



THE  
**main street**  
ACADEMY

A FULTON COUNTY CHARTER SCHOOL

**2016-2017**

**Student and Parent Handbook**

The School is not responsible for omissions in the handbook. The Main Street Academy (“TMSA”) reserves the right to amend the contents and reissue this handbook at any time. Final authority on all matters rests with the school administration and governing board when applicable. It is the responsibility of the student and parents/guardian to review this student handbook periodically.

*Note that every aspect related to the policies and procedures of TMSA cannot be covered in this Handbook; any situation not specifically referred to in this Handbook, or in separate policy adopted by TMSA, will fall under the Policies and Procedures set forth by the Fulton County Board of Education.*

*REVISED JULY 2016*

<b><u>Table of Contents</u></b>	
	Page
<b><u>General Information</u></b>	
School Information	2
Important Information for Parents and Students	3
Letter from Principal Parker	4
Purpose Statement & Core Values	5
Governance Board	6
Non-Discrimination	7
Parent & Student Involvement	7
Learning Compact	9
Meal Service Plan & Wellness Policy	10
Ways to Support TMSA in the Community	12
<b><u>School Policies</u></b>	
Student Information	14
Attendance & Dismissal	14
Enrollment for Returning Students / Withdrawals	18
Academic Guidelines	18
Dress Code & Uniform Policy	24
Telephone Calls & Cell Phones	29
Illness / Medication	29
Inclement Weather	30
Lost & Found	30
Parties & Invitations	30
Field Trips	31
Visitors	31
Volunteers	31
<b><u>Classroom Behavior &amp; Discipline Policy</u></b>	
Due Process and Students' Rights & Responsibilities	33
Code of Conduct	34
Discipline Policy	35
School-wide Guidelines and Classroom Management	37
Core Value Matrix	40

## **School Information**

### **Administrative Office**

Principal: Ms. Cheryl Parker

Assistant Principal of Grades K – 4: Dr. Marclette Ellison

Assistant Principal of Grades 5 – 8: Mr. DeMarco Mitchell

Director of School Operations: Ms. Virginia Smith

Director of Student Services: Ms. H. Champale Brown

RTI/SST Coordinator: Dr. Marlon Tempro

Data Clerk: Ms. Jennifer Kimbrel

Administrative Assistant (Front Office): Ms. Robin Peterson

School Nutrition: Ms. Teena Mooney

Director of Before and After Care Programs: Ms. Tracie Greene

Technology: Mr. Kiet Nguyen

### **School Address**

2861 Lakeshore Drive  
College Park, GA 30337

404.768.0081

[www.tmsa.org](http://www.tmsa.org)

### **School Hours** 7:45am - 3:30pm

Students who are not participating in the Before Care program may be dropped off at the rear entrance of the school beginning at 7:15 a.m. Students may **not** be dropped off prior to 7:15 a.m. without parental supervision.

Dismissal begins at 3:30 p.m. Students cannot be checked out at the main office after 2:30 p.m. through 4:00 p.m.

---

All references to Fulton County School Board policies and to the Georgia Education Code contained herein are hereby incorporate by reference and may located in their entirety at the following websites:

Fulton County School Board policies <http://www.boarddocs.com/ga/fcss/Board.nsf/Public>

Georgia Education Code Section <http://law.justia.com/georgia/codes/20/20-2.html>

## **Important Information for Parents**

*(Parents, please make sure you also read through the Parent Involvement Contract and the Learning Compact):*

-  Please carefully read this handbook.
-  Memorize the 8 Core Values and follow them – lead by example to your children.
-  Be respectful of school staff and other parents – in carline, at a school event, EVERYWHERE.
-  A *Staff List* with contact information will be posted on the school website.
-  Call the school secretary between 7:30 and 8:00 a.m. if you know your child will be absent.
-  Deliver a written and signed excuse for an absence within 5 days of returning to school to ensure the absence will be excused.
-  Always sign in and out for volunteer hours to be counted.
-  Parent conferences will be scheduled by the classroom teacher. Parents may NOT drop by teachers' classrooms before, during or after school unannounced. These times are reserved for teachers to work with students or prepare lessons. The front office will confirm if a parent has a pre-arranged meeting with a teacher prior to allowing the parent entrance to the school hallways and a visitor's badge.
-  Conferences with the Principal and/or Assistant Principal should be scheduled through the school secretary. Do not drop by the school and expect to see an administrator without a meeting set in advance.
-  Read every day with your children – READ more than the 15 minute requirement in the parental contract! Research proves that the best path to academic success is READING!
-  All parents and other chauffeurs of students in Grades K – 8 are expected to utilize the carline for drop off (7:15 – 7:45) and pick up (3:30 – 4:00). Under no circumstances should a student be dropped off or picked up on Lakeshore Drive. The carline map is available on the school website and at the main office.

## **Important Information for Students**

*(Students, please make sure you also read through the Learning Compact):*

-  Please carefully read this handbook.
-  You should memorize the 8 Core Values (and know what they mean) within the first week of school. Faculty and staff may ask you to explain our values at any time during the school year.
-  Dress in the correct uniform every day.
-  Avoid detention – be aware that you are actively following the 8 core values at all times, and be RESPECTFUL AND CONSIDERATE (2 of the Core Values) to your teachers, your peers, your parents AT ALL TIMES!
-  Be a serious student – every TMSA student has a college of choice, and you will only get there if you are serious about school and learning.
-  Turn off the TV and cell phone and READ every day!

Dear Parents,

Welcome to The Main Street Academy for the 2016-2017 School Year!

The TMSA Faculty & Staff look forward to a dynamic partnership with you to ensure each and every student at TMSA strives to achieve at the student's highest potential. This partnership is essential for our students to be successful at school, as they need support from both home and school collectively.

As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that your student:

- Attends school daily and arrives on time for the days learning experience
- Completes all homework assignments
- Reads daily to develop a love for reading and to improve literacy skills
- Discuss school experiences so you can be aware of all matters
- Informs you if he/she needs additional support in any subject area

In addition to the support provided at home, we encourage you to join the PTO and volunteer on a regular basis; those components contribute to the success of your child/children and the school.

The ultimate goal is for TMSA to provide an unparalleled educational experience for students, parents, faculty/staff, community stakeholders, and the administrative team.

If you have questions, comments, or concerns regarding the progress of your child, please don't hesitate to contact your child's teacher, the appropriate assistant principal, and/or myself.

The wonderful TMSA staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to a successful academic school year!

## **Who Leads the Way? TMSA!**

Ms. Cheryl Parker  
Principal  
The Main Street Academy

## **Purpose Statement**

At The Main Street Academy, all students will receive a challenging and enriching education from a dedicated and student-focused staff in partnership with highly-involved parents. Students will leave The Main Street Academy with high expectations of themselves as they prepare for further education and become contributing members of their diverse communities.

## **Belief Statements**

- We believe each student can and will learn.
- We believe each student needs and deserves academic support and enrichment.
- We believe in the eight core values of Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility and Integrity.
- We believe students are best served through relationships with adults in their lives, particularly those at school and in their homes.
- We believe effective educators use data to inform instruction.
- We believe students are motivated by having choice in their learning.
- We believe strategies should be adjusted to ensure appropriate challenge for each student.
- We believe that students rise to meet expectations they care about and understand.
- We believe that, in productive school cultures, every person (adults and students) is an active and enthusiastic learner whose creativity is perpetually nurtured.

## **Core Values**

TMSA encourages the formation of a positive learning culture to guide the learning experience by infusing the following 8 core values to everything we do:

WISDOM

JUSTICE

COURAGE

COMPASSION

HOPE

RESPECT

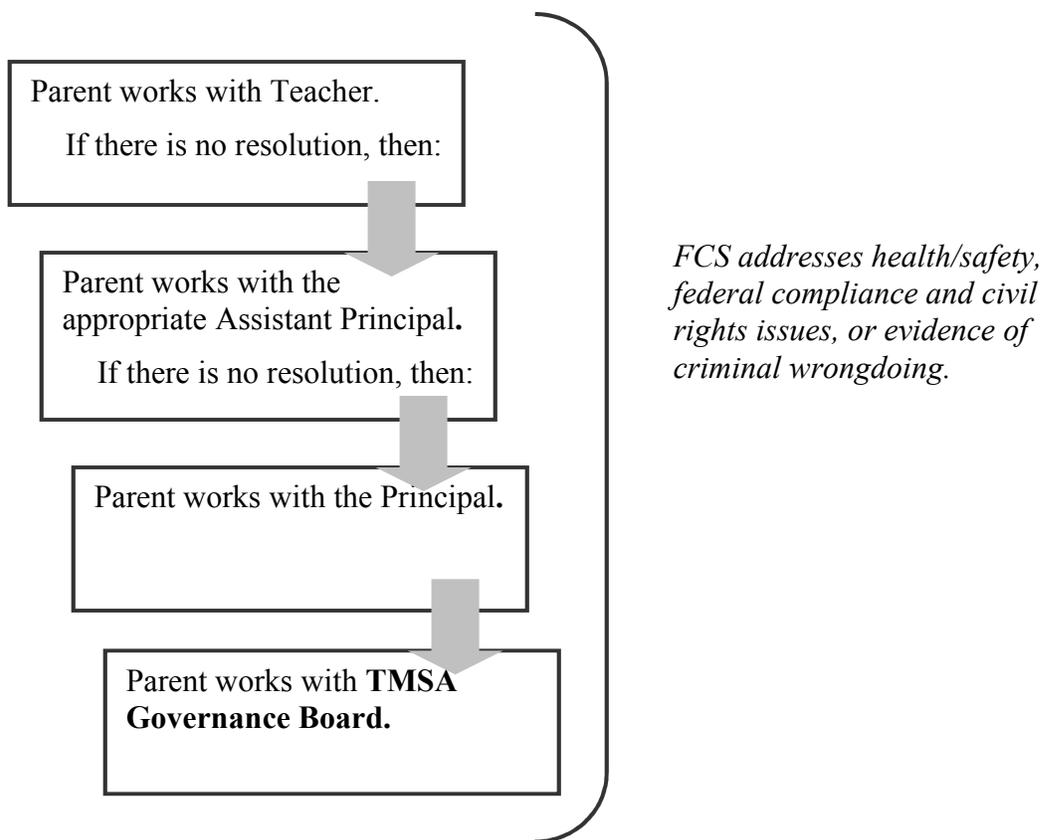
RESPONSIBILITY

INTEGRITY

## Governance Board

The TMSA Governance Board conducts scheduled monthly meetings on the last Tuesday of each month. The time and location of these meetings will be posted on the school's website. Anyone who wishes to address the board must arrive at least fifteen minutes prior to the start of the meeting and place their name on a speakers' list.

While the Fulton County School system retains ultimate authority over approved charter schools, it is a FCS practice to request that parents work through the processes identified in this charter contract to resolve school-level issues. Fulton County Schools respects the autonomy of the charter school and will not become involved in school level matters unless there is a serious issue such as a health or safety concern, federal or civil rights compliance issues, or evidence of criminal wrongdoing.



## **Non-Discrimination**

TMSA does not discriminate on the basis of race, religion, gender, age, national origin, mental status or disability. If students believe they have been discriminated against for any of these reasons they should report it to the Principal's office immediately.

The TMSA Board of Directors abides by the *Fulton County School District Board of Education policy GAB* and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in any of its programs, services or activities. Prohibited actions include, but are not limited to, harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation for complaints filed.

The Board will implement a procedure for providing prompt and equitable resolution of any allegations of discrimination made by students, parents, employees and the school community.

### **Notice: Programs for students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The school has the responsibility to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities. TMSA acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

## **Parent & Student Involvement**

Parents are their children's first teachers. Without firm parental guidance, students cannot succeed.

If we want TMSA to stand apart, we must have our parent community perform and participate at an unprecedented level. This does not mean that you will work harder than most parent communities, but rather that you will work *smarter* by focusing on what really matters: literacy, instructional support through meaningful homework activities, initiatives that involve our children after school, discipline, compliance, and, of course, interaction in our classrooms.

You should know what your child's classroom looks like, who your child's teacher is, where to locate books, how to access our technology resources, and keep abreast of important upcoming events/celebrations/field trips, etc. We want you to have a direct, positive impact on the educational progress of your child. Only with your help can we make TMSA an exceptional school.

As part of the enrollment process, each TMSA Parent has agreed to:

- Read with your child for a minimum of 15 minutes every day of the week.
- Practice Numeracy for a minimum of 15 minutes every day of the week (Addition/Subtraction/Multiplication/Division Tables)
- Work with your child to complete your child's homework requirements every evening.

- Support the school's efforts to remove violent/inappropriate behavior from the school.
- Support the school by ensuring that your child complies with all policies outlined in the Student and Parent Handbook and Code of Conduct contained therein.
- Attend all of the teacher/parent conferences.
- Attend a minimum of three parent / teacher organization (PTO) meetings throughout the 2016-2017 school year.
- Meet your Volunteer requirements at the school (15 hours for a two-parent household and 10 hours for a single-parent household) during the school year.
- Purchase and maintain the necessary school dress code items for each child, and ensure that your child is dressed in compliance with the dress code policy every day that they are in attendance at TMSA.
- Send your child to school every day by 7:45 a.m. (unless legitimately excused).
- Send your child to school until the last scheduled school day.
- Ensure that your child is not dropped off for school prior to 7:15 a.m. and ensure that your child is picked up from school by 4:00 p.m. daily if not participating in after school programs, or 6:00 p.m. if participating in after school programs.

We take this minimal parent commitment very seriously and anticipate that our parents will greatly exceed these expectations. If you do not agree that parent involvement is a critical and vital component to every child succeeding in school, and/or have concern about following the expectations outlined in the above Parent Contract, TMSA may not be the learning environment for your child.

**Please review, sign and return the Learning Compact on the next page of this document to your child(ren)'s teacher(s) within the first week of enrollment in TMSA.**

## The Main Street Academy Learning Compact

*The Main Street Academy will:*

*We, as parents, will:*

*I, as a student, will:*

<ol style="list-style-type: none"> <li>1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to demonstrate mastery on all required State assessments by:               <ol style="list-style-type: none"> <li>a. Following State mandated curriculum (Common Core and Georgia Performance Standards);</li> <li>b. Responding to student academic difficulties in a timely, effective manner;</li> <li>c. Hiring only highly-qualified personnel; <i>and</i></li> <li>d. Providing on-going professional development to instructional personnel.</li> </ol> </li> <li>2. Offer parent-teacher conferences by providing parents with times of quarterly report card conference periods at the beginning of the school year, and scheduling them at a mutually convenient time at the request of either the parent or teacher.</li> <li>3. Provide parents with frequent reports on their child's progress by sending home mid-quarter progress reports and sending home the results of Georgia Milestones and other State assessments annually.</li> <li>4. Provide parents with reasonable access to staff by providing parents with times of teacher conference periods at the beginning of the school year, and scheduling at least one Open House event annually.</li> <li>5. Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure my child arrives at school on time every day in uniform and I pick my child up from school on-time.</li> <li>2. Make sure my child's homework is completed, and talk to my child daily about what they learn in school and what they are working on.</li> <li>3. Memorize the 8 core values by the end of the first week of school.</li> <li>4. Monitor closely the amount and content of television my child watches daily.</li> <li>5. Monitor closely the content of video games and computer / internet content used and engaged by my child; Participate, as appropriate, in my child's classroom and education.</li> <li>6. Encourage my child to read daily; read with my child, and read myself to set an example for my child.</li> <li>7. Read and, if appropriate, respond to all notices from the school.</li> <li>8. Share my ideas for school improvement with the school.</li> <li>9. Communicate with my child's teacher so I am always aware of how my child is doing at school.</li> <li>10. Ensure my child goes to an annual wellness visit with a pediatrician, gets regular cleaning by a dentist, and has hearing and vision screenings annually.</li> <li>11. Build self-worth in my child by saying daily to my child "I believe in you and I know you will be successful."</li> <li>12. Fulfill my volunteer requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow the Student Code of Conduct at all times.</li> <li>2. Memorize the 8 core values by the end of the first week of school.</li> <li>3. Follow the 8 core values EVERYDAY.</li> <li>4. Complete all school assignments to the best of my ability at school and at home, and ask for help when I need it.</li> <li>5. Read at least 20 minutes every day outside of school time.</li> <li>6. Practice Addition, Subtraction, Multiplication and Division Tables at least 15 minutes every day outside of school time.</li> <li>7. Give my parents all notices and information sent home from the school.</li> <li>8. Treat my parents, my teachers and school staff, and my peers with kindness and respect.</li> <li>9. Treat my mind and my body with respect.</li> <li>10. Share my ideas for school improvement with the school.</li> <li>11. Sleep for at least 9 hours every night to optimize my learning and performance capacity.</li> <li>12. Participate in school activities.</li> </ol>
<p>_____ School Designee Signature</p> <p>_____ School Designee Name (Print)</p> <p>_____ Date</p>	<p>_____ Parent Signature</p> <p>_____ Parent Name (Print)</p> <p>_____ Date</p>	<p>_____ Student Signature</p> <p>_____ Student Name (Print)</p> <p>_____ Date</p>

## **Meal Service Plan**

A nutritional breakfast and lunch are offered to every student on a daily basis. If you choose to send a meal from home, milk is available for purchase.

Payment for meals may be made via cash, money order or on-line option. On-line meal payment information and access to meal-pay is located on the school website: [www.themainstreetacademy.com](http://www.themainstreetacademy.com).

August menus and information for payment for the first day of school will be provided prior to the start of school. Monthly menus for breakfast and lunch will be posted on our school website by the 25<sup>th</sup> of the preceding month as well as posted in each school office and cafeteria.

The daily cost to a full price student breakfast is \$2.00 and lunch \$3.25; and adult breakfast is \$2.75 and lunch is \$4.50. The daily cost to a reduced student breakfast is \$.30 and lunch \$.40. The Main Street Academy participates in the National School Lunch and Breakfast Program, sponsored by USDA. TMSA does provide a healthy and nutritious breakfast and lunch for all students.

## **Meal Charge Policy:**

The maximum charge limit allowed for a full priced or reduced student will be 3 days of breakfast and lunch charges. A full priced student's maximum charge limit dollar amount is \$14.25 and a reduced student's maximum charge limit dollar amount is \$2.10. Due to limited funds the student will receive an alternate meal which consists of a cheese sandwich, fruit, and milk (students do have the right to refuse an alternative meal). If a student received an alternate meal due to non-payment for more than 10 consecutive school days, the household may be reported to local authorities. Households who have been determined able to pay, but who do not pay or do not provide a meal from home their children may be considered guilty of neglect.

**Meals brought from home must be ready to eat. TMSA does not provide microwave ovens for the students to use to heat food (\*\*see FCS Handbook).**

**Students may not have fast food, carbonated drinks, and/or glass containers at school (this is strongly discouraged from the Food and Nutritional Department).**

Free and Reduced Meal applications will be available to pick up in July. The applications will be available on the schools website. Parents can also apply on online at [www.ezmealapp.com](http://www.ezmealapp.com). TMSA will begin accepting applications on July 1, 2016. If you wish to wait and complete the application after the start of school, please allow a maximum of 10 school days for your application to be processed. All information provided on the Free and Reduced Meal application is kept strictly confidential. We strongly encourage all families to complete an application.

## **Wellness Policy**

TMSA is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals:



- TMSA’s Child Nutrition Programs will comply with federal and state requirements, and will be accessible to all children.
- TMSA will provide sequential and interdisciplinary nutrition education to students.
- Students will be exposed to patterns of meaningful physical activity that connect to their lives outside of physical education class.
- All school-based activities will be consistent with local wellness policy goals.
- All foods and beverages made available on campus (including concessions, a la carte, student stores, parties and fundraising) will be consistent with the current Dietary Guidelines for Americans.
- All foods made available on campus will adhere to food safety and security guidelines.
- The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals.
- Food and/or physical activity should not be used as a reward or punishment.

### **Wellness Policy Goals**

#### *Nutrition Goals:*

- Meals and snacks served in the National School Lunch and Breakfast Programs will meet or exceed USDA nutritional requirements.
- We will strive to offer a variety of whole foods including fresh fruits and vegetables to students and to limit the service of highly processed foods.
- Low-fat (2% or less) or fat-free milk products will be served in the lunch and breakfast programs.
- At least one-half of the grains served will be whole grain products.
- No vending machines with foods of minimal nutritional value will be available for students at school. Only vending machines with healthy, nutritious options may be available to students.

#### *Nutrition Education Goals:*

- Nutrition education will be integrated into other areas of the curriculum, such as math, science, language arts and social studies, where appropriate.
- Nutrition awareness materials will be available in the cafeteria.
- Nutritional content of menu items will be available upon request from the food service company.
- Nutrition education opportunities will be provided to parents/guardians on at least an annual basis.

#### *Physical Activity Goals:*

- Health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
- TMSA will strive to provide daily opportunities for physical activity for all students through a combination of physical education classes, structured and unstructured play at recess, and in the classroom setting when appropriate.
- Opportunities for physical activity will be incorporated into other subject lessons when appropriate, and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
- Information on elements of a healthy lifestyle will be provided to staff on a routine basis.

#### *Other School-Based Activities and Goals:*

- TMSA supports parents’/guardians’ efforts to provide a healthy diet and daily physical activity for their children.
- TMSA encourages parents to pack healthy lunches and snacks and to refrain from including beverages and foods with minimal nutritional value.



- MyPyramid and other wellness materials are available to staff, students and parents/guardians from the school office upon request.
- TMSA will encourage behaviors to prevent the spread of germs including frequent hand washing, proper techniques for covering mouth and nose when sneezing or coughing.

*Implementation and Monitoring:*

- This Wellness Policy will be implemented throughout TMSA.
- Food service staff will ensure compliance with school’s food service areas.
- The principal or designee will ensure compliance with the wellness policy and will provide an annual report of the school’s compliance with the policy to the Board.
- The Wellness Committee will meet as appropriate throughout the year to routinely monitor wellness policy implementation and make recommendations for any necessary adjustments.

### **Ways to Support TMSA in the Community**

You can support our school by joining us at community partner spirit nights which will be announced throughout the school year, by continuing to shop at our Publix, Kroger and Target stores, and by collecting Box Tops.

We hope to see you all out for dinner, and we hope all parents will sign up to send a portion of your dollars back to the school. Please extend these ways to support to your family members, friends and neighbors.

Watch your emails for spirit nights at local restaurants like Yeah! Burger, Kafenio and Jason’s Deli!



Publix Partners Make a Difference cards are available at the TMSA administration office.

Scan the green *Publix Partners Make a Difference* card each time you visit any Publix grocery store in GA, SC, TN, and AL. By simply scanning your *Publix Partners* card before making your purchase, Publix will donate a portion of your sale directly to TMSA.

Friends and family of The Main Street Academy may shop with a *Publix Partners* card as well.



*e-Labels for Education* works through your Kroger Plus Card.

Go to [www.elabelsforeducation.com](http://www.elabelsforeducation.com) to register your Kroger Plus Card for *e-Labels for Education*. Set up your account by entering your Shopper Card Number in addition to answering a few simple questions. Then choose which school (The Main Street Academy) to receive your points.

When you shop at Kroger, and purchase any eligible *Labels for Education* products, points earned will be credited to TMSA's account automatically.



TMSA can then redeem earned points for educational merchandise and equipment available through the program's catalog.

Even grandparents and family members in other cities and states can earn points and show support for their loved ones' school.



## TARGET Take Charge of Education

Every time you use your REDcard (Target® Visa® Credit Card, Target Credit Card® or Target Check Card®) at Target or Target.com, Target will donate 1% of your purchases to the eligible K–12 school of your choice.

Here's how it works: Visit Target.com/tcoe or call 1-800-316-6142 to designate our school, then use your REDcard whenever you shop. When you use your REDcardSM (Target® Visa® Credit Card, Target Credit Card® or Target Check Card®),

Don't have a REDcard? It's easy to apply. Get started in person at any Target store or go to Target.com/redcard.

Grandparents, alumni, friends and neighbors are all welcome to participate in the program. The more people we involve, the harder the program works for our school.

If you're already participating, thank you! Check out our school's progress anytime at Target.com/tcoe.



Please support TMSA by bringing in box tops. This program offers easy ways to earn cash for our school through everyday activities such as buying groceries, shopping online and purchasing books.

Clip Box Top coupons from hundreds of participating products and send them to school. Box Tops coupons are worth 10¢ each when our school redeems them from Box Tops for Education. Box Tops must have a current expiration date to count. The school receives a check twice a year to spend on whatever it needs.

You can also shop online and purchase books online through Box Tops - more information and a list of participating Box Tops products are available at [www.BTFE.com](http://www.BTFE.com). TMSA is listed as The Main Street Academy PTA/PTO.

Collection boxes will be located in each classroom.



## **SCHOOL POLICIES**

### **Student Information**

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

TMSA has designated the following information as Directory Information: student’s name, address, telephone listing, electronic mail (email) address, participation in officially recognized activities and sports, weight and height of a member of any athletic team(s), photograph, degrees, honors, and awards received, date and place of birth, dates of attendance, grade level, the most recent educational agency or institution attended.

Directory information could also be disclosed to outside organizations without a parent’s prior written consent, such as to companies that publish our yearbooks.

In addition, consistent with applicable laws, the School is required to provide military recruiters, upon request, with three Directory Information categories - name, address and telephone listing - unless parents have advised the School that they do not want this information disclosed without their prior written consent.

If you do not want TMSA to disclose Directory Information from your child’s education records without your prior written consent, you must notify the School in writing within two weeks after registration each school year.

### **Attendance & Dismissal**

The school board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student’s opportunity for interaction and exchange of ideas with teachers and the learning community. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, state law requires all children between the ages of 6 and 16 be in attendance (*O.C.G.A. 20-2-690.1.*) every day school is in session, with exception of illness and other incapacities. The law also provides local school boards with the authority to establish standards for attendance. TMSA, therefore considers encouragement of consistent and timely attendance a major responsibility. Once enrolled every student regardless of age is subject to the school’s attendance policy.

Students are expected to be in the class to which they are assigned on every school day except when appropriately excused. It is the responsibility of the school administrator to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parents’ responsibility to ensure that their children are in school unless a valid reason for absences exists and to notify the school when their child will be absent.

School work missed by the student during an absence shall be made up regardless of the reason for the absence. Family trips should be scheduled, when possible, during the summer or other non-school days. Absences for such a trip, unless deemed a family emergency, shall be unexcused. Should it be



deemed necessary for a student to be absent from school due to a family trip, arrangements should be made by the parent with the teacher for the student to complete in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

### **Excused and Unexcused Absences**

***Excused absences*** are those caused by illness, injury, family emergency, religious observance, or those absences granted in advance by the school administration. In the case of an absence granted by a school administrator, the work must be made up ahead of time.

The responsibility for making an excused absence rests with the parents and students. Parents should contact the school via phone or email to inform the appropriate staff that their children will not be in school.

Upon returning to school, the child must bring a written excuse signed by a physician in the case of illness or injury, or signed by a parent in the case of family emergency or religious observance within 5 days of returning to school. These excuses should be turned into the school office, not the teachers. If a written and signed excuse is not received within 5 days of the child returning to school, the absence will not be excused.

Students taking part in a school related activity will not be counted absent.

***Unexcused absences*** are all absences other than excused absences with the parent's consent. The parent is expected to call the school or send a note to explain the absence.

If the absences become habitual, the principal may file a Report of Suspected Child Abuse or Neglect with the local Social Services or the State's Attorney for appropriate action. Habitual absence is defined as ten or more absences per semester.

***Truancy*** is defined as being absent from one or more classes without the consent of the parent or school officials. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes absences from any after-school special help session or disciplinary session that the student has been directed to attend. It does not include absences due to disciplinary suspension. When truancy occurs, parents will be contacted by phone or letter as soon as practical. Subsequent truanies will require a conference including the principal, parent, student, teacher and/or counselor. The principal has board authorization at that point to implement a range of solutions for truancy problems that would include, but are not limited to: detention; suspension; and retention.

### **Attendance Policy**

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 20 unexcused absences. This standard is to be pro-rated to 10 unexcused absences for a semester class. Administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases. Suspension will not count as an unexcused absence for the purposes of determining the number of unexcused absences to be considered for credit.



## **Tardy Policy**

Students are expected to demonstrate a commitment to on-time school attendance. Unexcused tardiness is unacceptable, as it interrupts classroom learning for both the tardy student and the other students in the class.

An unexcused tardy is defined as the student not being in his or her classroom at the start of the school day without a valid, documented excuse. If a student accumulates more than three unexcused tardies in a school year, the student is considered chronically tardy. This may result in the following corrective actions: warning; counseling; detention; family/school meeting; attendance contract.

If chronic tardiness continues after the first corrective action is taken, resulting in three or more additional tardies, TMSA may take additional action, including but not limited to suspension or expulsion of the student.

## **Early Dismissal**

Parents are expected to make every effort to adhere to regular dismissal times.

**NO CHILD MAY BE PICKED UP FOR EARLY DISMISSAL AFTER 3:00 P.M. IF A PARENT ATTEMPTS TO HAVE A CHILD DISMISSED BETWEEN 3:00 P.M. AND 3:30 P.M., THE PARENT WILL BE REFERRED TO THE CARLINE TO PICK UP SUCH CHILD AT REGULAR DISMISSAL TIMES.**

If a child needs to be dismissed early, the parent must call the school a minimum one (1) hour in advance or send a note to school with your child.

Only authorized adults whose names are on file in the main office may pick up the child. All adults must be prepared to present a valid ID.

Parents must ensure that that enrollment information includes the names and telephone numbers of adults who may pick up their children, and update the information if their family situations change.

It is understood that on occasion, it may be necessary for a parent to pick up his/her child before the end of the school day. It is critical that these occurrences are kept to a minimum.

## **Dismissal Procedures**

Students are dismissed beginning at 3:30 p.m.

Students not participating in after school programs must be picked up in carline. Carline maps are available on the school website.

All students are to be picked up between 3:30 p.m. and 4:00 p.m. unless they are enrolled in the After School Program, an after school enrichment activity, or receiving authorized academic support. Students not participating in one of the prior stated activities must be picked up by 4:00 p.m. or the end of carline, whichever is later. Students participating in one or more of the prior stated activities must be picked up by the activities end times. TMSA does not have the resources necessary to supervise students after these times and assumes no liabilities for students not picked up at the appropriate time.

When a student is picked up late, the student must be properly signed out and the Late Pick Up (“LP”) Policy will apply. The LP Policy is as follows:



The **FIRST** time a student is not picked up on time, the parent will receive a letter indicating a FIRST OFFENCE of the Dismissal Policy and incur a financial penalty of \$15/child due at the time of pick up.

The **SECOND** time a student is not picked up on time, the parent will receive a letter indicating a SECOND OFFENCE of the Dismissal Policy; incur a financial penalty of \$30/child due at the time of pick up.

The **THIRD** time a student is not picked up on time, the parent will receive a letter indicating a THIRD OFFENCE of the Dismissal Policy; incur a financial penalty of \$45/child due at the time of pick up. In addition, the student will not be admitted to class until a parent meeting can be conducted with the appropriate Academy Director or designee.

**AT ANY TIME** in addition to the above stated procedures, if a student is not picked up by 6:30 p.m., the College Park police will be contacted to pick up the student.

If the penalty fee(s) is not paid and/or the behavior is not corrected, TMSA reserves the right to withhold student's report card(s), and prohibit the student from participating in any school related extra-curricular activity.

Depending on the severity of the violation, any of the above steps can be bypassed and the School can suspend the student, refer the problem to DFCS and/or involve the police as well as refer the case to the School's Board of Directors which could result in suspension or expulsion in accordance with the School's Discipline Policy.

At the time of late pick up, a letter outlining the TMSA Dismissal and LP Policies and numerating the offence and penalty incurred will be delivered to the parent.

### **Early Morning Drop Off**

TMSA does offer an Early Morning Drop Off program and an After School Program. Students should not be dropped off prior to 7:15 a.m. unless they are enrolled in the Early Care Program. Students are not allowed to stand outside the entrance prior to being admitted to the building at 7:15 a.m.

Students who arrive after 7:45 a.m. are considered to be tardy and parents must sign their child in at the main office. Parents of students in Grades K -2 will not be allowed to escort their child to class after 7:45 a.m. Thus, parents should only escort their child to class between 7:30 a.m. and 7:45 a.m. Students in Grades 3 – 8 should not be escorted to class by a parent after the first week of school unless an appointment has been made with the teacher or an administrator.

### **After School Program**

Early Care and After Care Program details and registration information are available on the school website.



## **Enrollment for Returning Students**

Intent to Return forms will be emailed and sent home with students the first Wednesday in January after returning to school from the holiday break. To ensure your child's seat for the following year, Intent to Return forms must be returned to the school administration office by January 31 or the date provided by the school administration. Siblings of returning students who wish to enroll for the following school year may also enroll during this pre-enrollment period.

Returning students may only secure their seats in the Intent to Return / Pre-Enrollment process. After the January 31 deadline or the date provided by the administration, all seats remaining will be available to all qualifying applicants during Open Enrollment.

An Open Enrollment period for new students will be set for early February.

A student who has been expelled may apply for readmission to TMSA after the term of expulsion has expired. For example, if a student has been expelled through the end of the 2016-2017 school year, the student may apply for readmission for the 2017-2018 school year. Students who apply for readmission must do so according to the rules and regulations set by the charter school. Any student eligible to apply for re-admission must go through the enrollment process as a new student, not as a returning student. As such, no enrollment preference (as is accorded returning students) shall be given to an expelled student requesting readmission. TMSA will have full discretion and authority to admit or deny admission to a student who has been previously expelled. In making such a determination, TMSA may consider criteria including, but not limited to, the student's adherence to TMSA's core values, the student's academic performance, and the student's behavior and discipline record during and subsequent to the period of expulsion.

## **Withdrawals**

Withdrawal procedures are handled through the School Operations office. Parents wishing to withdraw a student from TMSA must complete the following steps:

1. Bring a note from parent indicating that the student will be withdrawn.
2. Give a Withdrawal Form to the School Data Clerk.
3. Have the Withdrawal Form signed by the school secretary and the student's teacher.
4. Return or pay for all schoolbooks and property.
5. Return the form to the office for final clearance and dismissal.

## **Academic Guidelines**

The students and faculty at TMSA strive for academic excellence, a challenging curriculum, and high achievement. Maintaining this standard is the responsibility of the entire school community.

*Student Responsibility* – All students should enter TMSA with the desire to learn, the willingness to take an active part in their learning, and an understanding of the need to respect all individuals.

*Parental Responsibility* – Parents should support their sons/daughters in achieving their highest potential in all aspects of school life, honor the contract they sign, and follow the policies set by the school.



## Student Rights and Responsibilities

As citizens and members of the school community, students have a right to an education and basic security. Students have the right to choose how to behave and to know the consequences that will follow. Students have a responsibility not to interfere with the learning of others.

### Due Process

Students have a right to due process before their rights are restricted. See also: Student Conduct & Discipline Code.

### Staff Protection

Students who assault and/or harass teachers or other school employees are in violation of the Criminal Code of the State of Georgia and will be suspended or expelled and prosecuted to the fullest extent of the law. See also: Student Conduct & Discipline Code.

### Confidentiality Issues

In accordance with Federal and Georgia law, with the exception of parents and school district personnel, as appropriate, no one, including stepparents or other relatives, will be allowed access to student records without a consent form on file at TMSA that has been signed by the custodial Parent.

### Report Cards and Grading

Fulton County Grading Scales will be applied to all student work completed at TMSA. Grade-Level teams and individual teachers will collaborate to develop consistent grading policies in order to provide students and parents with timely accurate information regarding their progress on the Georgia Performance Standards. Report cards will be distributed quarterly to notify parents of student progress. Parents will also be notified of student progress through mid-quarter progress reports and quarterly Student Learning Contracts (SLCs) and Parent-Teacher-Student Conferences. Parents seeking additional information are encouraged to contact the appropriate teacher and the school directly.

- Grades are reported quarterly and coincide with parent-teacher-student conferences called Student Learning Conferences. Parents are required to attend to develop and discuss their child's learning contract.
- Mid-quarter progress reports will be issued approximately halfway during the quarter and mailed home.

Kindergarten - Grade One	Grades Two – Five	Grades Six-Seven
E Excellent	A 90 and Above	A 90 and Above
S Satisfactory	B 80-89	B 80-89
N Needs to Improve	C 70-79	C 70-79
U Unsatisfactory	F Below 70	F Below 70
NG No Grade	NG No Grade	W/(1-100) Withdrew/Pass or Fail
		NG No Grade
		INC Incomplete

(FCSB Policy: IHA)



- Middle Grades students will be expected to maintain an average of 75 or greater in all classes, including specials, in order to attend field trips, participate in extracurricular activities, and attend any school related activities or functions.

### **Principal's List and Honor Roll**

TMSA recognizes those students with outstanding academic achievement in many ways, including publication of an honor roll. They may include the following and be done on a quarterly basis. Honor roll should include all current classes; no classes should be eliminated from the calculation.

Principal's List: includes those students who have achieved all As

Honor Roll: includes those students who have achieved all As and Bs

### **Textbooks**

Students and parents are responsible for textbooks or related materials issued to students by TMSA. Payment for replacement textbooks or related provided materials is REQUIRED before the school will issue a replacement textbook or a related material.

Students who owe money for lost or damaged textbooks will be permitted to use a text during classroom instruction, however, they will not be permitted to take the textbook or materials home. Report cards may be withheld until textbook fees are collected.

### **Homework Guidelines**

#### Purposes of Homework:

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. The Main Street Academy believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework reinforces the TMSA home/school connection.

#### Research-Based Homework Guidelines:

Research provides strong evidence that, when used appropriately, homework benefits student achievement. To make sure that homework is appropriate, teachers should follow these guidelines:

- Assign purposeful homework. Legitimate purposes for homework include introducing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
- Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
- Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.



### Types of Homework:

Homework may be assigned in preparation for upcoming lessons or as an extension of class work.

- Preparation Homework - given to prepare a student for upcoming lessons
- Practice Homework - designed to reinforce lessons already taught in class
- Extension/Creative Homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson

These assignments reinforce the Georgia Curriculum frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

### Teacher's Responsibilities:

- Within a week of the start of class, inform parents and seek their support of expectations for homework.
- Provide for students' individual differences and acknowledge varied learning styles by varying homework assignments
- Establish guidelines, appropriate to each assignment, for the assessment of homework.
- Specify in writing the percentage of value of homework relative to the term grade.
- Give clear, concise directions, allowing time for students' questions.
- Review the progress of long-term projects periodically.
- Provide adequate time for students to prepare for tests.
- Record all homework assignments and collect assignments as appropriate.
- Contact parents if assignments are not completed.

### Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

### Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling, punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's agenda.

### Scheduling Time and Parameters:

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown.



Kindergarten: 15 minutes	Third Grade: 40-45 minutes	Sixth Grade: 70 minutes
First Grade: 30 minutes	Fourth Grade: 45-60 minutes	Seventh Grade: 80 minutes
Second Grade: 35 minutes	Fifth Grade: 60-70 minutes	Eighth Grade: 90 minutes

### **Academic Dishonesty**

Cheating on tests, quizzes, copying papers, lying to school personnel, forging signatures of teachers or parents, or plagiarism will not be tolerated. The consequences will be a disciplinary referral that may result in academic penalties such as a reduction in grades or loss of academic credit. Disciplinary action may also include suspension or expulsion from class or school in accordance with *FCSB Policy JCD*.

### **Make-Up Work**

It is the responsibility of the student to make up work missed as a result of an absence so that he or she does not fall behind academically.

Make-up work must be completed and turned in to the child’s teacher within 5 days of returning to school.

### **Promotion/Retention**

Placement, promotion, retention, and acceleration shall be made in the best interest of the student after a careful evaluation of all the factors. The educational program shall provide for the continuous progress of children from grade to grade. A student’s achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he /she is assigned to the higher grade.

The board recognizes that the rate of physical, social, emotional, and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be recognized in classroom programming.

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level.

In evaluating student achievement, each teacher shall make use of all available information, including results of a teacher-made test and other measures of skill and content mastery, standardized-test results and teacher observation of student performance.

For a student in grades 1 through 7 to advance to the next grade level, competency in the following subjects will be considered: reading, math, science, social studies and writing. Lack of competency in one subject area will not be grounds for retention; however, failure in two subject areas could be grounds for retention if there are no extenuating circumstances.

The procedure to be used is as follows:

- The classroom teacher informs the Assistant Principal or Principal that a particular student is not progressing satisfactorily. The teacher and Assistant Principal or Principal will determine if a conference with the parents is necessary at that time. If necessary, parents are contacted and a conference will be set to discuss additional interventions that can be tried in the classroom and at home. Steps are taken to provide additional help for the student if not done so already (i.e. Title I reading and math, extended reading and math, extra classroom support, tutoring). The possibility and consequences of retention must be discussed.



- If deemed necessary, a conference could be held at the mid-term of each grading period and at the end of each grading period after the difficulty is identified.
- The conference should involve the teachers, principal, parents and student.
- During the conference, expectations and responsibilities of all parties needs to be explained and understood. Parents will be advised on how they might assist the student during the balance of the school year.
- At the end of the school year, the parent, Assistant Principal or Principal, and teacher will again meet to review the latest progress and determine if promotion or retention would best serve the needs of the student.
- The ultimate goal is to keep all children at grade level and in the age-appropriate grade. The following factors should be carefully studied when individual retention or promotion is being considered: physical maturity; social maturity; emotional maturity; age; academic achievement and mental maturity.
- Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the child and with the parents. The Principal shall make the final decision.
- Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made.
- The final decision whether or not to retain or promote a student shall be made by the Principal after consultation with the Assistant Principal, parents and teachers.

TMSA believes that education is a shared responsibility of school, home, and community. Each student must be accepted on the level at which he or she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student's capabilities. It shall be the school community's responsibility to ensure that every student receives an appropriate education by teaching basic academic skills as well as assisting each student to grow in the development of self-direction and self-evaluation.

TMSA will implement and abide by the Fulton County School District's recommendations concerning instructional placement and progress of students, including the requirement that students in 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> grades must pass the Georgia Milestones in order to be promoted to the next grade level. A site-based decision regarding placement will be made including parents, administration, teachers and student support personnel and other professional staff directly involved with the student. The final decision concerning placement, however, rests with the Principal. *(Adapted from FCSB Policy IHE) (OCGA 20-2-282-285)*



## **Dress Code & Uniform Policy 2016-2017**

All students must come to school wearing the approved uniform. The uniform policy will be strictly enforced beginning the first day of school. Students who violate the policy will face the following disciplinary actions:

**First Offense** - After the first offense the teacher will call home and a written note will also go home in the student's backpack.

**Second Offense** - After the second offense the student will be sent to the Front Office and the parent will be called and asked to bring in proper clothing.

**Third Offense** - After the third offense the student will be sent to the Front Office and suspended for the remainder of the day. If a parent fails to pick up his or her student, TMSA may take disciplinary action, including but not limited to further suspension or expulsion of the student.

Upon the occurrence of any additional offenses, TMSA may take disciplinary action, including but not limited to further suspension or expulsion of the student.

Parents will receive schedules for their child's classroom in advance to inform them of P.E. days.

On P.E. days, students must come to school wearing the approved P.E. uniform.

All non-P.E. days, students must wear the daily uniform.

### **APPROVED UNIFORM VENDORS**

**(vendors who sell plaid skirt, skort, jumper & tie, logo embroidery & heat press)**

J&R School Uniforms, 1307 Hwy 85, Fayetteville, GA 30214, 770-461-3440

Online Shop: <http://www.jandrclothing.com/>

*Store Contacts: Donna Holcomb and Matt Dumas*

Optima Uniforms, 2841 Greenbriar Parkway SW #X230, Atlanta, GA 30331, 404-349-3100

Online Shop: [www.optimauniforms.com](http://www.optimauniforms.com)

**\*\*\*Optima will add the TMSA logo to shirts purchased from other stores\*\*\***

French Toast - Online Shop: [www.frenchtoast.com](http://www.frenchtoast.com)

(French Toast does not carry TMSA plaid)

Lands' End - Online Shop: [www.landsend.com](http://www.landsend.com)

(Lands' End does not carry TMSA plaid)



## **Fun Fridays**

Fun Fridays will occur the last Friday of each month, beginning in August.

Fun Fridays is a TMSA fundraiser, and is optional. Students may wear non-ripped blue jeans and a TMSA shirt (a TMSA uniform shirt or a TMSA T-shirt, which must have “TMSA” on the shirt – this shirt could be from any TMSA event or a TMSA spirit gear t-shirt) on the last Friday of each month for \$1. **T-shirts may not be altered in any way; blue jeans must be full-length jeans (no jean shorts, skirts or cut-offs).** Beginning April 1 and ending Thanksgiving break, students may wear uniform shorts if the weather is warm and shorts are preferred to blue jeans.

Each student must have \$1 in hand when entering the school building on Friday morning. If the student is dressed in jeans and does not have \$1, the student will forfeit the right to participate in future Fun Fridays and the parents will be notified to bring a change of clothes to school.

All other applicable uniform and apparel standards apply on Fun Fridays.

All proceeds from Fun Fridays will support school sponsored events during the school year.

The school reserves the right to adjust the frequency of Fun Fridays at any time during the school year. In such event, parents will be notified in advance.

## **Field Trip Uniform**

All students must wear the full daily TMSA dress code uniform for field trips. If a Field Trip falls on a Fun Friday, please make sure your student is dressed in the daily uniform, not the Fun Friday uniform.

## **Dress Uniform (Middle School)**

Middle School students must wear the TMSA plaid tie, when asked to wear the Dress Uniform. Middle School students may be asked to wear the Dress Uniform for events, performances, field trips, or for any other reason at the direction of a TMSA teacher or administration.

## **Uniform Standards**

**THE UNIFORM STANDARDS AND DRESS CODE APPLY AT ALL TIMES DURING THE SCHOOL DAY, INCLUDING EARLY MORNING AND AFTER SCHOOL PROGRAMS, UNLESS ANOTHER DRESS CODE IS DEFINED FOR SUCH PROGRAM.**

Uniforms must be neat and clean. All students should practice good hygiene.

Clothing may not have holes or tears.

All shirts must be tucked in at all times.

Undershirts may be worn (both short-sleeve under short-sleeve polo shirts, and long-sleeve under short-sleeve polo shirts). Undershirts must be solid white, red, gray or navy blue.

Female students must be dressed in school uniform clothing that fits appropriately and comfortably. **Uniform pants and shirts must not be tight or otherwise revealing, and must be worn at the waist (no low-rise).**

Male students must be dressed in school uniform clothing that fits appropriately and comfortably. **Uniform pants must be worn at the waist at all times.**



**Junior Academy students wearing the oxford button-down shirts must have all shirt buttons fastened – only the collar button may be worn unfastened.**

Logo embroidery and logo heat-press are available at approved vendors, J&R Clothing, Optima Uniforms, French Toast and Lands End. J&R Clothing will embroider previously worn shirts purchased from J&R that are in good to excellent condition. Optima will embroider previously-worn shirts that are in good to excellent condition and shirts that were purchased from another vendor.

TMSA school plaid is available at approved vendors, J&R Clothing and Optima Uniforms.

All skirts and shorts must be no shorter than 3 inches from the knee.

Chino-style uniform pants and shorts may be purchased from any vendor. Pants and shorts may not have any embellishment, including, but not limited to, logos, appliqués, stripes, polka dots, or other embroidered designs. Suggested styles include the following: Cherokee brand at Target, George brand at Wal-Mart, Old Navy and GAP uniform options, Lands' End, French Toast, etc.

Pants and shorts must be worn at the waist. Pants must be appropriately sized for the student. A belt must be worn at all times with pants, shorts, skirts, and skorts that have belt loops.

Students may not wear cargo pants, capri (or short) pants, leggings (including tight-fitting jean leggings), stirrup pants or wide-leg, baggy pants.

Female students only may wear modest, single-pierced earrings; hoop earrings may not be larger than a quarter. Students may not show visible body piercings; and no self-made graffiti will be tolerated.

Shoes may be purchased from any vendor. Shoes MUST be solid and MAY NOT have any embellishment, including, but not limited to accent colors, logos, swooshes, appliqués, stripes, polka dots, embroidered designs. Suggested styles include the following: Oxfords, Mary Janes, Penny Loafers, Top Siders or Bucs.

**STUDENTS MAY NOT WEAR BOOTS OR HIGH-TOP ATHLETIC SHOES.**

**On P.E. days, only the P.E. Uniform may be worn. No spirit wear T-shirts may be worn on P.E. day.**



Elementary Grades (K – 5)	BOYS	GIRLS
<b>Shirt</b>	Knit collared polo shirt, long or short sleeve, in solid red with TMSA embroidered logo*	Knit collared polo shirt, long or short sleeve, in solid red with TMSA embroidered logo*
<b>Pants</b>	Chino-style pants in solid navy blue (flat front or pleated)	Chino-style pants in solid navy blue (flat front or pleated)
<b>Shorts</b> ( <i>beginning March 1 and ending Thanksgiving break, not to be worn with tights during cooler weather</i> )	Chino-style shorts in solid navy blue (flat front or pleated)	Chino-style shorts in solid navy blue (flat front or pleated)
<b>Skort</b>	Not applicable	Skort in school plaid A60, style # 104*
<b>Jumper</b>	Not applicable	Jumper in school plaid A60, style # 194* with privacy shorts in solid navy blue
<b>Sweater – Fleece, Cardigan or Vest</b> ( <i>optional – may be worn in the classroom</i> )	Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo*	Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo*
<b>Sock / Tights</b>	Socks in solid white or navy blue	Socks, knee socks or tights in solid white or navy blue
<b>Belt</b>	Solid black or brown belt	Solid black or brown belt
<b>Shoes</b>	Leather dress shoe in solid brown, black or navy blue. <i>Suggested styles: Penny Loafer, Nubuck style shoe</i> Solid black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>	Leather dress shoe in solid brown, black or navy blue. <i>Suggested styles: Mary Jane, Penny Loafer, Nubuck style shoe</i> Solid black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>
<b>P.E. – Shorts</b> ( <i>beginning March 1 and ending Thanksgiving break</i> )	Mesh athletic shorts in solid navy blue	Mesh athletic shorts in solid navy blue
<b>P.E. – Pants</b>	Athletic pants in solid navy blue	Athletic pants in solid navy blue
<b>P.E. – Shirt</b>	Athletic t-shirt in solid heather-gray with heat-press TMSA logo*	Athletic t-shirt in solid heather-gray with heat-press TMSA logo*
<b>P.E. – Fleece or Sweatshirt</b> ( <i>optional – may be worn in the classroom</i> )	Fleece zip-up in solid navy blue with embroidered TMSA logo* or Sweatshirt in solid navy blue with heat-press TMSA logo*	Fleece zip-up in solid navy blue with embroidered TMSA logo* or Sweatshirt in solid navy blue with heat-press TMSA logo*
<b>P.E. - Socks</b>	Socks in solid white	Socks in solid white
<b>P.E. – Shoes</b>	Solid white or black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>	Solid white or black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>

\* Embroidered TMSA logo, heat-press logos and school plaid may be purchased at TMSA approved vendors, J&R Clothing and Optima. Contact information for preferred vendors is contained in this policy.



Middle Grades (6-8)	BOYS	GIRLS
<b>Shirt</b> (oxford)	Oxford cloth button-up shirt in light blue, long or short sleeve with embroidered TMSA logo* on pocket	Oxford cloth button-up shirt in light blue, long or short sleeve with embroidered TMSA logo* on pocket
<b>Shirt</b> (polo) <b>*New Option*</b>	Knit collared polo shirt, long or short sleeve, in light blue with TMSA embroidered logo*	Knit collared polo shirt, long or short sleeve, in light blue with TMSA embroidered logo*
<b>Pants</b>	Chino-style pants in solid navy blue (flat front or pleated)	Chino-style pants in solid navy blue (flat front or pleated)
<b>Shorts</b> (beginning March 1 and ending Thanksgiving break, not to be worn with tights during cooler weather)	Chino-style shorts in solid navy blue (flat front or pleated)	Chino-style shorts in solid navy blue (flat front or pleated)
<b>Skirt</b>	Not applicable	Skirt in school plaid, style # 143* <u>with privacy shorts</u> in solid navy blue
<b>Necktie - OPTIONAL</b>	Necktie in school plaid A60*	Necktie or Cross tie in school plaid A60*
<b>Sweater (v-neck) *New Option* RED ONLY (must be worn over light blue oxford)</b>	V-neck sweater in solid red with TMSA embroidered logo*	V-neck sweater in solid red with TMSA embroidered logo*
<b>Sweater – Fleece, Cardigan or Vest</b> (optional – may be worn in the classroom)	Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo*	Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo*
<b>Sweater- Varsity Cardigan Style #6340 *New Option*</b>	V-neck button up, cardigan sweater in solid navy (white piping) with TMSA embroidered logo*	V-neck button up, cardigan sweater in solid navy (white piping) with TMSA embroidered logo*
<b>Socks / Tights</b>	Socks in solid white or navy blue	Socks, knee socks or tights in solid white or navy blue
<b>Belt</b>	Solid black or brown belt	Solid black or brown belt
<b>Shoes</b>	Leather dress shoe in solid brown, black or navy blue. <i>Suggested styles: Penny Loafer, Nubuck style shoe</i> Solid black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>	Leather dress shoe in solid brown, black or navy blue. <i>Suggested styles: Mary Jane, Penny Loafer, Nubuck style shoe</i> Solid black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>
<b>P.E. – Shorts</b> (beginning March 1 and ending Thanksgiving break)	Mesh athletic shorts in solid navy blue	Mesh athletic shorts in solid navy blue
<b>P.E. – Pants</b>	Athletic pants in solid navy blue	Athletic pants in solid navy blue
<b>P.E. – Shirt</b>	Athletic t-shirt in solid heather-gray with heat-press TMSA logo*	Athletic t-shirt in solid heather-gray with heat-press TMSA logo*
<b>P.E. – Fleece or Sweatshirt</b> (optional – may be worn in the classroom)	Fleece zip-up in solid navy blue with embroidered TMSA logo* or Sweatshirt in solid navy blue with heat-press TMSA logo*	Fleece zip-up in solid navy blue with embroidered TMSA logo* or Sweatshirt in solid navy blue with heat-press TMSA logo*
<b>P.E.- Sweatshirt *New Option* Style #6133</b>	Half zip-up in solid navy with TMSA embroidered logo*	Half zip-up in solid navy with TMSA embroidered logo*
<b>P.E. - Socks</b>	Socks in solid white	Socks in solid white
<b>P.E. - Shoes</b>	Solid white or black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>	Solid white or black leather athletic shoe. <i>Suggested styles: K Swiss, Saucony, Reebok</i>

\* Embroidered TMSA logo, heat-press logos and school plaid may be purchased at TMSA approved vendors, J&R Clothing and Optima. Contact information for preferred vendors is contained in this policy.



## Telephone Calls & Cell Phones

Telephone Calls. Students may not make or receive telephone calls during school hours. Exceptions may be made by a school administrator in the event of an emergency.

Cell Phones. Any student who brings a cell phone or other electronic device to school is doing so at his/her own risk. TMSA administrators, faculty, and staff are not responsible for lost or stolen cell phones or other electronic devices and will not investigate such matters.

Elementary (K-5) students must turn their cell phones in to the homeroom teacher at the beginning of the day, and all phones will be returned at the end of each day before "Silent Dismissal." However, if a student does not turn in his or her cell phone, and the student is caught with the phone in his or her possession, the phone will be taken away from the student and may only be retrieved by a parent/guardian from the homeroom teacher and/or an administrator.

Middle School (6-8) students must turn their cell phones "OFF," and place them in their locker for the day. Time will be provided at the end of the day for students to retrieve their phones from their lockers before "Silent Dismissal." However, if a student does not leave his or her cell phone in the student's locker, and the student is caught with the phone in his or her possession; the phone will be taken away from the student and may only be retrieved by a parent/guardian from the homeroom teacher and/or an administrator.

In addition, any cell phone or other electronic device that disrupts the normal operation of class or other school procedures will result in the confiscation of said device and notification of parents. TMSA may take additional disciplinary actions, including but not limited to suspension or expulsion of the student for causing a disruption with a cell phone or electronic device.

## Illness

If a student complains of nausea, vomiting, diarrhea, headache, stomachache or sore throat, or has a temperature of 100.0 or greater, the school will call the parent for immediate pick-up.

To avoid the spread of illness, a student may not return to school until such student is (1) fever free for 24 hours off a fever reducing medication AND behaving normally; (2) on an antibiotic for 24 hours if being treated for a contagious illness (like strep throat or pink eye); (3) free of vomiting and diarrhea for at least 12 hours; and (4) free of excessive coughing or sneezing.

## Medication

When possible, medication should be taken at home, including all non-essential medications like vitamins and herbals. However, if a medication must be taken at school, the following must apply:

1. The parent must complete a *Medical Authorization and Instruction form* (available in the main office). For prescription medication, a physician must also sign the form. All Medical Authorization Forms are good for one school year. A faxed copy of the form from your doctor's office is acceptable after the parent's signature. A separate form must be submitted for each medication.
2. All medication that comes into the school must be turned in to the main office. Any medication sent to school without a completed instruction form WILL NOT be given. **Please instruct your student that under NO circumstances should medication be shown or shared with another student!** No medication, even non-prescription medication, may be brought to school



and taken by students without written permission from the parent/guardian and supervised by the school staff.

3. **Only medication in its ORIGINAL container from the store or pharmacy is accepted.** The medication in the bottle must match the label, match the student, match the authorization form and have a current prescription label on the bottle. The school cannot alter dosages without a new authorization form from you and/or your doctor.
4. Unused medication should be retrieved from the school/office within one week after the medication is discontinued and at the end of the school year. Otherwise, TMSA will dispose of the medication.

If your child requires an emergency medication that requires self-administration (such as an inhaler for respiratory problems), the parent must complete an Authorization to Carry Medication form available in the school office. This form requires a physician, the parent and student's signatures. You are strongly encouraged to keep a back-up supply of any emergency medication in the school nurse's office. Parents should make sure the child's name is on the emergency medication in case of loss.

Medication is a parental responsibility; therefore, TMSA employees will not assume any liability for supervising or administering medication, and TMSA retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.

We ask your cooperation, as we are primarily concerned with the safety and health of your child.

### **Inclement Weather**

For school closing, early dismissal or late start due to inclement weather, TMSA will follow Fulton County Schools (South Fulton). In localized situations, the school administration can make the decision to close independent of the Fulton County School decision. In this event, parents will be contacted via eBlast and/or WSB will be notified and broadcast our intentions.

Please check WSB for current information on TMSA and FCS.

### **Lost and Found**

Students and parents are responsible for the safeguarding and labeling of all clothing and supplies.

Lost and found items that can be identified as belonging to a particular student or family will be returned to the family.

Lost and found items whose ownership cannot be readily identified will be held in a designated "Lost and Found" area for a reasonable time. At the end of such period, any unclaimed items will be turned over to the Uniform Exchange (administered by the PTO) for sale.

### **Parties & Invitations**

Party invitations may not be distributed in the classroom or on school premises unless every member of the class receives an invitation. In general, class parties should be pre-arranged with the homeroom teacher, and should NOT begin before 2:00pm.

Classroom parties must be approved in advance by the teacher, and any party food or snacks must comply with the school Wellness Policy.



## **Field Trips**

TMSA offers field trips for students to participate in local cultural and intellectual enrichment. Some field trips require payment by parents to participate, and all off-campus field trips require written permission by parents.

Participating in field trips is a privilege. The school administration reserves the right to deny participation in field trips to students who violate the Code of Conduct.

While participating in a field trip,

Students are expected to conduct themselves in the proper manner so as to protect the reputation of the school at all times. Students who violate this rule run the risk of being prevented from taking part in any further trips.

Students will be transported to, from and during the field trip in a school-provided bus. School employees are prohibited from using their private cars to transport students under any circumstances. Obviously, parents may transport their children, subject to the rules above. Parents who wish to have their student ride with another parent or adult driver must provide their written request and permission to the teacher in charge of the field trip by no later than Noon on the school day before the date of the field trip, otherwise the student will be expected to use the school-provided transportation. Parents who permit their children to be transported by private transportation do so at their own risk. The school will not be responsible, legally or otherwise. THERE SHALL BE NO DEVIATION FROM THIS RULE.

All students participating in a school-sponsored trip are expected to remain at the scene of the activity and not leave at any time.

If any of the above rules are broken by the participants, they will not take part in that activity that day.

## **Visitors**

All visitors will be required to register upon entering the school during the school hours, in order to assure that no unauthorized persons enter the school with wrongful intent. Any unauthorized person on school property will be reported to the principal or superintendent.

To proceed past the school office, the school office will confirm that the parent or visitor has a scheduled meeting with a teacher or administrator.

A visitor badge must be worn at all time. Please sign out and return your badge at departure.

No person may visit the school for the purpose of soliciting personal business from any staff member or student. Staff members may receive visitors in the staff lounge or their classrooms during the duty-free lunch hour, free period or after work hours, but otherwise not during the work day.

Visits to classrooms shall not be for the purpose of evaluation teachers, teaching methods or curriculum. Supervision and evaluation of teachers is reserved to the superintendent, appropriate supervisor and/or designee.

## **Volunteers**

All volunteers must sign in and out at the front office.



Parents volunteering in the school and working with students must complete a background check. The background check entails a federal and state criminal background check and screen against the sex offender list. The background check results are valid for 12 months.

Background check forms for the Hapeville Police Dept are available on the school website under the Parents tab, "Volunteer Hours." The forms are also available in the school front offices for parents to complete and take to the Hapeville Police Department directly to have the check processed. The cost of the background check at Hapeville Police Dept is \$20.

If a parent obtains a background check at another location, make sure that both a federal and state criminal background check are run and that your name is screened against the sex offender list.

In addition to a background check, as of July 1, 2013, Georgia law states that all school volunteers are now MANDATED REPORTERS and are required to report any suspected child abuse or neglect.

Please find below the link for the REQUIRED video for all parent volunteers.

<http://media2.fultonschools.org/DistrictContent/Training/ChildAbuseandNeglect/player.html>

After watching the video, please complete the attached Volunteer Abuse Training Verification form and submit it WITH the Background Check results to the TMSA Parent Liaison.

Any person with a felony conviction in the last 7 years will not be allowed to work directly with students. Other volunteer opportunities will be available to fulfill parent volunteer hours.

All approved volunteers will sign in at the school front office and receive a Parent Volunteer badge, which must be worn at all times, and returned to the front office upon departure.

CONFIDENTIALITY must be kept. Please do not repeat anything you hear regarding students while you are volunteering at school. You should never discuss a student's grades, progress, or what goes on in the classroom with anyone except the staff.

Discipline should be left to the staff and administrators. If you are experiencing a problem with a student, please consult the teacher. We expect our children to behave according to our Code of Conduct outlined in the Student Handbook, and we also expect all adults to be models of the Code of Conduct.

When volunteering, please dress comfortably and appropriately. Please remember that when you are in the school, you are a role model as well.



## **CLASSROOM BEHAVIOR AND DISCIPLINE POLICY**

### **Due Process and Students' Responsibilities and Rights**

All students at TMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable student behaviors or conduct violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, TMSA's policies and procedures governing due process for suspensions and expulsions will follow Georgia Education Law. All students at TMSA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential. Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an



administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept confidential.

## **Student Code of Conduct**

It is our belief that good discipline is one of the cornerstones of a good education. In order to ensure good discipline in the classroom, a close and cooperative relationship must exist between the home and the school. It is our goal to communicate closely with parents at the onset of discipline problems so that together we can find solutions for students so they can experience success in relationships at home and school.

For this discipline program to be successful, students must understand that they make choices for themselves and are responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, students must first take responsibility for their actions and accept their actions' consequences.

All persons involved in committing, planning, participating, helping, advising, or encouraging a violation of a rule or code of conduct are parties to the violation. The procedures in the discipline program will be followed in a fair and consistent manner.

### **Responsibility for Individual Actions or Choices**

TMSA expects that every individual will accept responsibility for his/her own actions, regardless of their intent to cause harm. Harm caused to other persons or their possessions is often unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. TMSA, its employees, and/or the Governing Board do not assume any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

One of TMSA's goals is to help all students fulfill their intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. Students who continuously disregard the code of conduct may be recommended to the Governing Board for expulsion.

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TMSA takes seriously its responsibility to educate its students in a safe and drug-free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students who violate TMSA rules or state criminal laws will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities

### **Students are expected to:**

- Act in a responsible manner, exhibiting respect towards others.



- Accept responsibility for their behavior.
- Cooperate with the school staff in maintaining safety, order, and a disciplined environment.
- Follow established school and classroom codes of conduct and rules, including safety and school bus rules.
- Attend all classes regularly and on time.
- Maintain appropriate dress.
- Respect the rights and property of others.

**Parents and Guardians are expected to:**

- Communicate routinely and as necessary with their child’s teacher.
- Keep informed about school policies and their child’s academic expectations, including homework.
- Ensure that your child attends class, arrives on time, and is prepared for school.
- Alert the school to specific problems or difficulties that may impede the child’s learning or well-being.

**Discipline Policy**

TMSA places a strong emphasis on establishing a safe and orderly learning environment. Through the collective work of teachers, parents and administrators, children learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. The core values, which are wisdom, justice, courage, compassion, hope, respect, responsibility and integrity, are to be reflected in the school’s code of conduct, modeled in all interactions among members of the school community and taught directly to students. Building strong character is fundamental to creating a positive learning environment.

Discipline at TMSA is not intended as a negative system of punishments, but rather a positive part of the educational experience. A disciplined learning environment contributes to better academic performance, an enhanced sense of achievement, and greater self-esteem. Students who have penalties imposed upon them learn that there are consequences to violating school policies. Our system also rewards good behavior and provides supports designed to minimize anti-social behaviors.

TMSA’s discipline model includes:

- Explaining to students precisely what are the expectations that TMSA has of them, beginning with the duty to show respect for and obey their teachers and the administrators at TMSA.
- Direct teaching of the code of conduct.
- Consistent use of positive incentives to reinforce expected student behaviors.
- A school-wide effort to prevent student discipline problems, rather than merely react to them.
- To teach students skills in conflict resolution and problem solving, so they may develop a positive attitude, self-discipline and socially acceptable behaviors.



- Early identification and resolution of discipline problems.
- Communicating to students, teachers, parents and the community that unacceptable behavior will not be tolerated.

## **Violations**

Discipline violations will result in referrals to the office for disciplinary action with possible consequences as specified in the Fulton County School System Discipline Code. The final determination of consequences will be made by the Principal or his/her designee.

## **Responsibility Cycle**

TMSA utilizes the Fulton County Responsibility Cycle for all violations of student conduct from minor to major offenses. The FCS Responsibility Cycles for Elementary and Middle School are included at the end of this Handbook.

## **Discipline and Corrective Actions Descriptions:**

### Withholding of Privileges

The student may be denied an opportunity to participate in school-related activities and/or events as deemed appropriate by an administrator.

### Administrative Lunch Detention

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be sent a notification when administrative lunch detention is assigned. All administrative lunch detentions are documented on the student's discipline transcript.

### In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by an Assistant Principal or the Principal and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal. Disciplinary Referral Forms resulting in In-school suspension assignments will be recorded on the student's discipline transcript.

### Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by an Assistant Principal or the principal and requires written correspondence to parents. A meeting between a parent and an administrator is required prior to the return to TMSA of any student serving an out-of-school suspension. All students under out-of-school suspension are not allowed on campus and are thus prohibited from participating in after-school activities. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be noted on the student's discipline transcript.

If a student, having returned from an out-of-school suspension to TMSA, commits further violations of TMSA's code of conduct that merit another out-of-school suspension, the number of days the student serves on the suspension may increase. This is true regardless of the offence for which the student was suspended.



### Option to Withdraw

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

### Academic and/or Behavioral Contract

Students who have been given consequences based on Step 4 of the Fulton County Responsibility cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

### Expulsion

Expulsion is a formal disciplinary action that can only be approved by the TMSA Governing Board after receiving a recommendation by the TMSA administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repeat discipline offenses. A written correspondence to the parent(s) that will contain the date and time of the Governing Board hearing will be mailed to the parent(s) within ten days of the suspension.

## **School-wide Guidelines and Classroom Management**

TMSA follows the Core Value Behavior Matrix (include on page 39 in this Handbook) to guide thoughtful behavior rooted in the 8 core values of our school. The following statements represent how the core values translate into specific behaviors. While the core values are the same everywhere, they

- I come to school prepared to work and learn.
- I am respectful to myself and others.
- I am in charge of my words and actions.
- I am engaged with my ears and eyes to the speaker.
- I earn and give praise.
- I transition quickly and quietly in between classes.

dictate specific behaviors in the different areas of the school.

Any violation of these expectations may result in a color change and consequences.

### **Classroom Management**

TMSA uses a **School-wide Classroom Management Plan** in which all faculty and staff work in a cooperative, systemic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail minor inappropriate behaviors that disrupt the learning environment.



The structure of the Classroom Management Plan consists of four main parts:

**Rules** - the expected behaviors for all students.

**Consequences** – the punishment a student accepts if he/she breaks a rule.

**Rewards** - what the student receives for appropriate behavior

**Commendations** – what the student receives for exceptional behavior.

### **Teacher Intervention Process for Classroom Misconduct**

TMSA uses the Color Code for monitoring student conduct in and outside the classroom. All students begin on green. If students commit minor disciplinary infractions, the teacher will move them from green to yellow and yellow to red. Each of the color changes carries a specific consequence:

**GREEN** = Good behavior

**YELLOW** = Verbal/Written Warning

**RED** = Isolation in classroom or private conference with pupil

**After RED, the teacher may refer the student to an administrator with a discipline referral. The administrator will proceed with the Responsibility cycle as outlined by Fulton County.**

**1. All students start on GREEN.**

**2. Verbal Warning.** Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly and instructed on how they need to correct the situation. The student will be moved from green to yellow by the teacher.

**3. Isolation in Classroom or Private conference with pupil.** Students who ignore verbal warnings and continue to violate the code of conduct will be placed in isolation within the classroom. Upon being placed in isolation, the student will be required to sign in on the Isolation Log. Should they refuse to sign the Isolation Log, they will be given a *Disciplinary Referral Form for defiance of authority or failure to follow direction*. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. Isolations will be entered on Infinite Campus. Repeated isolations may result in administrative intervention according to FCS Responsibility Cycle.

### **Minor Violations that may result in a Verbal Warning or Isolation**

1. Excessive talking
2. Pencil pops, spit balls
3. Throwing objects in class
4. Verbal exchanges, arguing
5. Failure to follow classroom instructions
6. Classroom disruptions (out of seat, not participating, etc.)



## Positive Reward System

TMSA strongly believes that the key to a successful school environment is praising and rewarding students for their hard work, effort, and success both behaviorally and academically. Each teacher and staff member is trained, encouraged and reminded to “catch” students behaving according to the Code of Conduct and reward them for it. The following are some of the ways the teachers and staff reward students:

Verbal Praise	Free time
Positive notes on their assignments	Dinner, or one-on-one time with teachers or staff
Phone calls home	Specific rewards
“Caught Being Good” Tickets	Extra privileges
Special class assignments or parties	Extra computer time
School-wide socials	Lunch with the Principal

Students are rewarded for maintaining positive behavior choices throughout the school year. They are also rewarded for going above and beyond with trips, celebrations, and other special activities determined by the house team.



## TMSA Core Value Matrix - School-wide rules and expectations for all students

*Any violation of these expectations may result in a color change toward administrative conference.*

Core Values	School Wide Rule	Classroom and Specials	Lunch Room	Hallway	Restroom	Playground
Wisdom, Justice, and Integrity	I come to school prepared to work and learn.	Complete your assignments. Be on time. Come to school with all of your supplies.	Bring lunch/lunch money with you. Sit in your assigned area. Remember your lunch number.	Face forward. Stay on the right side of the hall.	Take care of property. Use time wisely.	Take care of the playground equipment. Include others. Play safely.
Respect, Responsibility, and Integrity	I am respectful to myself and others.	Use kind words. Stay in your personal space. Be supportive of others. Be helpful to others.	Keep your food on your plate. Raise your hand for help. Clean up when you are finished eating.	Put hands by your sides or fold them across your chest. Look at (don't touch!) the work displayed on the walls.	Wash your hands thoroughly with soap. Keep the walls and doors free from writing.	Take turns.
Responsibility, Wisdom, and Integrity	I am in charge of my words and actions.	Think before you speak. Make good choices. Keep hands and feet to yourself.	Stand quietly while waiting in line. Make healthy food choices. Keep conversations quiet.	Walk. Do your part in keeping the line straight. Speak only in an emergency.	Speak softly. Clean up if you mess up. Keep your eyes in your stall.	Play safely. Play by the rules. Show good sportsmanship.
Courage, Compassion, and Integrity	I am engaged with my ears and eyes to the speaker.	Look at the person who is speaking. Follow directions the first time.	Watch for the monitor's signal. Follow directions the first time.	Watch for teacher's signal. Follow directions the first time.	Follow directions the first time.	Watch for teacher's signal. Follow directions the first time.
Compassion, Courage, Justice, Wisdom, Respect, Responsibility, Hope, and Integrity	I earn and give praise.	Try your best. Work toward your goal. Support others when they do a good job.	Help other people clean up.	Smile at your friends and teachers.	Keep quiet while waiting. Keep the restrooms neat.	Try your best. Work toward your goal. Tell others when they do a good job.
Justice, Courage, Compassion, Respect, and Integrity	I transition quickly and quietly in between classes.	Move from class to class as if we are testing.	Move with purpose through the line and line up quickly for dismissal.	Walk with purpose on the correct side.	Use the restroom quickly to be courteous to others waiting. Use quiet voices.	Upon the signal, move quickly to the adult supervisor and line up.

