



# UTOPIAN

ACADEMY FOR THE ARTS

## **Middle School Student/Parent Handbook 2021 – 2022 School Year**

2750 Forest Parkway  
Ellenwood, GA 30294

470-446-1070

**“We Are Unique. We Are Utopian.”**

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## **ABOUT US**

Utopian Academy for the Arts is a state-approved charter school open to all middle school students throughout Clayton County, GA.

The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having a gender-based classroom environment, longer school day, longer school year, Saturday school, and classes in the dramatic, media, and culinary arts, as well as broadcast media.

Our school will remain small enough to operate in a fiscally sound manner, while offering the requisite programming for students to complete middle school prepared to perform very well in high school. We seek to address the challenges facing our students by establishing a school driven by high expectations; using additional time to focus on academics, acceleration and remediation; and creating a culture that values hard work, achievement, and preparation for upper grades such that young boys and girls will be ready for a range of public and private high school options upon entering 9th grade.

## **MISSION AND VISION STATEMENT**

Through a structured and supportive environment, the Utopian Academy for the Arts will develop academic and artistic students to enter and to succeed in the global society with proficiency to enroll in a college, university or specialty school of their choice.

Utopian Academy for the Arts shall be a community-nurturing academic excellence for all students and demonstrating leadership in character development. The vision statement is intended to serve as both the blueprint for improvement and the benchmark by which we will evaluate our progress.

## **HISTORY**

The idea for this school was the result of matching a need with a solution. Utopian Academy for the Arts was founded on the premise of serving one of the most historically underrepresented, and underserved communities in the metropolitan Atlanta area: Clayton County, GA.

The Utopian Academy for the Arts is a charter school network offering a comprehensive educational program in the dramatic, media, and culinary arts. The Utopian Academy was founded to serve one of the most underrepresented and underserved communities in the metropolitan Atlanta area: Clayton County.

The network currently serves about 500 students each year on its 68,000 square-foot campus in Ellenwood, Georgia. In 2018, Utopian Academy's middle school overall performance was higher than 78% of Georgia public schools and its students' academic growth outpaced 99% of the state's schools, according to the Governor's Office of Student Achievement. With the strong success of the middle school program, the Utopian Academy for the Arts was approved to expand to add a second school in Clayton County. The elementary school will begin its operations during the 2020-21 school year.

**UTOPIAN ACADEMY FOR THE ARTS FOUNDING BOARD  
MEMBERS**

Dr. Artesius Miller **Founder and Founding Board Chair**

Anthony Bryant **Founding Board Treasurer**

Jacqueline Heard-Fields **Founding Board Secretary**

George Bandy **Founding Board Member**

Jai Gilyard **Founding Board Member**

Linda Stevenson **Founding Board Member**  
*(Deceased)*

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# ARTS INTEGRATION

## The Arts

Utopian Academy for the Arts sees the arts not as a peripheral part of the curriculum, but as an essential part of the knowledge all children should cultivate. Early instruction in the arts should be noncompetitive, and provide many opportunities to sing, dance, listen to music, act, read and write poetry, draw, paint, make objects, and explore nutrition through academics. Equally important, children should be exposed to journalism, video production, fine paintings, great music, and other inspiring examples of art. As children progress in their knowledge and competencies, they can begin to learn more about the methods and terminology of the different arts and become familiar with an even wider range of great artists and acknowledged masterworks. Through attaining a basic knowledge of the arts, children are not only better prepared to understand and appreciate works of art, but also to communicate their ideas, feelings, and judgments to others.

Utopian Academy for the Arts will offer classes in the dramatic arts, media arts, and culinary arts for students as a supplement to the Georgia Standards of Excellence.

## Dramatic Arts:

Theatre

Dance

Music Appreciation

Chorus

Piano

## Media Arts:

Visual Arts

Broadcast Production & Journalism

Film and Television

Coding

Mobile App Design

Animation

## Culinary Arts

Culinary Arts

## **SINGLE GENDER EDUCATION**

Students enrolled at Utopian Academy for the Arts will take core academic classes with peers of the same gender. The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit for students being in a gender-based classroom environment.

In the last few years, the creation of single-gender schools has been embraced in various parts of the U.S. as a strategy for ameliorating the risks and hardships commonly associated with the academic performance and social development of Black and Latino students. Many theories have been offered as a reason that single-gender learning environments work better for some students. In single-gender schools, preoccupation with students of the opposite gender is eliminated, allowing for a more single-minded focus on academics. Our school design has been strategically informed by research on the efficacy of a gender-based educational model for our student population.

## **STAFF DIRECTORY**

### **GOVERNING BOARD OF DIRECTORS**

<b>Board Chair</b>	Mr. Joshua Meniffee
<b>Vice Chair</b>	Mr. Reginald Colbert
<b>Treasurer</b>	Mr. Steven Garner
<b>Member</b>	Mr. Terance Madden
<b>Member</b>	Mr. Jamil Jude
<b>Member</b>	Mr. Christopher Copeland
<b>Member</b>	Mrs. Stephany Walls
<b>CFO Emeritus (<i>ex-officio</i>)</b>	Mr. Anthony Bryant
<b>Recording Secretary (<i>ex-officio</i>)</b>	Dr. Artesius Miller

### **UTOPIAN ACADEMY LEADERSHIP TEAM**

Founder/Executive Director	Dr. Artesius Miller
School Principal	Dr. Ronald Boykins
Chief Financial Officer	Mr. Dale Smith
Director of Curriculum & Instruction	Dr. Johanna Strong
Director of Network Operations	Mr. Greg Leaphart
Director of Strategic Initiatives	Ms. Elisha Silvera
Business Manager	Mrs. Linda Patterson
Dean of Arts	Mrs. Ebonne Craft
Dean of Students	Mr. Damion Miller
Executive Assistant to the Executive Director	Ms. Judy Richmond

<b>Classroom Teachers:</b>	<b>Grade</b>	<b>Content Area</b>
Ms. Amina Dozier	6 <sup>th</sup>	Math
Ms. Kireon Bunkley-Hill	7 <sup>th</sup>	Math
Dr. Candice Gathers	7 <sup>th</sup>	Math
Ms. Jennifer Harris	8 <sup>th</sup>	Math
Ms. Breonna Walker	6 <sup>th</sup>	ELA
Dr. Yvonne Fields	7 <sup>th</sup>	ELA
Ms. Keana Miller	8 <sup>th</sup>	ELA
Mrs. Yolanda Blackshear	6 <sup>th</sup>	Social Studies
Mr. Paul Johnson	7 <sup>th</sup>	Social Studies
Mr. Caleb Land	8 <sup>th</sup>	Social Studies
Ms. Doris Warren	6 <sup>th</sup>	Science
Dr. Yvette Tuner	7 <sup>th</sup>	Science
Ms. Talithia Davis	8 <sup>th</sup>	Science
Mr. Emery Williams	All	Special Education
Mrs. Retse Johnson-Daniel	All	Special Education
Mr. Patrick Hawkins	All	Special Education

Mr. Brandon Lee	All	Special Education
Mr. Raymond Harris	All	Physical Education
Mr. Juan Ponder	All	Media Arts
Mr. Michael Morris	All	Media Arts
Mr. Jerel Jefferson	All	Music Appreciation, Chorus, Piano
Ms. Crystal DeVaughn-Marsh	All	Dance
Mr. James McCleod	All	Culinary Arts
Ms. Tonia Jackson	All	Theatre Arts
Ms. Shitteria Harris	All	Visual Arts
Dr. Michael Rosemond	All	Coding/Animation

<b>Staff</b>	<b>Position</b>
Mrs. India Hendrix	Front Office Manager
Ms. LaTosha Lawrence	Front Office Assistant
Mrs. Angelic Calvin	Registrar
Ms. Janine Slater	Parent Liaison/Principal Secretary
Ms. Tiffany Hall	Nutrition Manager
Mrs. Avis Pitts	Speech Language Pathologist
Ms. Pamela Dingle	Federal Programs Director
Mr. Albert Thomas	Data Collections Coordinator
Mr. Raymond Alexander	IT Director
Mrs. Glynis Terrell	ESOL Instructor
Mr. Charles Hall	Facilities Director
Ms. Jennetta Monfort	Facilities
Ms. Australia Bailey	Facilities

## SCHOOL HOURS

MORNING Breakfast	7:50 am – 8:20 am
SCHOOL BEGINS	8:30 am
LUNCH	11:35am – 12:56 pm
SCHOOL DISMISSAL	3:30 pm

## **BREAKFAST AND LUNCH PROGRAM**

Utopian Academy for the Arts offers school-wide breakfast and lunch through the National School Lunch Program. All Utopian Academy for the Arts students receive meals free of charge through Utopian's engagement in the Community Eligibility Provision (CEP) program with the Nutrition Division of the Georgia Department of Education.

## **ADMISSIONS POLICY**

### **Student Admissions Policies and Procedures**

As a free public school, Utopian Academy for the Arts shall admit all students who wish to attend the school. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. Students will be considered for admissions without regard to race, ethnicity, national origin, gender, or disability.

The application process at UAFA is comprised of the following:

- Completion of a Student Registration and Application document
- Attendance of a New Parent Orientation Meeting
- Parent signature on school contract
- Proof of Immunizations and proof of minimum age requirements, e.g., birth certificate
- Home Language Survey
- Completion of Emergency Medical Information Form

### **UAFA Lottery**

Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event this happens, UAFA will hold a public random drawing to determine enrollment for the impacted grade level, with the exception of existing students (2<sup>nd</sup> year forward) who

are guaranteed enrollment in the following school year. Enrollment preferences in this case of a public random drawing shall be allowed in accordance with school policy.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. The wait list will allow students the option of enrollment in the case of an opening during the school year in accordance with UAFA's enrollment policies and procedures.

## **UNIFORM POLICY**

All Utopian Academy students are required to be in uniform **every day**. Students are required to be in uniform during field trips and other school related activities as well.

The Utopian Academy for the Arts uniform standards are as follows:

### **6<sup>th</sup> Grade Shirts – All Shirts Will Be Tucked In**

Girls: White Utopian Oxford Shirts

Boys: White Utopian Oxford Shirts

### **7<sup>th</sup> Grade Shirts - All Shirts Will Be Tucked In**

Girls: White Utopian Oxford Shirts

Boys: White Utopian Oxford Shirts

### **8<sup>th</sup> Grade Shirts - All Shirts Will Be Tucked In**

Girls: White Utopian Oxford Shirts and Maroon Cross Tie

Boys: White Utopian Oxford Shirts and Maroon Necktie

### **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Bottoms**

Any **Brown Khaki** Bottoms (Skirts, Shorts, Pants)

SKIRTS, SHORTS, AND SKORTS: Fall two inches below the knee, loose fitting. (No joggers, sweatpants, or leggings, jeggings, jeans)

### **Shoes/Boots**

**Only** Solid Black or Brown (Casual, Tennis Shoes)

### **Trouser Socks**

Girls (Black, White, Brown, or Blue)

Boys (Black, White, Brown, or Blue)

**Outerwear (Boys & Girls)**

Solid Black, Grey, or Maroon Sweaters/Jackets/Hoodies. All outerwear including sweaters, jackets, and hoodies must be in the aforementioned solid colors. Writing on sweaters, jackets, hoodies shall not be allowed.

**Female Dress Code:**

BELTS – *Black & Brown only* – The buckle should be small and should not say anything.

JEWELRY - Conservative jewelry is permitted. Some necklaces of any material, bracelets, rings, earrings, and anklets may be prohibited. Earrings will be the size of a quarter or smaller. No tongue rings or facial piercings other than ears.

TATTOOS - Fake or Real – Are considered inappropriate and are unacceptable.

HAIR - The style is a parenting decision but the inclusion of items into the hair will meet the following restrictions; the items may not be removed for any length of time during the day. The item will be very secure and if the beads or other small items begin to fall the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item will be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated. All students will wear their natural hair color. When adding weave or other pieces, the hair color will match. This means no bright reds, purples, blondes, or other colors that completely contrast the natural hair color of the student will be permitted.

HEADWEAR – No disruptive headwear; No hats, scarves, or bandanas of any color.

KEYCHAINS - The keychain should be under the shirt, in the pocket completely, or put in a purse.

MAKEUP - No makeup of any kind is permitted including, glitter and certain kinds of lipstick. Even bringing the items unopened and unused may be grounds for suspension. All lotions and lip balms will be applied in the restrooms.

**Male Dress Code:**

BELTS – *Black & Brown only* – The buckle should be small and should not say anything.

JEWELRY - No earrings or tongue rings permitted. Conservative jewelry is permitted. Some necklaces, bracelets and rings may be prohibited. All items not listed are considered out of uniform, unless approved in writing by the School Leadership.

HAIR- The style is a parenting decision but the inclusion of items into the hair will meet the following restrictions; the items may not be removed for any length of time during the day. The item will be very secure and if the beads or other small items begin to fall

the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item will be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated. Only the natural hair color is allowed.

UNDERCLOTHES - No underclothing (panties, bra, slip, or any other item) should ever be visible through any method whether on purpose or accident. Any underclothing that can be seen including but not limited to, boxers, briefs, white tees, sleeveless undershirts, is grounds for suspension. All underclothes should stay under the clothing of the child at all times.

**Our uniform policy will be enforced on a daily basis! Students coming to school out of uniform will be required to call a parent/guardian to bring the missing/improperly worn item.**

**At no time should any aspect of student dress disrupt the learning environment. Further, no student's bottoms should be sagging at any time.**

**As stated in the Student Code of Conduct, the policy is as stated:**

### **BEING OUT OF UNIFORM**

Students will wear a uniform to school every day except when given written permission that it is a "non-uniform day." All elements of our school uniform are listed in the Student Handbook. Students that arrive to school out of uniform will be required to call a parent/guardian to bring the missing item. **If a parent is unable to bring this item, the student will report to the Dean of Students. However, based on the discretion of School Leadership, an additional consequence may be assigned.**

## **ARRIVAL AND DISMISSAL**

School doors open at 7:50 am every day. Unless you have a scheduled appointment with individual teachers or other staff beforehand, scholars are not to be dropped off at school before 8:15 a.m. unless they are enrolled in the Before Care Program.

The school day officially ends at 3:30pm Monday-Friday, unless otherwise noted via school calendar. *As your scholar's safety is our top priority at Utopian Academy for the Arts, scholars will not be allowed to leave school grounds with any adult other than their parents/guardians or other designees specified in advance on the scholar's transportation plan.*

- Any adults, including parents/guardians, picking up their scholar will be asked to show ID each day until that adult is recognized on-sight by a member of Utopian Academy for the Arts staff.
- Anyone picking up a scholar will be 18 years of age or older.
- Parents/Guardians may make changes and additions to a scholar's transportation plan by filling out a form in the front office with the Office Manager.

### **Arrival**

As stated above, all scholars will remain in the care of the adult dropping-off at the school until the official door opening at 7:50 a.m., unless enrolled in the before care program. No scholars should be released from their car on any given morning until a member of School Leadership has officially started the car arrival procedure in the drop-off area. Car rider arrival will run from 7:50-8:25am each day. For the safety of all scholars during this time, all cars are required to remain in park until officially dismissed by a member of School Leadership. Scholars entering the building after 8:25 will be considered tardy and will report to the main office to receive a tardy slip in order to be permitted inside of the cafeteria. Unless there is a scheduled meeting, parents are not to be in the hallways during arrival time, including tardy drop-offs, as instruction has begun.

### **Dismissal**

Dismissal will begin at 3:30pm Monday-Friday, unless otherwise noted via the school calendar. For the safety of all scholars and staff, adults picking-up scholars are required to remain in their cars and are not permitted to come to the doors where scholars are released. Scholars will be released in staggered groups, with the dismissal operating under a first-come, first-served policy. For the safety of our scholars, all drivers are required to remain in park during the dismissal procedure. Once scholars are released to their cars a member of School Leadership will signal that the group of cars may circulate out of the parking line. The dismissal line will end at 4:00 pm.

Each/every scholar not picked up by 4:00 p.m. (according to the school's clock) will be charged a late fee of \$10 for every 15- minute portion/increment (i.e., 4:00 pm-4:15pm= \$10. 4:16pm-4:30 pm=\$20). Failure to pick up a child by 4:30pm, (with no communication from a parent or guardian) will be considered an emergency situation, and could result in a call to local law enforcement on behalf of the scholar. All parents are encouraged to have an emergency backup person in order to avoid these types of situations.

## **ATTENDANCE POLICY**

Students will attend school in order to learn. They will come to school daily and they will be on time. State law is clear: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.

### **Attendance Guidelines**

Regular attendance is compulsory and mandated by Georgia law. We *strongly recommend* that all vacations and discretionary trips be scheduled during school vacation days and not during scheduled school days.

If the need should arise that an absence is due to a non-school vacation, the student will be expected to make-up their missed assignments upon return. If a student is absent due to illness, his/her homework may be picked up after the school day is completed.

- Ten days absenteeism during a school year may constitute reasonable cause for retention. This may also be interpreted as 5 days per semester. When work has been made up, report cards may be distributed.
- In order to meet requirements for promotions, class work missed because of absenteeism (or its equivalent substituted by the teacher) will be completed satisfactorily) Please refer to classroom teacher.
- State Law requires a written excuse whenever a child is **ABSENT** or **TARDY**. A child is marked tardy when he/she arrives after (8:45 am).
- Students leaving campus early for any reason will be signed out in the office by an adult specified on the student's emergency card. Sign-outs will not be allowed after 3:15pm.

### **LATE PICK-UP**

Students will be picked up within 30 minutes after the completion of the School day. Students who are serving detention or attending an after- school program, will be picked up from the school within 15 minutes after the completion of the detention or school program. If the students are not picked up from school within 15 minutes as described above, parents will be assessed a \$15 late fee/after school care drop-in charge. Additionally, if such late pick-ups become a habit, then a school staff member may take the student to the local police station and may contact children services.

**EXAMPLE 1: STUDENTS NOT PICKED UP BY 4:00 pm WILL BE TAKEN TO AFTER-CARE, AND THE PARENT WILL BE ASSESSED A \$15 LATE FEE/ AFTER SCHOOL CARE DROP IN CHARGE.**

**EXAMPLE 2: STUDENTS SERVING DETENTION, THAT ARE NOT PICKED UP BY THE DESIGNATED DETENTION TIME WILL BE TAKEN TO AFTER-CARE, AND THE PARENT WILL BE ASSESSED A \$15 LATE FEE/ AFTER SCHOOL CARE DROP IN CHARGE.**

## **TARDIES**

Getting to school on time each and every day is of the utmost importance for our scholars. Utopian Academy for the Arts scholars begin learning the minute they walk in the door.

- Our doors open at 8:00 am for breakfast
- Scholars arriving after 8:45 am are considered tardy and will be signed in the office to receive a tardy pass prior to entering cafeteria/class.
- *Three instances of tardiness in any quarter equal one unexcused absence. Please see attendance policies above for consequences of excessive absences.*

## **EXCUSED ABSENCES**

Excused absences are defined as those which are due to illness accompanied by a doctor's note verifying the dates of absence, those which are due to a religious observation, those related to suspensions, or those which are related to a death in the family.

## **UNEXCUSED ABSENCES (AWOL)**

Unexcused absences are defined as days scholars are not present for reasons that do not meet the conditions above. All types of absences will be tracked by the school administration.

*All Utopian Academy for the Arts families will be held to the following policy for unexcused absences.*

- **2nd Unexcused Absence:** If a scholar has two unexcused absences within an academic year, it is considered a serious issue. An official letter documenting the unexcused absence will be sent home by a member of the School Leadership Team. The student will also serve one day of lunch detention.
- **4th Unexcused Absence:** If a scholar has four unexcused absences within an academic year, the parent/guardian will be written and called in to school to meet with a member of the School Leadership Team. At the meeting the problem will be discussed, and a formal binding attendance plan will be developed. In addition, the student will serve two days of after school detention.
- **6th Unexcused Absence:** If a scholar has six unexcused absences within an academic year, the scholar will be considered habitually truant and risks not being promoted to the next grade. The parent/guardian will be called and an official letter documenting the unexcused absences and the risk of grade retention will be sent home.

*Violation of the attendance policy affects a scholar's performance both behaviorally and academically. Therefore, all violations will be treated seriously by School Leadership and legal measures against the parent/guardian will be taken when necessary.*

## **ACADEMIC POLICIES AND INFORMATION**

Utopian Academy for the Arts is committed to nurturing the growth and development of scholars by providing intentional and rigorous academic programming that prepares them for life in college and beyond.

Utopian Academy for the Arts curriculum is aligned to the Standards of Excellence. Education “standards” define expectations for student learning by stating what scholars should know at the conclusion of a course of study. Standards define learning expectations. Standards do not dictate curriculum (i.e. textbooks and reading lists) or prescribe a method of instruction. The Georgia Standards of Excellence are meant to provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Instructional practice of Utopian Academy for the Arts includes, but is not limited to:

- Ongoing, informal assessment
- Emphasis on critical thinking and problem solving
- Individualized educational plans
- Guided practice and spiraled review
- Integrated language arts
- Academic skills taught within context
- Professional life skills and training
- Active versus passive learning
- Hands-on activities
- Emphasis on independent functioning
- Writing across all content areas
- Regular, formal assessment
- Standardized state assessments
- Cultural awareness through the arts

## **HOMEWORK EXPECTATIONS**

The goal of homework is to instill a sense of accountability, motivation, and self-confidence. Research shows that homework is good for children; it boosts overall academic performance and teaches students responsibility. Young children have to understand that their schoolwork is important; they get that message when families make homework a priority. More importantly, making homework a priority, gives children increased opportunities to learn. Utopian Academy for The Arts wants children to continue learning beyond the school day; homework is a powerful way to extend learning.

Parents/guardians are encouraged to insist that homework be taken seriously and done carefully. Please make it a habit of checking your child's homework each night. An average of one hour, per night.

Homework will be assigned in core content areas nightly. Occasionally, classes may assign projects to be completed in lieu or in addition to nightly homework. All homework is expected to be completed nightly and submitted complete the next day.

If a student fails to complete the assigned homework or project, a zero will be issued as the grade for that particular assignment. Make-up assignments, and extensions may be granted at the sole discretion of the teacher.

When projects are issued, the teacher will review the expectations, grading, and deadlines with students in class. Students will receive a one-page document with all pertinent information, along with a rubric that they will sign, indicating they understand the project. Students will be required to bring this document home in order to be signed by the parent/guardian to ensure that all stakeholders are aware of the project components, expectations, and deadlines.

### **REPORT CARDS**

Communication between the home and school helps bind the student, parents, guardians, teacher, and administration into a team working toward a common goal. At any time parents may call teachers or administrators to schedule a time to meet and discuss their child's progress.

Report Cards are designed to inform parents/guardians of their scholar's academic growth, as well as any potential academic problems their scholar may be experiencing. Report Cards may also be used to acknowledge students who are doing outstanding work, or a student who is making significant academic progress due to exceptional effort.

Students in 6<sup>th</sup> – 8<sup>th</sup> grade will receive letter grades. Utopian Academy for the Arts follows a semester grading schedule. Each student in grades 6 – 8 will receive 2 report cards and 4 progress reports.

Your child's report card may be held in the office if your child has outstanding account balances. Outstanding balances include textbook replacement costs, unpaid meal fees (breakfast/lunch) and/or balances for before/after school care. Any student that loses or damages a textbook will pay for that textbook within two weeks of the initial notice being sent to the parent.

### Core Content Grade Weights

Within each content area, the grade weights are as follows:

Categories	Inclusions	Weights
Classwork	Class Paper to Pencil Small Group Work In Class Projects <i>Arts/PE (Participation)</i>	40%
Homework		10%
Tests	Unit Assessments Summative Assessments <i>Arts/PE (Performances)</i>	20%
Quizzes	Exit Tickets Quiz	15%
Projects		15%

### Arts Department Grade Weights

Categories	Inclusions	Weights
Classwork	Class Paper to Pencil Small Group Work In Class Projects	20%
Homework		10%
Tests	Unit Assessments/Projects Summative Assessments/Projects	40%
Performance-Based Tasks	Quizzes (Performance Based/Written)  Exit Tickets (Performance Based/Written)	30%

## **TESTING**

All students 6<sup>th</sup> – 8<sup>th</sup> will participate in the Georgia Milestones Assessment each spring. Students' scores will be shared with parents and kept on file at the School. In addition, Utopian Academy for the Arts uses many different forms of assessment during the school year to measure students' academic progress. The different forms of assessment include, but are not limited to teacher generated tests, curriculum-based unit tests and quizzes, student portfolios, presentations, projects and nationally norm-referenced assessments.

## **PROMOTION TO THE NEXT GRADE**

At Utopian Academy for the Arts, promotion to the next grade level is based on mastering the standards in the scholar's current grade level. Promotions will be based on scholars' grades, standardized test scores, attendance, homework completion record, and other assessment measures taken during the year. Decisions to promote or retain are administrative decisions based on the student's progress, achievement, and Milestones Assessment. Students who receive supplemental assignments during the summer, must complete these requirements to be considered for placement as necessary. Special consideration will be given to students who have Individualized Education Plans (IEPs) when making grade promotion and retention decisions. However, decisions regarding promotion or retentions are administrative decisions and are not dictated by a scholar's IEP. Students with IEP's who have significant attendance, academic, or behavioral problems unrelated to their IEP's may be at risk of retention for these reasons.

For additional information regarding promotion and retention, please refer to the "Promotion and Retention Policy Addendum" on page 68.

## **STUDENT CODE OF CONDUCT**

Students at Utopian Academy for the Arts (UAFA) are expected to abide by the UAFA Student Code of Conduct. For students who choose not to follow the tenants of this agreement, there will be consequences in place to redirect student behavior in a more positive direction. Consequences associated with this system include, but are not limited to in-house suspension, Saturday Detention, out of school suspension and expulsion.

### **Utopian Academy Student Strivers & Scholars Pledge**

**As a Utopian Academy student, I will strive to:**

- U** – Seek first to **UNDERSTAND** then to be understood
- T** – Strive to be **TENACIOUS** in everything I do
- O** – Look for **OPPORTUNITIES** to show kindness to others
- P** – Always seek a **PEACEFUL** way to solve problems with others
- I** - **IMPROVE** in everything I do
- A**- **APPROPRIATE** in word and deed
- N**- **NEVER** give up, and always do my best

### **SEARCH AND SEIZURE**

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules.

School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time.

Students will not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.

Students will open their lockers at the request of School officials.

When on School grounds, students and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the student has violated or is violating the law or School rules.

A student will have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the School or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the School Leadership. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the School Leadership has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The School Leadership shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them.

### **FIELD TRIP POLICY**

Field trips are a privilege and not a right, thus we reserve the right to deem students ineligible to attend when students have not exhibited behavior consistent with the students code of conduct. However, we will provide those students unable to attend with classwork congruent with the experience, when the field trip directly is related to an academic content area and standard.

## **FINE ARTS DEPARTMENT POLICY**

Every student in the school of the arts program is required to meet specific academic and behavior guidelines. Upon participating in a production/event, parents and scholars must sign a Fine Arts contract stating that, in order to remain in the production/event, the guidelines below must be met.

- A. Scholars cannot receive two or more discipline referrals.
- B. Scholars cannot receive grades of Needs Improvement or Unsatisfactory for behavior.
- C. Scholars must attend all rehearsals, meet required deadlines or submit in writing one excused notice to Dean of Arts.

*Academic Failure to meet the standards below in any grading period will result in academic probation from the Utopian Academy for the Arts: Fine Arts Department production/event.*

- A. Scholars will be responsible to submit weekly grades to the Dean of Arts.
- B. Scholars who fail within two weeks consecutively of grade check period.

*Failure to meet the standards below in any grading period will result in dismissal from the Utopian Academy for the Arts: Fine Arts Department production/event.*

- A. Scholars who fail to abide by the Student code of conduct as outlined in the Utopian Academy for the Arts Parent/Student Handbook.
- B. Scholars who fail to maintain a “C” average in all of their classes.
- C. Scholars receive any disciplinary infraction that has been referred to administration, resulting in detention, ISS or OSS.
- D. The student/parent will be required to provide an excuse for all subsequent tardiness or absences according to the Georgia State Board Rule 160-5-1-10. Students who fail to meet this expectation will be dismissed from the Utopian Academy for the Arts: Fine Arts Department production/event.

## **SUSPENSIONS AND EXPULSIONS**

The Executive Director or designee has the authority to suspend students for up to ten days. Suspensions last from one to ten days depending on the severity of the infraction. All suspensions will require a parent-administrator conference. The conference will occur before the student is readmitted to class. The Executive Director/Designee may request the parent to attend a full day of class with the student upon return. A parent’s failure/refusal to comply will not restrict the student’s readmission to School but may result in additional intervention efforts such as a school social work referral.

## **BEHAVIOR CATEGORIES:**

UFAFA has adopted policies regarding specific prohibited behaviors. This list is not an inclusive list of all violations. The Executive Director or his designee has the discretion to discipline behaviors not listed that interfere with the educational process and operations of the school, provided that no long-term suspensions or expulsions shall be implemented without following the due process procedures.

In addition to the categories provided below, expulsion from the School may be recommended for the following violations:

- Carrying, bringing, using, or possessing a dangerous weapon;
- Sale or distribution of a drug or controlled substance; and/or the commission of an act which, if committed by an adult, would be robbery or assault; and
- Any other violation(s) that, seriously adversely affects the educational process or endangers the health, safety or wellbeing of other students, teachers, administrators, or other persons.

### **PROGRESSION OF CONSEQUENCES**

Successive or repeated acts of misconduct may result in additional suspensions or expulsion.

UAFAs has adopted the following policies regarding specific prohibited behaviors. This list is not an inclusive list of all violations. The Executive Director has the discretion to discipline behaviors not listed that interfere with the educational process and operations of the School, provided that no long-term suspensions or expulsions shall be implemented without following the due process procedures discussed in the UAFAs Disciplinary Hearing Process:

Category I:

#### **STUDENT BEHAVIORS JUSTIFYING A ONE-DAY SUSPENSION (MAY INCLUDE IN-SCHOOL SUSPENSION, AT THE SOLE DISCRETION OF SCHOOL LEADERSHIP)**

The following behaviors generally will result in a one-day suspension. Although teachers determine the consequences for misbehavior in class, the School Leadership will determine the appropriate consequences for repetitive behaviors in this category based on each student's discipline record.

#### **UNRULY CONDUCT**

All students will obey all adults in the school: administrators, teachers, educational assistants, secretaries, custodians, lunchroom helpers, security guards, and others. Students will do what these adults ask of them. Students will not talk back to an adult. If a student intentionally refuses to obey the instructions and/or directions a teacher gives, his/her conduct will be considered unruly. If a teacher says to open a particular book, to write an assignment, to work with another student, to work in a group, to take a test, or to do any other class-related activity and a student refuses to do so, this is considered being unruly.

**THIS POLICY IS APPLICABLE TO THE BEFORE AND AFTER CARE PROGRAM, AND ALL APPROVED TRANSPORTATION SERVICES.**

#### **BEING OUT OF UNIFORM**

Students will wear a uniform to school every day except when given written permission that it is a "non-uniform day." All elements of our school uniform are listed in the Student Handbook. Students that arrive to school out of uniform will be required to call a parent/guardian to bring the missing item. If a parent is unable to bring this item, the student will report to In-School Suspension. However, based on the discretion of School Leadership, a student may be required to

serve an out of school suspension due to the frequency of the infraction.

### **DISORDERLY CONDUCT**

Students will not break classroom or school rules. They will not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates are engaging in disorderly conduct. If the teacher is prevented from starting an activity or lesson or has to stop what s/he is doing to try to stop the distracting behavior, then the behavior is considered disorderly. Leaving the classroom without permission and inappropriate displays of affection are also considered to be disorderly conduct.

### **FAILURE TO COOPERATE**

Students will not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. Students will not make false statements or give false evidence. Students will not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

### **SMOKING/VAPES**

Students will not smoke, have or use any kind of tobacco or vapes at school, on school grounds, or at any school-related activities.

### **FALSIFICATION OF RECORDS**

Students will not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading or inaccurate statements or information to School staff or on school forms or records.

### **SCHOLASTIC DISHONESTY**

Students will not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students will not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student will not unlawfully duplicate, reproduce, retain, or use copyrighted material.

### **TRESPASSING**

Students will not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school. Nor will students loiter in building hallways, classroom, bathrooms, etc. Students who are suspended or expelled will not return to school without the School Leadership's specific, written permission. Students who do return to school without permission will be suspended or expelled depending upon the circumstances.

### **GAMBLING**

Students will not play games of cards, chance, or dice for money or other items unless these games are played as part of a special school activity.

### **ELECTRONIC/COMMUNICATION DEVICES**

Students will bring radios, headsets, CD players, handhelds, cellular phones, mp3 players, IPODs, or other electronic communication devices for receiving and/or transmitting messages to school;

however, they are NEVER allowed in class during instruction, unless noted otherwise by the teacher. Not only will this behavior lead to the appropriate consequences, the items will be confiscated and held until a parent comes to school and retrieves the items.

**CATEGORY II:  
STUDENT BEHAVIORS JUSTIFYING MULTIPLE DAYS OF SUSPENSION**

The following behaviors may, with no warning required, lead to immediate suspension. The length of the suspension will be determined by the School Leadership and will be based on the student's discipline record and the seriousness of the offense(s). The School Leadership will investigate major breaches of student code of conduct on a case-by-case basis and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion, as well as violations deemed physically or mentally harmful or those requiring emergency removal at the discretion of the School Leadership.

**FIGHTING**

**NO PHYSICAL CONTACT.** Students will not fight. They will not push, shove, or hit another with any part of their body or with any object. This offense may be grounds for expulsion.

**PROFANITY OR OBSCENITY**

Students will not use inappropriate words or make obscene signs. Student will not draw or show sexually explicit pictures to anyone at school. Students will not bring sexually related items (i.e. condoms) to school. Students will never curse or swear. Such use includes, but is not limited to, profane, vulgar, obscene words or sending obscene material via the Internet, email, cell phones (e.g. sexting") or other electronic means; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions.

**BEING REPEATEDLY OUT OF UNIFORM**

Students, who are repeatedly out of uniform, may be suspended for more than one school day.

**STEALING**

Students will not take anything that does not belong to them. Students will not have in their possession anything that has been stolen.

**VIOLENT DISORDERLY CONDUCT**

Students will not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity or event, nor shall they engage in any such conduct if such disruption or obstruction is reasonably likely to result. Students will not urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. This offense may be grounds for expulsion.

**GANG ACTIVITY**

Gang activity is defined as "any assembly of individuals who gather together, whose purpose, the school reasonably believes is to commit anti-social behavior or to violate school policy." Students will not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students will not use any words, phrases, written symbol or gesture,

which intentionally identifies them as a member of a gang or otherwise symbolizes support of a gang. Students will not try to recruit others for gangs.

### **DEFAACEMENT OF PROPERTY**

Students will not mark on, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school textbooks or library books; writing on desks or walls; carving into woodwork, desk, or tables; and spray-painting surfaces are actions of defacement. Students who destroy or vandalize school property will be required to pay for losses or damages. This offense may be grounds for expulsion.

### **DESTRUCTION OF PROPERTY**

Students will not damage, break, or destroy school property or anything that belongs to someone else. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are all acts of property destruction. This offense may be grounds for expulsion.

### **SEXUAL MISCONDUCT**

Students will not act or use any body parts or those of another in an unacceptable way. Unacceptable will be defined using a “reasonable person” standard.

### **HARASSMENT**

Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students will also not engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person’s sex, race, color, national origin, religion, height, marital status, or disability (e.g. sexual or racial comments, threat or insults, unwanted touching, etc.). Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student’s ability to learn, study, work or participate in school activities.

Harassment, which includes any form of behavior that would contribute to or cause psychological harm to someone else and/or urges students to engage in such conduct, shall also be prohibited at the school. Examples are verbal, written or physical taunts, insults, or challenges, which are likely to intimidate and/or provoke a negative response from the student being treated in this manner. Additional examples of bullying/harassment behaviors include but are not limited to:

- Physical: hitting, grabbing, spitting, etc.
- Verbal: name calling, racist remarks, put-downs, extortion, etc.
- Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other’s possessions, etc.
- Written/electronic: email/blogs or other similar means, notes, and/or graffiti, containing harassing or bullying messages, etc.

## **LOOK-ALIKE WEAPONS**

Students will not possess, handle, or transmit any object or instrument that is a “look-alike” weapon or instrument (e.g. rubber knife, toy gun, etc.).

## **CATEGORY III: STUDENT BEHAVIORS JUSTIFYING MANDATORY SUSPENSION WITH PROBABLE RECOMMENDATION FOR EXPULSION**

Students who engage in any of the behaviors in this category, may be suspended for up to ten (10) school days with a recommendation for suspension or expulsion by the School’s Leadership team.

## **ALCOHOL AND DRUGS**

Students will not intentionally bring alcohol or drugs to school. They will not manufacture, sell, handle, possess, use, deliver, transmit or be under any influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students will not inhale any chemical

substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to school with the permission of parent(s) and the authorization of a physician. They will not sell or give a prescribed medication to anyone at school. All prescribed medication will be submitted to the Main Office before the student goes to class. All prescribed medication will have an accompanying physician’s note for dispensing and recording purposes.

1. Students may also be subject to prosecution under the Official Code of Georgia 16-13-32.4 which states:

“It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or possesses with intent to distribute a controlled substance or marijuana in, on, or within 1000 feet of any real property owned by or leased to any public or private elementary or secondary education. Any person violates or conspires to violate subsection (a) of this Code section shall be guilty of felony and upon conviction shall receive the following punishment: (1) Upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000.00, or both; or (2) Upon a second or subsequent conviction, imprisonment for not less than five years or more than 40 years or a fine of not more than \$40,000.00, or both.

It shall be mandatory for the court to impose a minimum sentence of five years nor more than \$40,000.00, or both. It shall be mandatory for the court to impose a minimum sentence of five years which may not be suspended unless otherwise provided by law.”

## **PHYSICAL ASSAULT**

Students will not physically attack another person. Physical assault is defined as “intentionally causing or attempting to cause harm to another through force or violence.”

## **DANGEROUS WEAPONS**

Students will not possess, handle, transmit, or use as a dangerous weapon any instrument capable of harming another person. Dangerous weapons include, but are not limited to:

A **FIREARM** is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A **KNIFE** is defined as any cutting instrument consisting of at least one sharp blade.

**DEFENSIVE WEAPONS:** Chemical Mace, pepper gas, or like substances; stun gun; brass knuckles; blackjack.

**ITEMS NOT DESIGNED AS A WEAPON, BUT COULD BE PERCEIVED AS A WEAPON**, such as: razors, box cutters, hammers, baseball bats, metal combs of any length with a sharpened handle are strictly prohibited from school grounds.

This is not all inclusive and can be amended by the School Leadership with acceptance by the Governing Authority (School Board).

## **FALSE FIRE ALARMS OR BOMB REPORTS**

Students will not break or pull the fire alarm at any time unless there is an emergency. They will not make bomb threats.

## **SEXUAL ASSAULT**

Students will not sexually assault or attack another person. Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities.

## **ROBBERY**

Students will not force or threaten someone to give them something that does not belong to them.

## **BULLYING, HAZING OR EXTORTION**

Students shall not engage in bullying behaviors. Per the Georgia Code section, 20-2-751.4, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The School expressly prohibits the bullying, harassing, or intimidating of any student, by any means or method.

Examples of bullying and harassment include but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling;
- Threats, taunts and intimidation through words and/or gestures;

- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;
- Destruction of school or personal property;
- Any form of electronic bullying or cyberbullying using school equipment, school networks, or e-mail systems or committed at school;
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating;
- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement and/or coercion;
- Rumors or spreading of falsehoods;
- Stalking;
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, personal websites and social networking websites (e.g., Facebook, Twitter, etc.), chat rooms, texts, and instant messaging;
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online;

Children who encourage bullying behavior or join in bullying incidents will also receive disciplinary action.

Utopian Academy for the Arts is committed to equitable and swift resolution of bullying issues. Any student should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Don't apologize.
2. Pay attention to when, where and how you were mistreated; try to remember who else may have witness the incident.
3. Notify the Dean of Students, school administrator, or teacher. If uncomfortable doing so, a student should speak with a parent or another adult (who should notify school personnel).
4. After the initial report is made, an investigation will take place by the Dean of Students at his/her discretion.

Per SBOE rule 160-4-8.15, any student in grades 6-8 that has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Alternative school placement will occur upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student subject to this legal provision has committed the offense of bullying for the third time in a school year.

Reports of bullying also may be made by using the school’s complaint procedures or by calling the Georgia Department of Education’s School Safety Hotline at 1-877-SAY-STOP (1-877-729-7867).

### **STARTING A FIRE**

Students will not start a fire at school; they will not take part in any activity of burning property.

### **FIREWORKS AND EXPLOSIVES**

Students will not intentionally handle, possess, or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

In addition, the Official Code of Georgia Annotated 16-11-127.1 states that “it shall be unlawful for any person to carry to or possess or have under such person’s control while within a School Safety Zone or at a school building, school function, or school property or on a school bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-111-37.”

### **BREAKING AND ENTERING**

Students will not force their way into any school building.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

UFAFA’s Code of Conduct applies to all students, but discipline of students with disabilities requires certain considerations because the behavior may or may not be related to the disability. If the Executive Director or other school administrator imposes or recommends a disciplinary sanction that would result in the student being suspended from school for more than a cumulative total of 10 days per school year, the following procedure should be followed:

1. The Executive Director or his designee will provide the student’s parents with written notice of the disciplinary decision or recommendation on the day that such decision or recommendation is made. For students covered by the Individuals with Disabilities Education Act (IDEA), the notice will also provide the parents with a summary of the procedural safeguards to which they are entitled under the disciplinary provisions of the IDEA.
2. The student’s IEP team or 504 team will conduct a Manifestation Determination Review (“MDR”) within 10 school days. During the MDR, the IEP team or 504 team will determine (1) whether the student’s behavior was caused by or was

substantially related to the student's disability, or (2) whether the student's behavior was the direct result of the School's failure to implement the student's IEP.

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

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

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

## **DISCIPLINARY HEARING PROCESS**

A Student accused of committing a Category III disciplinary infraction, as defined in Utopian Academy for the Art's (UAFA) Code of Conduct, is referred for a Disciplinary Hearing for determination as to whether a long-term suspension or expulsion is appropriate. A long-term suspension means denial to a student of the right to attend school and take part in any school function for a period of more than ten (10) school days. Expulsion shall mean removal of the student from enrollment at UAFA for the remainder of the school year or longer.

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

A decision to impose a long-term suspension will be the result of a Disciplinary Hearing before an independent hearing officer(s). The purpose of the Disciplinary Hearing is to receive and evaluate testimony and other evidence concerning the disciplinary violation. The school principal or his/her designee will present the case for suspension or expulsion to the Hearing Officer(s). The student's parent/guardian, or other appointed representative present for the hearing will be able to ask questions and present arguments against the recommendation. The School shall provide written notice of the relevant procedures to the student's parent/guardian. The notification shall include the following:

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

### Continuance:

If good and sufficient cause exists, the school administrator may request to the Hearing Officer that the hearing be rescheduled, but in no instance shall the hearing be delayed more than ten school days after the beginning of the suspension unless the School and the parent/guardian mutually agree to an extension in writing. If the extension is not agreed to by the parent/guardian, the hearing will move forward as scheduled or the charges will be dismissed. Upon rescheduling, written notice of the rescheduled date and time of the hearing will be sent to

the student's parent/guardian/representative/attorney either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.

The student's parent/guardian/representative may request a continuance of the hearing from the school administrator. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented for approval. If a continuance is requested or caused by the parent/guardian/student's representative, the student will continue to serve his/her recommended School level discipline (In-School or Out-of-School Suspension) during the time of the continuance and until the hearing is conducted and the Hearing Officer has rendered a decision.

#### Waiver of Hearing:

If the student's parent/guardian/representative waives the hearing, they may do so by requesting a waiver from the School prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived, the hearing will be held as scheduled, whether or not the student/parent/guardian/representative chooses to participate.

#### Record of Proceedings:

A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by the School. The student's parent/guardian/representative may request a copy of the recording.

A written transcript will be prepared by the School if the Board so requests; or if the decision of the Board is appealed to the State Board of Education. If a written transcript is not prepared by the School, the student's parent/guardian/representative may obtain a written transcript at their own expense.

#### Burden of Proof:

The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the School.

#### Legal Representation at the Disciplinary Hearing:

If the student is represented by an attorney, the School's attorney will be present. The student's parent/guardian will notify the School not less than 48 hours prior to the hearing if the student may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the School's attorney may be present.

#### Hearing Officers:

Disciplinary Hearings will be conducted by an independent Hearing Officer, who shall be selected by the School. To qualify for service as a Hearing Officer, an individual will (1) be in good standing with the State Bar of Georgia, (2) have experience as a teacher, counselor, or administrator in a public school system, or (3) be actively serving as a hearing officer under an existing contract/agreement with a Georgia school system. Before selecting a Hearing Officer, the school administrator shall also confirm that the selected individual has no prior involvement in the matter and no conflict of interest.

#### Procedural Objections:

Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the Hearing Officer no less than 24 hours prior to the

time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

#### Disciplinary Hearing:

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

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

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

#### Appeal:

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

Once a decision has been rendered, the student may appeal directly to UAFA Board of Directors. To do so, s/he will inform the school administration of the intent to appeal within ten working days of the date of the Hearing Officer's decision. The school administrator will supply all records from the previous hearing including, if available, written statements, minutes and audio recordings of the Disciplinary Hearing. The Board will evaluate all information and will make a decision solely on the facts presented in the record from the hearing. The student and the school administrator may provide a written statement identifying any reasons why they believe the Hearing Officer's decision was valid or invalid based on the evidence presented at the Disciplinary Hearing. There will not be an opportunity for additional testimony or argument. The Board will render its decision within 20 working days of receiving the appeal. The Board may take any action it deems appropriate, and any decision of the Board is final. The Board may not impose a punishment that is harsher than that imposed by the Hearing Officer without an explanation of the harsher punishment. Imposing a harsher penalty without stating any reasons is a denial of due process. Once the Board renders a decision on the appeal, the school administration will immediately inform the family and mail a letter of decision to the family.

## **GRIEVANCE PROCEDURES**

### **I. PURPOSE**

When a parent or student has a complaint or grievance about a matter of school policy or procedure, the following procedures are to be followed in order to resolve the conflict. The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions to complaints that may arise. The Board shall have the discretion to elevate a grievance directly to Level III, if appropriate or necessary.

### **II. GRIEVANCES**

#### **1. Definitions**

Grievance – A complaint from a parent or student must:

Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law; specifically identify the policy, practice, or statute violated; provide all relevant details and involved parties known to the grievant at the time of filing; and identify the requested relief

Grievant – Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.

#### **2. Procedures**

##### Level I

Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure. For example, parents and guardians should discuss classroom concerns first with classroom teachers. When school officials hear complaints or receive formal grievances, they should first make sure that grievants or potential grievants have first attempted in good faith to resolve problems directly with involved persons. Provided however, a student's parent or guardian may never approach another student for these purposes. Upon receipt of an informal complaint, the principal or immediate supervisor shall initiate action to resolve the issue within five (5) working days.

##### Level II

If the response in Level I does not resolve the problem, the grievant may, within ten (10) working days after the informal complaint decision has been rendered, file the complaint in writing with the Principal to initiate Level II. The Principal shall investigate the complaint with the parties concerned in the grievance within fifteen (15) working days of the grievance filing date. The Principal shall decide who will conduct the investigation based on the nature of the complaint and the individuals involved.

Within five (5) working days of completing the investigation, the Principal shall render a

decision and issue a written report setting forth the Principal's findings and recommendations for the resolution of the grievance.

If no written report is issued within the time limits set forth, or if the grievant rejects the recommendations of the Principal, the grievant shall have the right to appeal to the Board for review of the grievance.

### Level III

A written request for the Board's review of the grievance must be submitted to the Board Chairperson within ten (10) days of the date of the Principal's report or the expiration of the time limits set forth in Level II. The request shall include the nature of the complaint, the reason(s) for the appeal and the requested outcome.

The Board shall review the grievance and the report of the investigation and may hold a hearing. The grievant may be accompanied by a representative of grievant's choice.

The Board may affirm the Principal's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.

The Board written decision shall be issued within 30 working days of receipt of the grievant's written appeal by the board secretary.

If no written decision is issued within the time limit set forth or if the grievant shall reject the decision of the Board, the grievant shall be free to pursue such statutory or administrative remedies as the law may provide.

### **III. MISCELLANEOUS PROVISIONS**

If either party in a grievance wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s), in writing.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure. Confidentiality will be observed pending resolution of the grievance.

## **PARENTAL INVOLVEMENT**

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we welcome our parents as partners. Parents are strongly encouraged to participate in a variety of activities and forums that will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the school. Additionally, at Utopian Academy for the Arts, all parents are required complete 12 hours of volunteer hours per school year, as referenced in our charter contract.

A parent conference is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School. Parents should attend parent conferences in order to receive written report cards. As well, the School encourages parents to initiate these conferences about their questions and concerns with School Leadership.

### **Parent Teacher Association/Parent Teacher Organization**

In an effort to promote and increase parental involvement and leadership, Utopian Academy for the Arts Governance Board has developed the Parent Teacher Association (PTA) and Parent Teacher Organization (PTO).

## **HEALTH & SAFETY PROCEDURES**

### **Notification of Illness**

- Notify school of illness on the first day by 9:00 am.
- Notify school immediately if child has a communicable disease.
- ALWAYS KEEP A CHILD HOME WHO DISPLAYS SYMPTOMS OF SICKNESS OR WHO HAS A TEMPERATURE OF 100 DEGREES OR HIGHER.
- An absence note is required upon return to school.

### **Emergency Information**

Each child will have a completed emergency form on file in the school office. These forms will be kept up to date. Any changes in address or phone numbers will be reported to the office. This is important to your child in the event of an accident or illness. Please be sure to put your cell phone on the emergency form.

In case of illness, a child may not be sent home unless there is someone there to receive him/her. If you wish another person to perform this duty for you, please indicate this on your emergency form. This information is to be kept accurate and up to date.

## **Communicable Diseases**

The school office will be notified immediately in the case of any of the communicable diseases listed below:

### **CHICKEN POX**

A child will stay home until 7 days or longer after the appearance of the first crop of vesicles (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after the last vesicle has made its appearance.

### **CONJUNCTIVITIS (PINK EYE)**

A child may be in school 24 hours after a physician has been advised and the stated active treatment has been given.

### **HEADLICE**

Infections with lice and mites are treatable with over the counter drugs, please consult your child's physician or pharmacists. Your child will be checked by school personnel before returning to school.

**IMPETIGO:** A common name for skin hypodermal. The organisms most commonly implicated are causing this disease are Streptococcus and Staphylococcus. As this disease is highly contagious, no child shall be permitted to return to school until appropriate systematic antibiotic therapy has been started or until free of disease. The area should be covered if oozing.

**GERMAN MEASLES:** A child will stay home until clinical recovery at least four days from onset of catarrhal system or until rash is clear.

**MUMPS:** A child will stay at home until asymptomatic or released by a physician with a minimum of nine days exclusion.

**PINWORMS:** A student diagnosed with pinworms should not return to school until a physician has started appropriate treatment.

**RINGWORMS OF SCALP AND BODY:** Microsporium species is highly contagious spread by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibits negative scabies until adequately treated.

**PERTUSSIS (WHOOPING COUGH):** Whooping Cough is a highly contagious Bacterial illness spread by coughs and sneezes. People sick with pertussis have severe coughing attacks that can last for months.

In case of illness or accidents at school, the office personnel will contact the parent/guardian by phone. If a student has a temperature 99.6 or higher, the parent will be contacted.

**MEDICATIONS:** Medical treatment is the responsibility of the parent and the family health care provider. Medications are RARELY to be given at school. The parent is urged, with the help of the family health care provider, to work out a schedule of giving medication outside school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give medication, which will be in the original container and marked with the child's name on it, during school hours. NO member of the faculty is permitted to administer any medication without:

- A WRITTEN STATEMENT FROM THE PARENT OR GUARDIAN OF THE CHILD;
- A WRITTEN STATEMENT FROM THE PHYSICIAN DETAILING THE METHOD, AMOUNT AND SCHEDULE BY WHICH THE CHILD WILL COME AT THE DESIGNATED TIME. Specific instructions should be included for the emergency treatment if an allergic reaction should occur, (i.e., localized, generalized, severe, mild)

In order for medication to be administered at school, both requirements listed above will be met.

### **MEDICATION FORMS**

The school office provides the appropriate medication forms that cover the above requirements upon request. These forms will be updated annually. NO medication will be kept over the summer months.

All such medication will be brought to the office where it will be stored to which the child will come at the designated time to receive it. Medication shall be brought to the school **by the parent** in the **original container**. No medication (prescription or non-prescription) may be transported by a student or be in the student's possession while at school.

### **MEDICINE LOG PROCEDURE**

1. Student will have a parent and physician signed form on file in the office for dispensing of medicine.
2. Please send medicine in original container.
3. Staff members log ALL medicine dispensed to students in a Medicine Log Book.

## **ENTRANCE REGULATIONS**

The Georgia School Immunization Law requires that children receive a series of immunizations before entry to schools, child care centers, or family child care homes. In addition, the Georgia School Immunization Law requires schools, child care centers, and family child care homes to enforce immunization requirements, to maintain immunization records for all children enrolled, and to submit reports to the health department.

## **IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS**

A child's health has an important effect on his or her performance. Georgia State Law requires all students to have satisfactory evidence on file of current immunization, to include Hepatitis B. The record submitted to the school will include at least the month and year received. Records of immunizations will be on file prior to the opening of school. Students in grades 6-8 will be excluded from attendance at Utopian Academy for the Arts if all records are not in by September 1<sup>st</sup>. The Georgia Department of Public Health has a new immunization religious exemption form that parents will need to use for their child beginning with the 2015-2016 school year (please refer to Immunization Appendix), however, all pupils attending UAFA are required to be immunized for the following:

1. Poliomyelitis
2. Diphtheria, tetanus, and whooping cough
3. Measles (rubella)
4. Hepatitis B
5. Chicken Pox (varicella)
6. Pertussis (Whooping Cough) before 7<sup>th</sup> grade (Tdap)
7. Adolescent Meningococcal Vaccination

## **MEDICAL-DENTAL APPOINTMENTS**

Appointments during school hours are to be kept at a minimum. If it is unavoidable the child WILL be signed-out and signed-back in at the school office.

## UTOPIAN STUDENT ACADEMIC CONTRACT

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

This contract is between the Utopian Academy of the Arts and the student named above to outline specific conditions and/or terms, which are expected of all Utopian Students. Areas for the contract include: academic and behavior expectations.

---

As a Utopian Student, I will:

- Be considerate and respectful to staff and classmates
- Follow all class and school rules
- Leave my phone at home
- Be prepared for class every day.
- Be on time for all classes
- Hand in all assignments on time
- Complete all i-Ready assignments on time
- Be where I am supposed to be at the appropriate times
- Use technology appropriately
- Maintain accountability of all books and materials assigned to me
- Act appropriately on the school bus
- Stay on campus until am I properly dismissed to an adult or school bus
- Report all unsafe incidents to a staff members
- Serve as a good example for my other classmates

Student Signature \_\_\_\_\_



# UTOPIAN

ACADEMY FOR THE ARTS

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

This contract is between the Utopian Academy of the Arts and the parent/guardian for the student named above.

---

As a Utopian Parent, I will:

- Join with Utopian as a partner in education for the benefit of my child
- Ensure that my child attends school regularly and on time
- Provide a home environment that encourages my child to learn
- Verify that all homework assignments are completed
- Communicate regularly with the teacher (conferences, phone calls, notes) with questions
- Support the school in developing positive behavior
- Attend the first hour of Saturday Detention, if my child ever receives this consequence
- Ensure that my child leaves his/her phone at home
- Attend two parent/teacher/student conferences in the fall and the spring
- Attend 4 Academic Nights per school year
- Complete 12 hours as a volunteer at Utopian Academy
- Show respect and support for my child, the teacher and the school
- Provide my child with the necessary school supplies
- Send my child to school every day in the required uniform

Parent Signature \_\_\_\_\_



UTOPIAN  
ACADEMY FOR THE ARTS

**As a Teacher, I \_\_\_\_\_ will do my part by:**

- ❖ Believing that each student can learn;
- ❖ Showing respect for each child and his/her family;
- ❖ Coming to class prepared to teach;
- ❖ Creating an environment conducive to learning;
- ❖ Helping each child grow to his/her fullest potential;
- ❖ Providing meaningful and appropriate homework activities;
- ❖ Enforcing school and classroom rules fairly and consistently;
- ❖ Maintaining open lines of communication with students and parents; and
- ❖ Seeking ways to involve parents in the school program.

Teacher Signature \_\_\_\_\_

## PARENT/STUDENT HOMEWORK CONTRACT

This homework contract is an agreement between:

Student: \_\_\_\_\_ and

Parent(s): \_\_\_\_\_

For the week of/month of/term of:

\_\_\_\_\_

Student Section:

I promise to complete my homework every day and return it to my teacher on time.

(Student checks all the steps s/he will take to make sure his/her homework gets finished.)

- √ I will write down homework assignments in my notebook, or on my homework planner form, every day.
- √ I will call a friend if I am missing any of my assignments.
- √ I will bring all of my homework assignments, and materials needed to do the homework from school.
- √ I will try to solve all homework problems on my own. I will ask my parents or other adults for help only when I have tried everything to figure out the answer.
- √ If I do not have any homework, I will spend the time studying or reviewing material.
- √ I will remember to pack my completed homework in my backpack every night.

Parent Section:

I (we) promise to work with our child to make sure his/her homework assignments are completed and returned to the teacher on time. (Parents circle all that they will do to help their child.)

- √ I will make sure that my child has a well-lit, quiet area in the home to do his/homework.
- √ I will make sure my child has a block of time available each day for doing homework.
- √ I will check my child's assignment book, or homework planner, every day.
- √ I will contact my child's teacher if I questions or concerns about my child's homework.
- √ I will complete twelve (12) hours of volunteerism with UAFA
- √ I will make sure my child has all of the supplies needed to do homework.
- √ I will not do my child's homework for him/her, but I will offer guidance and encouragement. I will encourage my child to check over his/her homework.
- √ I will be consistent and reward my child for completing his/her homework.
- √ I will follow through with consequences if my child breaks his/her promises in this homework contract.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

## IMMUNIZATION APPENDIX

### GA. Rules & Regs Ch. 511-2-2-.07 Religious Objections to Required Immunizations

(1) Except as provided in subsection (2) below, a child shall be exempt from the required immunizations if the parent or legal guardian has filed with the school or childcare facility a completed affidavit on DPH Form 2208.

(2) When the Department of Public Health (the “Department”) or a County Board of Health determines that an epidemic or the threat of an epidemic exists, the Department or Board shall immediately notify the governing authorities of all schools and childcare facilities within the affected area. Under those circumstances, the Department or Board may require immunization for those who object on the grounds of religious beliefs, and may prohibit attendance at schools or childcare facilities within the area by unimmunized children.

(3) Persons who wish to register a religious objection to the vaccination of their child shall do so using the following DPH Form 2208:

#### AFFIDAVIT OF RELIGIOUS OBJECTION TO IMMUNIZATION

(\_\_\_\_\_)

[Name of parent or legal guardian] personally appeared before the undersigned notary public and swore or affirmed as follows:

1. I am the parent or legal guardian of [name of minor child].
2. I understand that the Department requires children to obtain the following vaccinations before being admitted to a childcare facility or school: diphtheria; haemophilus influenza type B (not required on or after the fifth birthday); hepatitis A; hepatitis B; measles; meningitis; mumps; pertussis (whooping cough); pneumococcal (not required on or after the fifth birthday); poliomyelitis; rubella (German measles); tetanus; and varicella (chickenpox).
3. I understand that the Department has determined that these vaccinations are necessary to prevent the spread of dangerous diseases among the children and people of this State; that the required vaccinations are safe; that a child who does not receive these vaccinations is at risk of contracting those diseases; and that a child who does not receive those vaccinations is at risk of spreading those diseases to me, to other children in the childcare facility or school, and to other persons.
4. I sincerely affirm that vaccination is contrary to my religious beliefs, and that my objections to vaccination are not based solely on grounds of personal philosophy or inconvenience.

5. I understand that, notwithstanding my religious objections, my child may be excluded from childcare facilities or schools during an epidemic or threatened epidemic of any disease preventable by a vaccination required by the Department, and that my child may be required to receive a vaccination in the event that such a disease is in epidemic stages.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent or Legal Guardian

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12. History: Original Rule entitled "Epidemics" adopted. F. Sep. 20, 2013; eff. Oct. 10, 2013. Repealed: New Rule entitled "Religious Objections to Required Immunizations" adopted. F. Apr. 15, 2014; eff. May 5, 2014. Amended: F. May 27, 2015; eff. June 16, 2015.

# SCHOOL HEALTH SERVICES POLICY

(Revised July, 2018)

The Utopian Academy for the Arts Governing Board (Board), in order to implement the requirements of O.C.G.A. § 20-2-771.2, has established a school health nurse program for the Utopian Academy for the Arts.

The program will be staffed by licensed health care professionals and others whose duties are set forth in job descriptions provided by the Superintendent and approved by the Board.

The Executive Director, or designee, is responsible for developing other rules and procedures which may be necessary, in combination with the job descriptions, to implement this program. These rules and procedures shall comply with requirements of the State Board of Education, state law, the Department of Human Services or other state agency with jurisdiction or authority over services provided to students under the above reference code section.

All employees performing services under this policy are subject to the restrictions set forth in O.C.G.A. § 20-2-773.

## Legal Reference

O.C.G.A. 20-02-0774 Self administration of asthma medication  
O.C.G.A. 20-02-0775 Automated external defibrillator  
O.C.G.A. 20-02-0776 Auto-injectable epinephrine defined; requirements for student retention of medication; liability of school system  
O.C.G.A. 20-02-0778 Required information to parents of students regarding meningococcal meningitis  
O.C.G.A. 20-02-0777 Annual Fitness Assessments; reporting and compliance  
O.C.G.A. 20-02-0776.1 Administration of auto-injectable epinephrine by school personnel  
O.C.G.A. 20-02-0779 Care of students with diabetes  
O.C.G.A. 20-02-0191 Supplies for school health nurse programs  
O.C.G.A. 20-02-0186 Allocation of funds to pay beginning salaries of 12 mo. employees; funds for failing schools.  
O.C.G.A. 20-02-0770 Rules for nutritional screening and eye, ear, and dental exams of students  
O.C.G.A. 20-02-0771 Immunization of students  
O.C.G.A. 20-02-0771.2 School health nurse programs  
O.C.G.A. 20-02-0772 Screening of students for scoliosis  
O.C.G.A. 20-02-0773 Restrictions on student health services; utilization of state funds

Rule 160-1-3-.03 Infectious Diseases

Rule 160-4-8-.01 Student Support Services

## MEDIA RELEASE APPENDIX

### UTOPIAN ACADEMY FOR THE ARTS SCHOOLS STUDENT MEDIA RELEASE OPT-OUT FORM

#### STUDENT INFORMATION

<b>Legal Last Name</b>	<b>Legal First Name</b>	<b>Legal Middle Name</b>
<b>Grade</b>	<b>Gender</b>	<b>Birthdate</b>

NOTE: If this form is not completed, it will be considered that **you are allowing** your student to participate in publicity-related activities and news media opportunities as described below. THE GUARDIAN WILL NOTIFY THE PRINCIPAL OF THE SCHOOL IN WRITING WITHIN 10 DAYS OF RECEIPT OF THE STUDENT HANDBOOK OR BY AUGUST 31 OF THE SCHOOL YEAR, WHICHEVER IS LATER.

Completion of this form advises UAFTA of your choice to not have your child's name, image, voice or likeness appear in any form of media communication (Internet, photography, publishing, recording or videotaping) generated by UAFTA or newsgathering organizations (news media).

Additionally, you are expressing that you do not wish for your child to participate in any UAFTA approved media or publicity interviews or discussions that may be used for promotional or newsgathering purposes unless you direct otherwise.

IF YOU DO NOT WANT YOUR CHILD'S NAME, IMAGE, VOICE OR LIKENESS USED,  
PLEASE CHECK THE BOX AND SIGN BELOW.

I do not allow staff and/or news gathering organizations to interview, record, photograph, videotape or use my child's likeness and name in publicity or newsgathering purposes.

---

Signature of Parent/Legal Guardian Date

Each school is to keep this form in the student's permanent record folder.

# **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

## **General Regulations**

The Internet and other on-line resources provided by UAFTA are intended to be used to support the instructional program and further student learning. The network facilities are to be used in a responsible, efficient, and legal manner in accordance with the mission of Utopian Academy for the Arts.

## **Acceptable Use Agreement**

Because the Internet contains an unregulated collection of resources, the school cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the school's on-line resources, each student and his/her parent/guardian shall sign and return an UAFA Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the school for any damages. The parent/guardian shall agree to not hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, user's mistakes or negligence or any costs incurred by users.

## **Supervision**

**Staff** shall supervise students while using on-line services at the school site, and may ask instructional assistants and students to assist in this supervision. The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

## **User Obligations and Responsibilities**

Students are authorized to use the schools' on-line services in accordance with user obligations and responsibilities.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

1. The student in whose name and on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The school's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The school reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the school officials. [SEP]

4. The use of the school's system is a privilege, not a right, and inappropriate use may result in a cancellation of these privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of other based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices, or any activity prohibited by law or school policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the data of any other user.
9. Users shall not read other users' email or files; they shall not attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problems or misuse of the services to the teacher or principal. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under state and federal law.
11. Both students and parent or guardian will sign the acceptable Use Policy before a student can use the technology of UAFA.
12. Students who fail to abide by the rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

# STUDENT ACCEPTABLE USE AGREEMENT FOR INTERNET ACCESS

I, \_\_\_\_\_ the parent of \_\_\_\_\_

agree to allow my child to have access to the Internet through UAFA. I have read and agree to the Acceptable Use Policy for Internet Access, and to be responsible for the behavior of my child. I understand that the school cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

I shall not hold the school responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by my child.

I understand that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the loss of account privileges, as well as other disciplinary and or legal action:

Sending or displaying offensive pictures or graphics

Using obscene language

Harassing, insulting, threatening or abusing other network users

Violating copyright laws

Using another user's account and password

Damaging computers, personal or network files

Trespassing in another user's private files

Attempting to circumvent network security

Using the technology for commercial purposes or individual financial gain

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

## FINE ARTS PRODUCTION/EVENT CONTRACT

While involved in this production/event, I, \_\_\_\_\_ commit to performing at my absolute best behavior during school and rehearsal, as well as, achieve at my highest standard academically. I will respect all Utopian faculty, staff, students, buildings, and equipment. I will maintain a passing grade in all of my classes. I will not behave in any way that would warrant receiving a detention nor suspension. I understand that unruly behavior that results in the aforementioned consequences could potentially hurt the production. Therefore, I understand that if I earn any of the previously stated consequences, the Dean of Arts or designee may dismiss me from the show.

I, also, commit to attending rehearsals and all related performances/shows. I understand that rehearsal requires attendance to perform and one unexcused absence may result in dismissal from the show if written notice is not presented to Dean of Arts. I understand that Tech Rehearsals, Dress Rehearsals, and Shows/Performances are MANDATORY. My parents understand that I must be picked up from rehearsals on time, if I am picked up late two times, I will be withdrawn from the production.

Finally, I commit to performing at my best ability. I will give 100% at every rehearsal and show day. I am dedicated to doing my part to making this production the best it can be.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian Contact Number

\_\_\_\_\_  
Email

# **NOTICE ABOUT YOUR RIGHTS**

## **STUDENT RECORDS**

**(REVISED July 2019)**

### **CONFIDENTIALITY OF STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA), Utopian Academy for the Arts' Student Record Policy is to assure that parents and eligible students have the right to access information contained in the student's records and parents and eligible students can limit disclosure of certain information from these records. An eligible student is a student who is 18 years old or a legally emancipated minor, in which case the rights described in this notification are transferred from the parent to the student. The Superintendent notifies annually students and parents/guardians, including non-English-speaking parents/guardians, of their rights under the Family Educational Rights and Privacy Act through the student handbook distributed annually to each student.

The Utopian Academy for the Arts Governing Board policy requires that accurate and complete student academic and discipline records are maintained for each student enrolled at Utopian Academy for the Arts. Parents and eligible students have the right to inspect and review the student's education records within 45 days of the day a request for access is made. Requests may be made by any parent or legal guardian whose parental rights have not been revoked by court order and any persons authorized in writing by the parent or legal guardian to the Principal of the school the student currently attends, and the Principal will make arrangements for inspection at a specific time and place.

Education records for current students that exist in paper format are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee. Education records for former students that exist in paper format are maintained by Student Records-Office of the Registrar located at 2750 Forest Parkway, Ellenwood, GA 30294, (470) 446-1070.

**It is the responsibility of the custodial parent/legal guardian to inform the school and to provide a copy of any legal action revoking parental rights from an individual to his/her child.** A parent/guardian or eligible student will be permitted to obtain a copy of the education records upon reasonable notice and payment of copying costs of \$0.10 per page.

Utopian Academy for the Arts will also release "directory information" without prior written consent. Directory information is personally identifiable information that would not be likely to invade the privacy of a parent or eligible student if disclosed. It includes the student's name and address, dates of attendance, participation in officially recognized activities and sports, diplomas and awards received, the present and the most recent previous educational institutions attended, and photographs or video depicting students at school activities or events. Such directory information may be released (among other forms of release) in school publications, and in media print, electronic and broadcast outlets.

The release of "directory information" is subject to the following two limitations:

a. In no event will "directory information" be released if Utopian Academy for the Arts determines that the information will be used for commercial or fundraising purposes.

**b. You may notify the School that you do not consent to the release of "directory information." To withhold consent to such release, please complete the Non-Disclosure**

**of Student Information form located in the front office and submit to the school where your child is currently enrolled by September 1st or within 10 days upon receiving this handbook**

**Your request is effective through the current academic year and will be renewed annually.**

A parent or eligible student may ask Utopian Academy for the Arts to correct or amend any part of the student's education record, which is believed to be inaccurate, misleading or in violation of the student's rights. Such requests should be addressed first in writing to the Principal of the school the student currently attends, should clearly identify the portion(s) of the record which is requested to be changed, and should specify why the record is believed to be inaccurate, misleading or in violation of the student's rights.

In case of disagreement with the School as to the appropriateness of an education record as to which a correction has been requested, the parent or eligible student will be notified of the School's decision and of the right to request a hearing by sending a written request.

Upon receipt of such a request, Utopian will furnish additional information regarding the hearing procedures. A parent or eligible student may also file a complaint with the United States Department of Education if he or she believes that the School has violated the Family Educational Rights and Privacy Act with respect to his or her record. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W.; Washington, D.C. 20202-4605, 1-800-USA-LEARN (1-800-872-5327). Additionally, if you have any questions about these rights, please contact the Office of the Registrar located at 2750 Forest Parkway, Ellenwood, GA 30294, (404) 361-4200.

Please note that school systems periodically receive requests from the United States Armed Forces, pursuant to the "No Child Left Behind Act of 2001", for the names, addresses and telephone numbers of 11th and 12th grade students so that branches of the military can send students information about education, technical training and financial benefits available upon enlistment in the military. Utopian Academy for the Arts will provide such information in response to such requests unless the parent or eligible student withholds consent. **To withhold consent to such release, please complete the Non-Disclosure of Student Information form and submit to the school your child is currently enrolled by September 1st or within 10 days upon receiving this handbook. Your request will be effective through this academic year and will be renewed annually.**

In addition, please be advised that Utopian Academy for the Arts is required by law to give military recruiters the same access to secondary school students as is provided to postsecondary institutions and prospective employers.

## **THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- *CONSENT* before students are required to submit to a survey concerning one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (U.S. ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *INSPECT*, upon request and before administration or use –

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

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

Utopian Academy for the Arts has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Utopian will directly notify parents of these

policies at least annually at the start of each school year and after any substantive changes. Utopian will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt their child out of participation of the specific activity or survey. This notification to parents will be made at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

### **NOTICE OF NON-DISCRIMINATION**

UAFA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. UAFA also provides equal access or a fair opportunity to meet to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within the open or limited public forum offered by the school.

The following person has been designated as the middle school Title IX Coordinator to handle inquiries regarding these non-discrimination policies and Title IX questions and/or concerns:

Dr. Ron Boykins, Principal  
2750 Forest Parkway, Ellenwood, GA 30294  
Utopian Academy for the Arts  
Ron.boykins@utopianacademy.com  
(470)446-1070

For further information on notice of non-discrimination, please contact the Office for Civil Rights:

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

1-800-421-3481

## **CHILD FIND**

UAFA, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

UAFA needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the UAFA and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of Clayton County.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call UAFA, at (470) 446-1070.

### **Interventions Prior to Referral**

The screening of children by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services.

Prior to referring a student for consideration for eligibility for special education and related services, a student must have received scientific, research or evidence-based interventions selected to reduce the academic, social or behavioral problem(s) the student is having.

Student referrals must be accompanied by documentation of scientific, research or evidence based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making sufficient rate of progress to meet age or State approved grade-level standards within a reasonable time frame.

Exceptions may be made in circumstances where immediate evaluation and/or placement is required due to a significant disability that precludes access to instruction. This exception should be an infrequent and rare occurrence and the evidence for the need clearly documented in the eligibility decision.

### **Public Information**

UAFA has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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

Section 504 Coordinator  
2750 Forest Parkway, Ellenwood, GA 30294  
Phone: 404-361-4200  
Email: staci.abercrombie@utopianacademy.com

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the School's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the School will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the School regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the School actions regarding your child's identification, evaluation, or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the School's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision according to the school's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### Section 504 Procedural Safeguards

#### 1. Overview:

Any student or parent or guardian ("grievant") may request an impartial hearing due to the School's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing will be in writing to the Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the School's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the Section 504 Coordinator. The Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

#### 2. Hearing Request: The Request for the Hearing will include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

#### 3. Mediation:

The school may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and the school will agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

#### 4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's

- Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance will be in writing and copied to the other party.
  - c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
  - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she will inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
  - e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.104.34. One or more representatives of the school, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
  - f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
  - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
  - h. The hearing shall be closed to the public.
  - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
  - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
  - k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
  - l. Unless otherwise required by law, the impartial review official shall uphold the action of school unless the grievant can prove that a preponderance of the evidence supports his or her claim.
  - m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official, or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision:

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review:

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days after the day UAFA receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask UAFA to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance

committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice

system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### FERPA Directory Information

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

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want UAFA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you will notify UAFA in writing by September 30, 2018. UAFA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

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

### **EQUAL ACCESS TO SCHOOL FACILITIES**

In accordance with the Boy Scouts of America Equal Access Act, 20 USC §7905, UAFA does not discriminate against or prohibit equal access or a fair opportunity to any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society or organization, that wishes to meet at the school, that wishes to meet at the School.

Any group that wishes to meet at UAFA should contact the front office for additional information on reserving meeting space.

### **AWARENESS OF SUDDENT CARDIAC ARREST**

In accordance with OCGA §20-2-324.5, UAFA will conduct at least two sessions during the school year to provide information to parents on the symptoms and warning signs of sudden cardiac arrest syndrome. UAFA will notify parents of the date of these sessions. Attendance is voluntary but parents are encouraged to attend. If you are unable to attend one of these sessions, you may contact the principal to request a copy of the informational materials at any time throughout the school year.

### **MCKINNEY-VENTO POLICY (FOR HOMELESS STUDENTS):**

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

#### **Notification**

Families shall be notified of their rights under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11434a et seq. (the Act) and directed to contact the Homeless Education Liaison at Utopian Academy for the Arts to request additional information or assistance. Notification of these rights shall be included in the Parent/Student Handbook and in any other manner deemed appropriate by the school.

#### **Identification**

In accordance with the Act, the term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. This includes:

- a) Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- c) Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
- d) Migratory children who are living in circumstances set forth in items a, b, and c.

Unaccompanied youth are students who are not in the physical custody of a parent/guardian and may be considered homeless if they meet the above definition. Homeless status is determined in cooperation with the parents/guardians, or in the case of an unaccompanied youth, the Homeless Education Liaison.

In collaboration with school personnel and community organizations, the Homeless Education Liaison will identify children and youth in transition, both in and out of school. Additionally, ELL and Homeless students will also be identified in a school-wide screening under IDEA Child Find Query (CFQ) during enrollment.

#### **School Selection**

Homeless children and unaccompanied youth have the right to attend school with other children or youths who are not homeless. A student identified as homeless may select to attend school at their school of origin or in the attendance area where the family currently resides, if it is in their best interest.

The student may continue to attend the “school of origin”, which is the school he or she attended when permanently housed; the school in which he or she was last enrolled; or the designated receiving school at the next grade level if he or she has completed the grade levels at the school of origin. If attending their school of origin, he or she may continue attending for the duration of homelessness or for the remainder of the current academic year if they become permanently housed during the academic year

If not attending school of origin, they may enroll in any public school that a non-homeless student who lives in the attendance area where he or she is living is eligible to attend

### **Enrollment**

Identified students shall immediately be enrolled in school to attend classes and participate fully in school activities including if the child or youth is unable to produce records normally required for enrollment, including but not limited to previous academic records, immunization or other health records, proof of residency, or other documents.

The School shall immediately contact the student’s previous school to obtain available school records. Records ordinarily kept by the School will be maintained so that they are available in a timely fashion when the student enters a new school or school district.

If (a) the grade level for which a homeless child or youth has applied has more applicants than spaces available and results in a lottery during the designated time on an annual basis, or (b) if a homeless student applies for admission after the time of the annual lottery, the student will be designated as residing within the school attendance zone and will be immediately enrolled pending, if necessary, the outcome of the Enrollment Dispute Resolution Process discussed below.

### **Comparable Services**

Homeless children and youth shall be provided services comparable to those offered to other students at this School, including but not limited to transportation, educational services, meals through school meal programs, special education services, career and technical education, and gifted education.

### **Transportation**

Where feasible, applicable, and requested by the parent/guardian, homeless students shall be provided transportation if it is determined to be in the best interest of the child.

The Homeless Education Liaison is authorized use a portion of Title I funds for this purpose. Transportation strategies may include, but are not limited to, the following:

- Develop formal or informal agreements with school districts where homeless children cross district lines
- Use public transit where feasible

- Use approved carpools,<sup>1</sup> van or taxi services, including Uber and Lyft
- Reimburse parents and youth for gas<sup>2</sup>
- Pursue inter-agency solutions

### **Homeless Education Liaison**

The School will appoint a homeless education liaison who shall ensure homeless children and youth or their parent/guardian and unaccompanied youths are:

1. Identified by school personnel;
2. Enrolled, have an equal opportunity to succeed in school, and receive the educational services for which they are eligible;
3. Provided referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
4. Informed of the educational and related opportunities available and provided meaningful opportunities to participate in their children’s education;
5. Informed of all transportation services, including to the school of origin; and
6. Provided written notice of rights under the Act

The Liaison’s duties shall also include ensuring:

1. That public notices of the educational rights of homeless children and youth are disseminated in locations frequented by the parents/guardians or unaccompanied youths, including but not limited to schools, shelters, public libraries, and soup kitchens.
2. School personnel receive training on the possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the Liaison.
3. Coordination of services with local service agencies and other agencies or programs providing services to homeless children and youths and their families, to minimize educational disruption for homeless children and youths who become homeless.
4. That a residency inquiry is included in the initial enrollment information and instruct the school registrar and secretary to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the Homeless Liaison.
5. Eligible students are appropriately reported to the Georgia Department of Education.

### **Dispute Resolution**

If there is a dispute under the Act over eligibility, school selection, or enrollment in UAFA, it shall be resolved using the following process.

#### Step 1:

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<sup>1</sup> The school will ensure that any staff member who provides transportation to a homeless student is offered liability insurance through the school at no cost to the staff member.

<sup>2</sup> Parents may be given prepaid gas cards for fuel in the amount calculated as necessary for the two round trips daily for school transportation. Cards must be tracked by the Homeless Liaison or Business Office and signed out by the parent and school staff. Pupil attendance must be tracked by the Homeless Liaison. Fuel may not be provided for days when students are not in attendance or school is not in session.

The parent/guardian or unaccompanied minor must file a written request for dispute resolution with the Homeless Education Liaison to initiate the dispute resolution process. The homeless child or unaccompanied youth shall be immediately enrolled in the school until the dispute is resolved. The Liaison shall carry out the dispute resolution process as expeditiously as possible for homeless children and unaccompanied youths.

Within five (5) business days of receipt of the letter, a written explanation shall be provided to the parent/guardian or unaccompanied youth for any enrollment decision along with a copy of their rights to appeal the decision.

Step 2:

A parent or unaccompanied youth must notify the Homeless Education Liaison of his or her intent to appeal the decision to the Governing Board within 10 school days of receiving the explanation of this School. The Liaison shall forward all written documentation and related paperwork to the Board. The Board will review the information and provide a written decision within fifteen (15) school days of receipt.

Step 3:

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

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Legal Reference: 42 USC §11431 et seq.

## PROMOTION AND RETENTION POLICY

Requirements of O.C.G.A. § 20-2-282 and SBOE rule 160-4-2-.11  
PROMOTION AND RETENTION OF STUDENTS IN GRADES 1-8.

### (1) DEFINITIONS.

- (a) Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Governor’s Office of Student Achievement, to meet grade level standards in the shortest possible time.
- (b) Additional instruction – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Governor’s Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- (c) Differentiated instruction – instructional strategies designed to meet individual student learning needs.
- (d) Grade level – standard of performance, as defined by the Governor’s Office of Student Achievement, on the Georgia Milestones End-of-Grade Assessments.
- (e) Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- (f) Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not achieve proficiency on the Georgia Milestones End-of-Grade Assessments. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones End-of-Grade Assessments.
- (g) Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.
- (h) Retention – the re-assignment of a student to the current grade level during the next school year.

### (2) PROMOTION STANDARDS AND CRITERIA FOR GRADES 6-8

All of part of the following indicators shall be considered:

#### PROMOTION

- a. Grades 6-8
  - 1. Number of failing grades (failing 2 or more subjects for the year).
  - 2. Standardized test scores (including state and/or district adopted assessments in reading and math).
  - 3. Math and reading performance
  - 4. Previous interventions (including RtI)
  - 5. Previous retentions
  - 6. Age and maturity of student
  - 7. Excessive absences
  - 8. Teacher recommendation

## PLACEMENT/RETENTION

1. The principal or designee shall implement a process to:
  - a. Determine whether each student shall be retained or placed based on a review of the overall academic achievement and any reasons for suggesting a good cause exemption;
  - b. Develop an accelerated, differentiated, and/or additional instructional plan for each student who does not achieve grade level
  - c. Develop a plan of continuous assessment during the subsequent school year in order to monitor the student's academic progress
2. The principal or designee shall annually notify parent(s)/guardian(s) that promotion, placement, or retention of a student into a grade, class, or program will be based on the student's academic achievement.
3. Placement decisions will be made on an individual basis. If a student is retained, written documentation of evidence supporting the decision will be filed in the student's permanent record.
4. If placement or retention is recommended, the Principal or designee will consult with the child's parent(s)/guardian(s). The Principal will have the final authority regarding placement and retention decisions. The student's parent(s)/guardian(s) will be notified of the final decision.
5. Students who spend a second year in any grade will be provided accelerated, differentiated and/or additional instruction.
6. In general, no student should be retained without being a part of an intervention process, which may include: identification, assessment, analysis or results, intervention strategies, parental notification and progress monitoring.

## REQUIREMENTS FOR GRADES 3, 5, AND 8.

### (a) Promotion of a student shall be determined as follows.

1. No third grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends.
2. No fifth grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
3. No eighth grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
4. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.

### (b) When a student does not perform at grade level in grade 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

1. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

- (i) The student's below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of Grade Assessments;
- (ii) The specific retest(s) to be given the student and testing date(s);
- (iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones End-of-Grade Assessments; and
- (iv) The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Georgia Milestones End-of-Grade Assessments or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

4. The student will not participate in 8<sup>th</sup> grade promotion activities if they do not perform at grade level on the Georgia Milestones End-of-Grade Assessments specified in section (a) above during the first administration of the test.

(c) When a student does not perform at grade level on the Georgia Milestones End-of-Grade Assessments in grade s 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

- (i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
- (ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting (note that this is sample verbiage and is not mandated for inclusion in the policy); and
- (iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

- (i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, the executive director, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.
- (ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
- (iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Milestones End-of-Grade

Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.

(iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grade 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The IEP Committee will consider the following:

- a. absences
- b. progress on IEP goals and objectives
- c. teacher reports
- d. Standardized test scores

8. The decision of the placement committee may be appealed as follows: (If applicable, place your district's local appeals policy here.)

## **SCHOLAR REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR**

### Governance Board Policy

#### Scholar Reporting of Alleged Sexually Inappropriate Behavior:

- (a) Any scholar (or parent or friend of a scholar) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at Utopian Academy for the Arts
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a scholar by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the school principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director or the Executive Director's designee.
- (c) Any school designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

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

## **PRINCIPAL WELCOME LETTER**

August 3, 2021

Dear Parent(s)/Legal Guardian(s):

The Utopian Academy staff is looking forward to an exciting school year with you and our students. If you are new to Utopian, we encourage you to learn the “Utopian Way” which includes students working hard, staying proactive, and respecting the rights of others. If your child is a current student, you will know that there are many quality professionals who stand ready to help him/her achieve their educational goals. The school and staff are committed to ensuring that all students achieve academic success. Together we will work to build foundational skills where necessary and extend acceleration to meet the demands of the future. Too many students in our community miss opportunities for success because of a lack of preparation. At Utopian Academy, we will push, support, encourage, reward, and direct our students to a new level proficiency, readiness and artistry. We value parental involvement and highly encourage you to join us as we work to build a quality educational program for our students.

Dr. Ron Boykins  
Dr. Ron Boykins  
Principal

# PANDEMIC RESPONSE PLAN

## FACTS ABOUT COVID-19

### **What is COVID-19?**

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for the disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of the common cold.

### **What are the symptoms of COVID-19?**

Symptoms can include fever, cough and shortness of breath. In more severe cases, an infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

### **How does COVID-19 spread?**

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

### **Who is most at risk?**

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know people of any age can be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

### **What is the treatment for COVID-19?**

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. Several clinical trials are being conducted to evaluate potential therapeutics for COVID-19.

### **How can the spread of COVID-19 be slowed down or prevented?**

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- staying home when sick;
- covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- washing hands often with soap and water; and
- cleaning frequently touched surfaces and objects. As we learn more about COVID-19 public health officials may recommend additional actions.

## OVERVIEW OF NEW PRACTICES AT UTOPIAN ACADEMY FOR THE ARTS

### **1. Health Practices and Sanitation**

- Ensure clean and sanitized facilities – Network guidance will be provided to appropriate school custodial staff identifying appropriate chemical products, disinfecting practices and techniques, and cleaning schedules to adequately clean surfaces in school.

- Ensure classrooms and buildings remain clean throughout the day – School certified and support staff will be responsible for cleaning common contact surfaces such as desk, tables/counters, during scheduled intervals throughout the day. Staff will receive training on daily cleaning requirements and expectations within their classrooms.
- Schedule frequent hand washing – The school will have frequent handwashing breaks and reminders. Signage will be posted to remind scholars, staff and visitors about handwashing norms including washing for a minimum of 20 seconds.
- Limiting of communal items – Protocols and expectations will be put in place to limit the sharing of items in classrooms.
- Ensure clean and sanitized kitchen facilities – School Nutrition Staff will continue to follow rigorous cleaning and sanitizing practices established by the Department of Health using food-safe chemicals. These practices include sanitizing serving line tray slides, milk boxes, and cash stand in between classes or periods.
- Social distancing – The business office will provide training and requirements for social distancing in common areas including break rooms, copy rooms, etc.

## **2. Learning Recovery**

- Re-aligned standards – The Instructional Leadership Team will revise the Curriculum Guides to allow teachers to embed the Spring 2020 prioritized standards into the 20/21 School Year. Academics will provide i-Ready Toolkit and training so teachers can pull and use lessons in Reading and Math for Grades 6-8. Academics will provide Write Score Training, USA Test Prep Training and Asynchronous Training
- Assess scholars' current learning level – The Network will use a balance of auto-graded and teacher scored assessments to diagnose scholars' academic gaps, if any. The Instructional Leadership Team will support teachers in analysis of scholar performance.

## **3. Access and preparation for Distance Learning**

- Consistent schedules – The school will provide a consistent schedule to scholars and parents for synchronous (digital live) and asynchronous (digitally static) learning.
- Consistent learning platforms – The Network will utilize a defined and focused menu of applications.
- Instructional technology professional development – Network, school-based instructional leaders, and teachers will receive ongoing professional learning opportunities to assist them with effective synchronous (digital live) and asynchronous (digitally static) instruction. This will include the use of a bank of pre-recorded lessons to serve as teacher exemplars and for scholar use.
- K to 1st grade scholars – The Network will provide non-digital resources and support to these scholars through consistent teacher communication and through pushing out parent supports.

## **4. Social and Emotional Support**

- Social and emotional support – The Network will add additional social-emotional learning (SEL) lessons to existing online resources for teachers.

## **5. Large Group Expectations**

- Classroom configuration – Scholar desk arrangements will be spaced and arranged to limit grouping of scholars.
- Hallway passing – The school will limit non-essential movement. Bell schedule will be staggered to limit scholar crossings.
- Provide healthy and nutritious meals to scholars – Simplified menus to ensure federal nutrition guidelines and meal patterns are met. Menu items must also be transportable

and classroom friendly. Scholars will use ID numbers for payment. Cashiers will process by homeroom. Online meal payments will be strongly encouraged.

- Athletics and Arts – Guidance for competitions and performances will be updated regularly with guidance based on health department and state guidelines.

**6. The Business Department**

- Masks – The Network will provide masks to employees and establish rules for wearing them.
- Network Office – Human Resources will implement a response plan regarding closure and returning employees to work after in response to a sick employee.
- Sick Employee – Human Resources will provide a plan for sick employees returning to work.
- Work Schedules – HR will develop work schedules on who is to report where during various return models. e. Employee Assignment Review – HR will review work assignments during Distance learning.

**7. Safety and Security**

- Level of Community Spread – This will be evaluated in collaboration with STATE and LOCAL HEALTH OFFICIALS.
- Substantial Spread – Significant spread that impacts network to warrant recommendation of closure of the school as appropriate.
- Minimal/Moderate Spread – Local or Regionalized spread that warrants recommendation of localized or smaller regional closure of the school as appropriate.
- Low/No Spread – Individual cases or small enough number of cases that warrant recommendation of very prescriptive response, that may include closure of a classroom, hallway or similar, in many cases this level of spread will be individual based and not have a greater impact on the school or network.

**8. Policy and practice considerations**

- Visitors – Limit access of nonessential visitors, volunteers, and external groups to the school. Limit parent access to classrooms and lunchrooms.
- Field trips – No out of state field trips will be allowed until further notice. All other field trips will be limited.
- Grading – Alternative grading guidance will be implemented during Distance Learning.
- Attendance Measures – The Network will introduce attendance accountability for scholar engagement during Distance Learning.

**Level of Community Spread (As Determined by State and Local Health Officials)**

Scenario 1: Low Spread	Scenario 2: Minimal/Moderate Spread	Scenario 3: Substantial Spread
<p><b>Option A. Face to Face</b> Utopian Academy for the Arts’ scholars, faculty, and staff will report within a traditional face-to-face structure with modified social distancing, safety precaution, and cleaning practices.</p>	<p><b>Option B. Hybrid Model</b> Utopian Academy for the Arts will operate in a hybrid model for ongoing instruction and work that includes a blend of both remote and in-person instruction.</p>	<p><b>Option C. Virtual Academy</b> Utopian Academy for the Arts will operate in a remote learning and work environment until a clearance is given by state and local health officials.</p>

Practicing Prevention		
Level of Community Spread (As Determined By State and Local Health Officials)		
Scenario 1: Low Spread	Scenario 2: Minimal/Moderate Spread	Scenario 3: Substantial Spread
<ul style="list-style-type: none"> <li>• Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings.</li> <li>• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and UAFA specific protocols.</li> <li>• Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.</li> <li>• Allow scholars and staff to bring hand sanitizer and face masks/coverings to use from home or provide masks and other appropriate PPE to Scholars and staff.</li> <li>• Take steps to ensure all water systems and features are safe or turn off water fountains and provide bottled water or allow scholars and staff to bring water bottles from home.</li> <li>• Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to scholars or staff.</li> <li>• Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks</li> </ul>		<ul style="list-style-type: none"> <li>• <b>School building will close.</b></li> <li>• Use social media and other communications to inform parents, scholars, faculty, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols</li> <li>• Encourage COVID-19 testing</li> </ul>

Transporting Scholars		
Level of Community Spread (As Determined by State and Local Health Officials)		
Scenario 1: Low Spread	Scenario 2: Minimal/Moderate Spread	Scenario 3: Substantial Spread
<p><b>Shuttle Bus Stop</b></p> <ul style="list-style-type: none"> <li>• Only half the number of scholars will be permitted to be transported on buses at one time. For example, if a bus typically accommodates 48 students this number should be reduced to 24. Parents will be notified in advance of these new measures to heighten awareness about the care and safety of scholars being priority #1.</li> <li>• Parents will be notified via calls, group texts, and through social media platforms</li> <li>• To allow ample time for safety checks, parents will be notified in advance to have their scholar in place at the bus stop at least 10 minutes prior to their scheduled pick up time.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>School building will close.</b></li> <li>• Transportation may be used to deliver meals to scholars and families.</li> <li>• Reduce contact by distributing/delivering a week's worth of meals during a designated time (ex: delivering a week's work of meals every Monday)</li> </ul>

- Temperature checks from each scholar will be conducted prior to onboarding
- A mask and/ or hand sanitizer will be provided, if needed. If a student has a high temperature above the standard, or if the volunteer recognizes the student does not look well, the parent will be notified and approved guidelines will be followed.
- Staff members or parent volunteers assisting at each bus stop will facilitate new safety measures in a train-the-trainer format in order to train a senior-level Scholar bus rider on using these practices to assume this important role when parents or staff have schedule conflicts.

- Use social media and other communications to inform parents, scholars, faculty, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.
- Encourage COVID-19 testing.

**Transporting Scholars**

- Scholars will board the bus from the back to the front for minimal contact
- Bus driver will reiterate the new standards for student safety while riding to bus
- Rules in signage will be posted
- Scholars will sit in assigned seating to maintain social distancing of one seat between every two scholars
- Limitations of conversations, singing, and playing will be observed to avoid spraying one another
- Zero tolerance of horse play rule will be observed to avoid physical contact
- Consider physically marking each seat with a 6ft marker
- If feasible, install plastic barriers between each row of seats as well as on the back and right-hand side of the bus driver.

**Disembarking**

- Scholars will unload the bus from front to back to minimize contact
- Before entering the school building, scholars will engage in final safety checks
  - be offered hand sanitizer
  - asked to have masks on before entering the school building
- After all scholars have cleared the vehicle, the school bus should be sanitized and deodorized in order to accommodate the next group of scholars
- Schedule additional cleanings during the week and deep cleanings on weekend, holidays/breaks

Entering School Building		
Level of Community Spread (As Determined by State and Local Health Officials)		
Scenario 1: Low Spread	Scenario 2: Minimal/Moderate Spread	Scenario 3: Substantial Spread
<ul style="list-style-type: none"> <li>• Plexiglas/ plastic barrier will be placed at front desk.</li> <li>• Encourage the use of hand sanitizer and masks for scholars, faculty, and staff.</li> <li>• Limit unnecessary congregations of scholars, faculty, and staff</li> <li>• Signage will be posted in all hallways, classrooms, and entrances to communicate how to stop the spread of COVID-19, the symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols</li> <li>• Isolation space will be provided for scholars, faculty, and staff who feel ill or experience symptoms when they come to school (see <i>When a Child, Staff Member, or Visitor Becomes Sick at School</i>)</li> <li>• Isolate and send home, if internal temperature over 100.4°F (38°C)</li> <li>• Limit number of visitors to essential.</li> <li>• Visitors are screened and must ring the front office before entering. Front desk personnel will screen</li> </ul>	<ul style="list-style-type: none"> <li>• Temperatures checks of scholars, faculty, and staff will be taken prior to entering the building.</li> <li>• Face coverings/ masks required prior to entering and to be worn at all times.</li> <li>• Designated entrances for scholars and another designated entrance for faculty, staff, and visitors.</li> <li>• Mark spaced lines to enter the building and designate entrance and exit flow paths</li> <li>• Hand-washing signage posted in all bathrooms.</li> <li>• Hand sanitizing stations will be provided throughout the building for scholars, faculty, and staff use upon entrance.</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19, the symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.</li> <li>• Isolation space will be provided for scholars, faculty, and staff who feel ill or experience symptoms when they</li> </ul>	<ul style="list-style-type: none"> <li>• <b>School building will close.</b></li> <li>• Only essential staff may report in-person to carry out functions that are absolutely necessary.</li> <li>• Virtual tools and platforms will be utilized wherever possible to conduct essential business.</li> <li>• All in-person reporting and entering the building will be kept to an absolute minimum.</li> <li>• Use social media and other communications to inform parents, Scholars, faculty, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.</li> <li>• Encourage COVID-19 testing.</li> </ul>

<p>visitors, offer hand sanitizer, and request a face covering/mask.</p>	<p>come to school (see <i>When a Child, Staff Member, or Visitor Becomes Sick at School</i>)</p> <ul style="list-style-type: none"> <li>• Isolate and send home if internal temperature over 100.4°F (38°C)</li> <li>• Visitors must call the front office before entering. Front desk personnel will screen visitors, offer hand sanitizer, and request a face covering/mask.</li> <li>• Nonessential visitors and volunteers are restricted.</li> <li>• Scholar entrance &amp; dismissal will be staggered by grade, class, or bus numbers) with marked spacing for pickup.</li> </ul>	
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<p align="center"><b>Serving Meals</b></p>		
<p align="center">Level of Community Spread (As Determined by State and Local Health Officials)</p>		
<p align="center"><b>Scenario 1:</b> Low Spread</p>	<p align="center"><b>Scenario 2:</b> Minimal/Moderate Spread</p>	<p align="center"><b>Scenario 3:</b> Substantial Spread</p>
<ul style="list-style-type: none"> <li>• Scholars, faculty, and staff must wash hands before and after meal service.</li> <li>• Hand sanitizer will be provided for scholars, faculty, and staff</li> <li>• Scholars, faculty, and staff must wear face masks/coverings while in large group gatherings.</li> <li>• Conducting cleaning of cafeterias and high-touch surfaces throughout the school day.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholars, faculty, and staff must wash hands before and after meal service.</li> <li>• Hand sanitizer will be provided for scholars, faculty, and staff.</li> <li>• Conduct cleaning of cafeterias and high-touch surfaces throughout the school day.</li> <li>• Use disposable plates, utensils, etc.</li> <li>• Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>School building will close.</b></li> <li>• Practice social distancing protocols to the greatest extent practicable.</li> <li>• PPE will be provided to participating staff.</li> <li>• Reduce contact by distributing/ delivering a week’s worth of meals during a designated time (ex: delivering a week’s work of meals every Monday).</li> <li>• Use social media and other communications</li> </ul>

<ul style="list-style-type: none"> <li>• Use disposable plates, utensils, etc.</li> <li>• Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable).</li> </ul>	<ul style="list-style-type: none"> <li>• Designate entrances and exit flow paths; stagger use</li> <li>• Spaced seating (utilize outdoor space as practicable and appropriate).</li> <li>• Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods).</li> </ul>	<p>to inform parents, scholars, faculty, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.</p> <ul style="list-style-type: none"> <li>• Encourage COVID-19 testing.</li> </ul>
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<b>Conducting Large Group Gatherings</b> <b>Level of Community Spread (As Determined By State and Local Health Officials)</b>		
<b>Scenario 1:</b> Low Spread	<b>Scenario 2:</b> Minimal/Moderate Spread	<b>Scenario 3:</b> Substantial Spread
<ul style="list-style-type: none"> <li>• Provide hand sanitizer for scholars, faculty, and staff.</li> <li>• Require scholars, faculty, and staff to wear face masks/coverings.</li> <li>• Limit unnecessary congregations of scholars, faculty, and staff.</li> <li>• Abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order.</li> <li>• Limit and discourage the congregation of scholars in parking lots and common areas.</li> <li>• Stagger the schedule for large group gatherings (i.e. recess and school meals).</li> <li>• Identify and utilize large spaces (i.e. gym, cafeteria, outside spaces –as weather permits) for social distancing.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>School building will close.</b></li> <li>• Abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order.</li> </ul>