis. Admission, transportation, or any field trip fees will be the responsibility of the parent if not serving as a chaperone.

## Field Trip refunds

If a student is absent on the day of the field trip the parent may request, in writing, a refund. Please know that transportation fees (bus or otherwise) will not be refunded. Additionally, if KCSMA has already dispersed a field trip check to the field trip destination, a refund is issued at the discretion of the organization hosting the trip. If the organization has a no refund policy, KCSMA will honor that policy. KCSMA does not receive refunds on cancelled trips or trips with fewer students than expected. If the principal and teachers deem it necessary for a child to attend a fieldtrip with parent supervision, based on frequent or ongoing discipline problems, a parent may be required to attend the fieldtrip (at their cost) to supervise their student for the student to attend. Students are not denied field trips due to financial restraints.

## Birthday Celebrations

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. To maximize student instructional time, we are asking all parents to follow these simple guidelines when planning for your child's birthday celebration at school.

- Please check with your child’s teacher regarding classmates with specific dietary needs or food allergies prior to bringing any food item to school.
- Birthday treats must be store bought and the list of ingredients must be visible.
- Please reserve balloons, flowers, party favors, treat bags and costumes for birthday celebrations outside of school.

Birthday celebrations for students should take place during your child’s lunch period. The teachers will provide direction as to how to distribute treats towards the end of the lunch period. Please confirm the time of your child’s lunch period with his/her homeroom teacher.

### Bring your own device (BYOD) Use Policy

At KCSMA, we use technology to enhance our mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. We expect students to embrace the following principles so they may become responsible, digital citizens. These technologies may include, but are not limited to, school-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, netbooks, e-readers, interactive whiteboards, etc.).

1. Devices are intended for educational purposes only.
2. All activity over the network or while using KCSMA devices will be monitored.
3. Access to online content via the school network will be filtered in accordance with our policies and federal regulations, including the Children’s Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school and personal resources will result in disciplinary action.
6. KCSMA makes every effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from use of school devices.
7. Any electronic device that is being used inappropriately will be confiscated and students will receive a consequence, including loss of technology privileges.

### Media

The media may choose to cover interesting events that occur at KCSMA throughout the year. If for any reason a parent does not wish his/her child to be viewed on television or photographed, you must submit a request in writing. Each parent will receive a Photo Consent Form. Please complete and sign the form/Return it to your child’s teacher. If this is not signed and returned, your child will not be in the school yearbook, celebratory photos posted throughout the school, or in media articles.

### Research and Development Center (Media Center)

KCSMA is privileged to have a Media Center with an extensive collection of books, resources, a maker-space, a Lego area and many technological devices. If a student checks out a book, she/he is responsible for returning it on time and undamaged. If the book is lost or damaged, the student (parent) is responsible for paying for the replacement cost of the book or damage fee. Until the lost book is returned or paid for, students are not allowed to sign out additional books. This is the same policy for the many resources available to the students while visiting the Media Center. All technology should be used with care to prevent any damage to the devices.

## STUDENT HEALTH SERVICES

The School Health Services Program provides coordinated school-based nursing services for students. Services provided by school nurses require a referral and parental/guardian consent for individualized screenings (e.g.

vision, hearing, dental, scoliosis). Referrals of individuals with health problems or suspected health problems are accepted from parents, school personnel, students and health care providers in the community and may be submitted to the school nurse.

### School Nurse

A school nurse is on duty each day from 7:30 a.m. to 3:00 p.m. Parents can contact the clinic by calling 678-290-9628 (Ext. 238). The nurse is responsible for assessment, intervention, and management of health-related concerns in the school setting. This service is not to replace the care a student receives from a regular doctor or clinic, but will provide:

- Basic emergency and first aid care
- Assistance to correct problems discovered
- Monitoring of immunization records
- Administering of certain medications

### Medication

If a student needs medicine to be administered during the school day, it must be in the original container and a completed permission form must accompany the medication. All medication will be stored and dispensed through the nurse's office. This form may be obtained from the nurse's office or the school's front office. A parent/guardian must deliver prescription medications that are classified as controlled substances to the nurse's office. **Students should not bring medicine with them to school and administer it to themselves.**

### Sick Call

After an assessment by the nurse, if it is determined that a student should not be at school, a parent/guardian or emergency contact will be notified. Please contact the nurse's office when there is a change in health status or emergency contact numbers to discuss your student's individual needs. If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian and doctor must be presented to the nurse. The nurse should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment. Students should not return to school until fever- and/or vomit- free for 24 hours. Except as permitted by policy, medicine must be kept in the school clinic and dispensed by the nurse or his/her designee.

Contagious illness: If a student has been identified as possibly having a contagious illness, the school will follow the infectious disease reporting protocol including recommendations from the Cobb County Health Department.

Food allergies: We have several students who have life-threatening allergies to peanuts, tree nuts and nut products, as well as eggs, dairy and other foods. Exposure to these products may require the administration of epinephrine, as well as a hospital visit. To assure the safety of our students, and to ensure that we are meeting all required guidelines, we ask that parents follow the instructions of a classroom teacher regarding providing home baked goods or home cooked foods during parties, celebrations or special activities

## SCHOOL NUTRITION PROGRAM

Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students who are physically fit, sleep better and are better able to handle the

physical and emotional challenges that they encounter during the day. Breakfast and lunch will be available to all students daily.

If a student is not buying a lunch through the school's food service program, please be sure to:

- Send students to school with lunch.
- Pack lunches that can be stored with the student.
- Avoid sending carbonated beverages, candies, and large serving size of drinks, chips, food, etc.

If a parent/guardian must bring a lunch to the school, please follow these guidelines:

- Parents must first check-in with the front office.
- Bring the lunch to the cafeteria and place it in the area assigned to your child's homeroom teacher (students will retrieve their lunch at their lunch time; they will not be called out of class).
- Pack lunch in a closed container (sack or lunchbox/bag).
- Bring lunch only for students for which you are a contact.
- No outside "fast food" such as Chick-fil-A, Subway, McDonald's

If your child realizes they do not have a lunch, it is their responsibility to look in the designated area for their lunch. Please note that any lunches that arrive after the designated lunch period will remain in the cafeteria until the end of the school day. If there is no lunch with their name/teacher's name on it, student will be given a cheese sandwich and fruit, for which parent will be charged \$4.00. If your child is without lunch on a repeated basis, administration will request a conference with you and will make a report to the Department of Family and Children Services.

### Ordering Lunch

Kennesaw Charter Science and Math Academy contracts with an outside vendor to cater our lunch program. Lunches must be ordered at least 4 days prior to service. If you would like your child to eat a hot lunch, please follow the guidelines below:

- Log onto <http://chefadvantage.h1.hotlunch.net/signin>
- First Time Users – click on create an account.
- School Code: 412-908 (include dash)
- Multiple Student Families repeat process; enter school code each time.
- Food & Menu Questions: 770-421-9550 or [Orders@chefadvantage.com](mailto:Orders@chefadvantage.com)
- Technical Questions: 1-866-529-2064 or [msudak@hotlunchonline.com](mailto:msudak@hotlunchonline.com)

Subsidized meal applications for free or reduced cost lunches under the National School Lunch and School Breakfast Program should be completed within the first month of school. All parents must complete the application by September 1, 2017. Applications can be obtained from the school office.

Please do not include ice cream (supplemental items) with lunch payments. Money for these items should be sent in daily with your student.

Unless parents send a note saying their child is not allowed to purchase supplemental items, if a student has money they will be allowed to purchase supplemental items. Please check with your child's grade level to determine if there are special exceptions.

### Lunchroom Visitors

While parents and visitors are always welcome to join their student for lunch, we do ask that dining room procedures be followed.

- Parents eat with their student at the students’ table.
- No food from outside vendors.
- Please observe and follow the “food for 10” rule. (For the first 10 minutes of lunch, students are expected to refrain from talking and focus on eating their food. Some students will not eat if they sit down and immediately start to socialize during lunch.)
- Please do not invite children other than the child you are there to see to move to another table or to join you. Space is tight, and small changes in the structure of the tables or schedule can disrupt the dining room routine.

### STUDENT UNIFORMS & DRESS CODE

KCSMA is a school of choice. By choosing to attend KCSMA parents agree to follow the dress code and uniform policy set by the Board. It is the responsibility of each parent to ensure their child comes to school dressed in compliance with these expectations every day. Uniforms must be neat and clean. Students should also practice good hygiene. If a child is out of uniform, parents will be contacted and required to bring the necessary items before students are admitted to class. Coats, jackets and other over-garments, which are not a part of the school uniform, must be stored in an assigned location. Coats and jackets cannot be worn in the building. The uniform requirements are listed below.

Students are expected to be in uniform every day, with shirts tucked in, proper shoes (and belts if appropriate).

	BOYS	GIRLS
Tops	Red, Navy, White Knit Polo Style Shirt: <ul style="list-style-type: none"> <li>▪ Must have collar</li> <li>▪ Must have sleeves</li> <li>▪ No insignias (logos) other than school insignia</li> <li>▪ Solid Color Only</li> <li>▪ No T-Shirts Sweater/Sweatshirts other than uniform</li> </ul>	Red, Navy, White Knit Polo Style Shirt: <ul style="list-style-type: none"> <li>▪ Must have collar</li> <li>▪ Must have sleeves</li> <li>▪ No insignias (logos) other than school insignia</li> <li>▪ Solid Color Only</li> <li>▪ No T-Shirts Sweater/Sweatshirts other than uniform</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>▪ Khaki or Navy Pants</li> <li>▪ Khaki or Navy Shorts (not to exceed 1 inch above the knee)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Khaki or Navy Pants</li> <li>▪ Khaki or Navy Shorts, Skorts, Skirts (not to exceed 1 inch above the knee)</li> <li>▪ Plaid Jumper or Skirt (not to exceed 1 inch above the knee)</li> <li>▪ Solid Navy or Red polo-style dress (not to exceed 1 inch above the knee)</li> </ul>
Footwear	Shoes - black, brown, navy, grey or white and no open toe (Tennis shoe preferred) (No light ups)	Shoes - black, brown, navy, grey or white and no open toe (Tennis shoe preferred) (No light up, glitter)
Accessories	Belt	Belt

	All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.	All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.
Friday – Spirit Wear	Spirit wear shirts with uniform shoes, well-fitting/ hole-free jeans or khakis.	Spirit wear shirts with uniform shoes, well-fitting/ hole-free jeans or khakis.
Other	When approved by the administration, select clothing may be allowed on particular school days.	When approved by the administration, select clothing may be allowed on particular school days.

### Uniform Expectations and Violations

If a student receives a uniform/dress code violation, the following will occur:

- First Violation -written warning to parent. Parent signs and returns to teacher. This violation goes on file.
- Second Violation – parent will be notified by telephone to bring appropriate clothing/shoes for student. Second written notice will be sent home. Parent signs and returns to teacher. Infraction goes on file.
- Third Violation – Parent will be notified by telephone, to bring appropriate clothing/shoes for student. Third violation notice will be sent from Administration and will require parent to attend a conference. This notice should be signed and returned to Administration, along with a contact from the parent, letting an administrator know when they are available for conference. In addition, student will not be allowed to participate in “no uniform day” (N.U.T. PASS) or Spirit Wear Day (Fridays).
- Fourth Violation will be considered insubordination. Parents will be contacted by Administration regarding discipline for this behavior. Student will not be allowed to participate in “no uniform today” activities (N.U.T. PASS) or spirit wear days for the remainder of the year.

## COMMUNICATION

### Website

Please visit our school website throughout the school year for important dates, events, and other information for Kennesaw Charter Science and Math Academy. Our website will continue to be updated and improved during the school year. Visit us at [www.kennesawcharter.com](http://www.kennesawcharter.com). Also, “Like” us on Facebook; Follow us @KCSMA\_Knights; #teamKCSMA

### Monthly Principal Newsletter

To provide communication in a proactive and interactive manner the principal will forward an electronic monthly newsletter to parents. The monthly newsletter will be distributed on the first of each month and will include school-wide announcements, calendar reminders, and pertinent updates.

### Contacting Staff Members



Communication between staff members and parents/guardians is critical for students' success. Teachers and other staff members can be contacted through email in the following way: first letter of first name, last name @KCSMA.net (ex: jmcnealey@kcsma.net)

Below are several procedures and norms for this communication.

1. Parents/guardians should expect staff to respond to phone calls and emails within two business days.
2. Upon receipt of a conference request, staff members will attempt to schedule conferences within the next 10 business days. The parent/guardian should report to the office at the time of the agreed appointment and the main office staff will provide a visitor's pass and notify the faculty member.
3. Please always check in at the front office and refrain from going directly to classrooms or offices before the main office has contacted the staff member.
4. Under no circumstances should a parent go to a classroom or interrupt a teacher's class without prior consent from the main office.

### Teacher Communication

Teachers will communicate on a regular basis by email and classroom blogs. Please check these blogs often as they will provide you with constant updates on daily classroom activities. [ParentVue](#) is a grade reporting tool available for grades four and five if you'd like more information on ParentVue or instruction on logging in [click here](#).

### Parent-Teacher Conferences

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child's performance at school. Teachers are not available for parent-teacher conferences during instructional time. Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Each school has a scheduled conference day and the teachers remain at the school to talk with parents and guardians. Please contact your child's teacher to schedule a student or classroom observation. If you have questions or concerns resulting from an observation, please schedule a conference with the teacher or other appropriate school personnel. If you submit a concern, complaint, or issue, please allow time for the principal and/or teacher to investigate your concern before giving you a reply.

### Parent Teacher Organization Communication

Go to the school website: [www.kennesawcharter.com](http://www.kennesawcharter.com) and click on PTO. Check this site often. KCSMA has an awesome PTO, and you don't want to miss news, opportunities, or upcoming events

### One Call Now

Please make sure we have a current home or cell number for all parties who wish to receive mass phone information blasts from the school. Calls include reminders for upcoming events, weather or early closure notice, or safety updates. We try to schedule all calls between 5:00 p.m.- 9:00 p.m. but there are situations when a call will occur during the business day. If you do not wish to receive calls during the business day, please give us an alternate contact number.

### Lost and Found

The Lost and Found area is located outside the gym's back entrance and occasionally at the front of the school prior to breaks. At the end of each semester, unclaimed items are donated to charity or sold in our gently used

uniform resale program. Items of clothing that may be removed, such as coats and sweaters, should be labeled with the student's name.

## STUDENT ASSESSMENT

### Homework

Homework is an extension of the school day. Students are expected to meet the deadlines given by their teachers. The school-wide homework focus is on building fluency in both reading and mathematics, as well as to review concepts that have been previously taught. Students should read appropriate texts and practice mathematics facts outside of the school day.

### Grading

Grades K-3 use Standards Based Reporting. Teachers at these grade levels will be happy to discuss this assessment method if there are questions. Third grade report cards will include a numerical grade as well.

As we strive to prepare KCSMA students to be successful in middle school, 4th and 5th grade homework and grading practices are made available through meetings, rubrics and blogs and ParentVue. It is the parents' responsibility to check online grades (ParentVue) often to stay current on student's grades. It is the teachers' responsibility to update student grades weekly, and to contact parents if there is an uncharacteristic drop in grades or motivation. And it is the responsibility of the student to ask for work they missed, to turn in homework on time, and to ask questions if they are unsure about directions or due dates. If parents have questions or need clarification about grades or the grading process, please contact the teacher.

During the second semester of the 2017 – 2018 school year, we will be moving towards grading with a STEM focus. This will result in more rubrics displaying how your child uses information they were taught and less worksheets displaying recall of information. You will also see more project based and interdisciplinary activities where students use information from all subjects in a collaborative manner to produce or present a final product.

### Mid-Semester Progress Reports/Mid-Term Conferences

Halfway through each grading period, students will receive a progress report. The report will include the student's grade in each course, a report on the student's classroom behavior, and a brief description of the student's academic work habits.

### Report Cards

At the end of each grading period, a thorough report of student progress is presented in the form of a report card that includes:

- The overall quality of performance according to the standards of each discipline.
- The level of the student work (above, below, or on grade level.)
- A brief description of any standards where a student is notably strong or weak.

## PARENT AND STUDENT RESOURCES

### School Counselors

The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. Parental permission is not required for students to see the counselor or to participate in classroom guidance activities. In this confidential relationship, students can explore their feelings and experiences in hopes of finding a meaningful, positive solution to their personal issues. In many cases, the school counselor works on problem solving, decision-making, and goal setting with the student.

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Parents, teachers, and students can initiate a referral to the school counselor.

### Gifted Education Program

KCSMA Gifted Education Program, known as QUEST, provides differentiated instruction for intellectually advanced and creatively gifted students. According to Georgia Board Rule 160-4-2-.38, a gifted student is defined as one who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels which commensurate with his or her abilities. Gifted students receive instruction one day each week from a gifted endorsed teacher.

### Special Education Services

The Kennesaw Charter Science and Math Academy is committed to a program of responsible inclusion for students with special needs. Special Education teachers work with students within the regular classroom and in a separate setting, as appropriate. SES staff regularly monitors each student's progress and provides support. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Plans (IEP's), maintaining student records, and reporting progress are managed by the school's Student Services Administrator.

### 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 school-wide 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.

### Early Interventions Program

KCSMA implements a crucial step toward closing the achievement gap with students who are performing below grade level in reading and/or mathematics. This intervention occurs during the Enrichment block and does not remove students from core content instruction. The school uses a variety of data sources to determine which students are required to attend the program. Students are progress monitored on a weekly and/or bi-weekly basis. Eligibility for this support is re-assessed each semester. An individualized intervention program and timeline of instruction are then developed for each student. Each student's progress is carefully monitored

by the EIP Teacher, and interventions are adjusted according to the student's current needs and progress. As students' literacy and/or mathematics skills improve they are transitioned out of EIP program.

## BEHAVIORAL NORMS

Kennesaw Charter Science and Math Academy staff follows the belief that students, armed with the knowledge and examples of how to behave in an appropriate manner will often make good choices.

Staff members school wide are expected to model respectful, friendly, courteous, helpful, responsible, and encouraging behavior with peers and students. We look for opportunities to praise and celebrate students when they display life skills that will guide their futures as successful and altruistic citizens of their world.

Staff members use best practices from experts in fields of behavior, such as Dr. Becky Bailey, Dr. Eric Jensen, and Susan Kovalik in their interactions with students. For more information, please visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

The CHAMPS code of behavior is practice school wide. CHAMPS is a research based proactive and positive approach to behavior management. For every aspect of a student's day, there is an established CHAMPS protocol. Each letter represents a specific expectation: C - conversation level, H - help, A - activity, M - movement, P - participation; resulting in S - success for all. Teachers establish expectations for student's C - voice level, H - how they can get assistance, A - defining the activity, M - how they are to move, if there is movement involved, P - whether the activity is to be completed alone, with a partner or in a group. CHAMPS expectations are set for class work, transitioning in the hallway, lunch, restroom breaks, recess, arrival and dismissal.

Expectations for student behavior at KCSMA include the following:

- Respect yourself and others.
- Everyone has their own personal space and belongings. You must be invited to be a part of either.
- Learn from mistakes (poor choices) and reflect on them so that you don't repeat them.
- Be honest with yourself and with others.
- Take accountability for your actions.
- Make restitution.
- Forgive yourself and move on.

### Hallway Conduct

Acceptable behavior in the halls is as follows:

- Speak softly and walk quietly.
- Do not block the hall or stairs.
- Avoid standing in groups and blocking other students from proceeding to class.
- Walk to the right.
- Quiet zones include the front lobby, media center, and stairwells.
- Individual students in the hallway must have a pass and be respectful of hall Procedures.
- Keep your hands to yourself. All eyes forward. Low speed.
- Failure to conduct yourself appropriately in the hallways will result in disciplinary action.

## Discipline Policy

KCSMA follows [Cobb County's discipline plan](#) which involves teaching student procedures that, when followed, will prevent situations in which poor choices might be made. While teachers use classroom expectations, rewards, and consequences customized for the needs of their students, all staff members use the following behavior plan:

- First offense: Warning
- Second offense: Teacher and student call parent
- Third offense: Student meets with an administrator, or designee, and parent contact is made. Student spends reflection time with an administrator or designee until behavior is successfully processed. Student is escorted to class and is responsible for making up any missed tasks.
- Fourth offense: An administrator, teacher or designee calls parent to remove student from school. If fourth offense occurs after 1:00 p.m. the student may either be suspended or placed in an alternative setting for the following day.

An important part of a student's reflection process is the student telling parents about the bad choice that led to reflection time. Successful outcomes of this telephone call are two-fold:

1. Student knows parents and administration/teacher are hearing the same information.
2. Parents can talk with their student in real time, when details are fresh on the child's mind.

## Reflections

Students are sometimes asked to write reflections. This gives them the opportunity to take responsibility for their actions, to discuss how their inappropriate actions impacted others, and to think about how they will do things differently next time. The reflection-writing process is much more effective when parents take time to discuss the reflection form with the student and help their student plan for what they will do next time. Reflections are important in helping children process behaviors. Please sign and return your child's reflections after discussing the behavior with your child, ensuring they have accepted accountability for their choices, and helping them plan more appropriate choices for the future.

## Bullying

Kennesaw Charter Science and Math Academy believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The KCSMA policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the KCSMA Governing Board.
- KCSMA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment, or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. Investigate: Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify: At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. Discipline: Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances. Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be subject to expulsion through appropriate due process by disciplinary hearing officers, panels, or tribunals. Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.
4. Follow Up: Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.
5. Additional Resources/Information: Please review the [Georgia Department of Education Policy on the Prevention of Bullying, Harassment and Intimidation, Appendix C](#) for additional resources.

## KCSMA Parent/Student/Teacher Contract

**Please read the below Contract and upon completing please Print and Return the Form to your student's teacher.**

As a parent/guardian, I will:

- Familiarize my family with Parent Student Handbook, and adhere to guidelines, procedures, policies and expectations of KCSMA and the Handbook.
- Show respect and support for my child, the teachers, and the school.
- Support the school's discipline policy.
- Provide a quiet, well-lit place for study and supervise homework.
- Attend parent-teacher conferences.
- Talk with my child each day about his or her school activities.
- Assist with at least one school or classroom activity.
- Read with my child for at least 10 minutes each day and let my child see me read.
- Check the blog, Online grade reporting program, Class Dojo frequently and student agenda daily.

As a student, I will:

- Always try to do my best work.
- Be kind and helpful to my classmates.
- Show respect for myself, my school, and other people.
- Obey classroom and school, rules, routines, and procedures.
- Show respect for school property and property of others.
- Come to school prepared with my homework and my supplies.
- Believe that I can and will learn.
- Spend at least 30 minutes each day studying or reading at home.
- Write all assignments, deadlines and other activities in my agenda daily.
- Talk with my parents each day about my school activities.

As a teacher, I will:

- Show respect for each child and for his or her family.
- Make efficient use of learning time.
- Provide a safe and comfortable environment that's conducive to learning.
- Help each child grow to his or her fullest potential.
- Provide meaningful and appropriate homework activities.
- Provide necessary assistance to parents so they can help with assignments.
- Enforce school and classroom expectations fairly and consistently.
- Supply students and parents with clear evaluations of progress and achievement.
- Use special activities in the classroom to make learning enjoyable.
- Demonstrate professional behavior and a positive attitude.

Now, hand in hand, we will work together to carry out this contract.

\_\_\_\_\_  
Student signature/date

\_\_\_\_\_  
Parent signature/date

\_\_\_\_\_  
Teacher signature/date