SAVANNAH CLASSICAL ACADEMY

STUDENT HANDBOOK & CODE of CONDUCT

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DISCLAIMER

This handbook, and each section therein is a working, organic document that may be updated as circumstances change. Any policy or procedural changes that take place after the publishing of this handbook will be updated on our website. Such changes will supersede what may be listed in this version of the handbook, with the most current version of the handbook and policies published on our website.

POLICY INTERPRETATION

All written policies and areas of concern either specifically or not specifically covered in the Student Handbook are subject to clarification and/or change by school leadership.

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ABOUT SAVANNAH CLASSICAL ACADEMY

PHILOSOPHY

Savannah Classical Academy believes in providing students with an enriched and highly structured classical education to develop intellectual skills and concepts for strong academic achievement. It is the philosophy of SCA that all students benefit from a rigorous, content-rich, educational program that develops academic potential and personal character. Our chief priority is to provide our students with an environment that fosters academic excellence through the virtuous habits of **Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance.** Through a defined and rigorous academic and character development curriculum students will be prepared to become active, responsible members of their community.

MISSION

To provide every child with a classical and academically rigorous education while instilling a commitment to civic virtue and moral character.

VISION

To create a learning environment:

- that creates culturally literate and articulate students who will become active, responsible members of the community and will make a positive contribution to society;
- where parents are empowered to be passionate about the school and its vision;
- where faculty and staff are passionate about the school's mission and vision and dedicated to the success of every student;
- that contributes to the revitalization of the surrounding community;
- that uses a curriculum that is classical and academically rigorous;
- where teachers are empowered and held accountable and students are engaged;
- that promotes an interdependent culture among all grade levels; and
- where high expectations have been established and communicated to students and parents.

CORE VIRTUES

COMPASSION

- To recognize the suffering of others, then take action to help.
- *"No act of kindness, no matter how small, is ever wasted." - Aesop*

COURAGE

- Mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty.
- A quality of spirit that enables you to face danger of pain without showing fear.
- *"One of the greatest discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he couldn't do." - Henry Ford*

DILIGENCE

- Consistent, sustained, and earnest effort to accomplish what is undertaken.
- *"Learning is not attained by chance, it must be sought for with ardor and diligence." -Abigail Adams*

INTEGRITY

- Doing the right thing when no one is watching.
- Moral soundness; honesty; freedom from corrupting influence or motive.
- *"Whoever is careless with the truth in small matters can't be trusted with important matters" -Albert Einstein*

PERSEVERANCE

- Steadfastness in doing something despite difficulty or delay in achieving success.
- *"Many of life's failures are people who did not realize how close they were to success when they gave up." — Thomas A. Edison*

RESPECT

- To consider worthy of high regard
- *"Respect for ourselves guides our morals; respect for others guides our manners" -Laurence Sterne*

RESPONSIBILITY

- The ability to distinguish between right and wrong, and to be accountable for one's behavior.
- *"It is wrong and immoral to seek to escape the consequences of one's acts." — Mahatma Gandhi*
- *"The price of greatness is responsibility." – Winston Churchill*

TEMPERANCE

- Self-restraint or moderation in act, thought, or feeling.
- *"Temperance is moderation in the things that are good and total abstinence from the things that are foul." -Frances E. Willard*

Virtue Chant

Compassion, Perseverance
Compassion, Perseverance

Responsibility, Responsibility

Respect and Temperance
Respect and Temperance

Integrity, Integrity

Diligence and Courage
Diligence and Courage

Our virtues, hail to thee
Our virtues, hail to thee

DAILY OPERATIONS

COMMUNICATION

Communication between all stakeholders in the school community is an essential component for a successful school year. SCA faculty and staff will coordinate and share regular and ongoing communications through a variety of resources, including both print and electronic means. Parents/Guardians, and students when applicable, are expected to read all correspondence from the school and check SCA's website (https://savannahclassicalacademy.org/) regularly. Should any parent/guardian contact information change at any point throughout the year, advise the SCA Registrar immediately.

THE SCHOOL DAY

Transportation Procedures

Arrival and dismissal of our students are the two most congested times on campus. Because of this, SCA implements specific procedures that should be followed when students are being dropped-off and picked-up. The following information is subject to change as SCA faculty and staff work to be as effective and efficient as possible in getting students on and off campus.

Carline

Lower School students (K-5) will be dropped-off/picked-up on Atlantic Avenue while Upper School students (6-12) will be dropped-off/picked-up on Grove Street. Any SCA family that has children in both Lower and Upper School will utilize the Upper School carline for drop-off/pick-up.

Morning drop-off begins at 7:00am and ends at 7:30am. Classes begin promptly at 7:35am. Students must arrive to SCA in enough time for them to enter class before 7:35am. Students that wish to participate in the school's breakfast service must arrive before 7:25am. Morning carline ends at 7:30am.

Afternoon carline begins at 3:15pm and ends at 3:45pm. A staff member will be strategically stationed, announcing the order of cars lined up. This will allow us to have an accurate, chronological list of carline vehicles, so we will have the students staged accordingly for pick-up. Display your pick-up placard clearly in your window - Lower School carline placards are green and Upper School carline placards are yellow. If you do not have the placard you will be asked to visit the front office and, once carpool is over, you will be able to sign your student out; proper identification will be required.

After carline has ended students remaining for pick-up must be signed out through the main office; carline placard or picture identification will be required.

For Lower School (K-5) Carline vehicles must enter onto Atlantic Avenue from 34th Street or blocks farther south (not from 31st, 32nd, or 33rd Streets as those points cause unsafe scenarios for all). If the

carline is already formed past 34th Street, proceed to blocks farther south until you reach the point to enter the end of the line. Please do not attempt to enter the carline once the line has already formed at any particular cross street. If the carline passes 35th and/or 36th Street, please do not enter the line; instead, pass over Atlantic Street and head down to 36th and/or 37th Street. Any car that doesn't enter the carline appropriately will be asked to go around and enter based on the directions provided.

For Upper School (6-12) Carline, vehicles will utilize Vine and Paulsen Streets to approach SCA on the Grove Street side via 31st Street. At 31st, 32nd, or 33rd Streets cars will line up on Vine Street. At 34th Street, and blocks further South, cars will utilize Paulsen Street to access the carline on Vine Street. Any car that doesn't enter the carline appropriately will be asked to go around and enter according to the directions provided.

The designated drop-off/pick-up areas will be marked with orange cones and will be monitored by carline staff members during the carline hours. Once in the designated drop-off/pick-up, area always pull forward as close to the space in front of you as possible; this allows us to unload the maximum number of cars more efficiently. Drivers may not park and leave their cars in the carline lane at any time during arrival nor dismissal. Parents should not pull forward until students and staff have moved away from the car. Always drive slowly and pay special attention to students and staff during carline. SCA's expectation is that you will not be using your cell phone while driving in the school carline lane.

Respect the attendants and follow their directions at all times. Staff and volunteers do their best every day to uphold the rules of the school and to make carline run as smoothly and safely as possible. Do not exit your car. If you need to assist your child, we ask that you park in a designated spot and seek assistance from staff. **Prepare your child for drop-off before you arrive to carline.** For example, coats should be on or in hand, backpacks and lunchboxes should be packed and easy-to-reach, etc.

Do not approach the carline lane on foot. You will not be permitted to pick-up your child in that manner. Parents and guardians will not be allowed to park on Anderson, Atlantic, or any other side streets, then walk up to to bypass the carline. SCA will not release students whose parents are waiting at the pedestrian gate unless they have previously been approved as a walker or bike rider. See the "Walkers and Bike Riders" section of this handbook for more information.

Walkers and Bike Riders

SCA students who live within a 1.5-mile radius of the school can opt to walk or ride their bike to and from school. Parents/Guardians must complete the "Walking or Biking" form (available for download on our website or by request in the front office) and SCA administration will verify that the student's home address is within a 1.5-mile radius of the school before being approved to walk or bike ride to/from school. Lower school students (K-5) must be accompanied by a parent, guardian, or upper school sibling. In the event of inclement weather conditions, parents should make necessary arrangements for students to be picked-up in carline.

School Schedule

The instructional day begins at 7:35am and ends at 3:15pm. Each student follows a daily schedule based upon their homeroom and/or grade level. The bell schedule for each grade level is provided below.

Periods	Elementary School
1st	7:35 - 8:32am
passing	8:32 - 8:37am
2nd	8:37 - 9:33am
passing	9:33 - 9:38am
3rd	9:38 - 10:34am
passing	10:34 - 10:39am
4th Includes Lunch	10:39am - 12:06pm
passing	12:06 - 12:11pm
5th	12:11 - 1:07pm
passing	1:07 - 1:12pm
6th	1:12 - 2:08pm
passing	2:08 - 2:13pm
7th	2:13 - 3:15pm

Periods	Middle School
1st	7:35 - 8:32am
passing	8:32 - 8:37am
2nd	8:37 - 9:33am
passing	9:33 - 9:38am
3rd	9:38 - 10:34am
passing	10:34 - 10:39am
4th	10:39 - 11:36am
passing	11:36 - 11:41am
5th Includes Lunch	11:36am - 1:07pm
passing	1:07 - 1:12pm
6th	1:12 - 2:08pm
passing	2:08 - 2:13pm
Spartan Hour	2:13 - 3:15pm

Blocks	High School
1st	7:35 - 9:02am
passing	9:02 - 9:07am
2nd	9:07 - 10:34am
passing	10:34 - 10:39am
3rd	10:39am - 12:06pm
Lunch	12:06 - 12:36pm
passing	12:36 - 12:41pm
4th	12:41 - 2:08pm
passing	2:08 - 2:13pm
Spartan Hour	2:13 - 3:15pm

After School Tutorial

After school tutorial is an opportunity to enhance an individual student's academic growth. Tutorial is designed to provide students extra academic support as needed throughout the year. Tutorial is held each Monday through Thursday from 3:30-4:30pm. SCA teachers each have a specific day of the week that they hold tutorial but may also schedule additional tutorial sessions as necessary – please contact your child's teacher regarding their after school tutorial schedule.

School Nutrition Program

SCA students are encouraged to take advantage of the nutritious breakfast and lunch served in SCA's dining hall daily. Students are permitted to bring their lunch from home as well, however ordering out will not be permitted. Breakfast service will begin at 7:00am and conclude at 7:25am. Lunch service is dependent upon a student's specific schedule.

School Meal Costs: See SCA's School Nutrition Program Webpage

To apply for free or reduced price meals, households should fill out the School Nutrition Program's application online. A new application is required to be completed each school year. Families can complete one application for all students in your household who attend Savannah Classical Academy.

When completing the application, be sure to select Savannah Classical Academy NOT Savannah-Chatham County School District; if you have children attending SCA and another, different district school, you must complete a separate application for each child for their respective school. The information provided on the application will be used for the purpose of determining free or reduced price meals eligibility and may be verified at any time as SCA is required to verify a sample of applications annually. Applications may be submitted at any time during the year. The link to the application can be found on the school's website or directly at the following link - https://frapps.horizonsolana.com/HZ172692.

School Nutrition Meal Payment

Every student at SCA has a meal account. During meal service students are recognized by their student number at the cash register where the cashier records the meal purchase and deducts the appropriate amount from the student's account. There are three acceptable forms of payment for school meals - cash, money order, or online through myPaymentsplus. Meals can be purchased daily or a lump sum can be put on the child's account which will be drawn from after each purchase.

SCA strongly encourages families to use myPaymentsplus for student meal accounts, and other school fees, as it provides many added benefits including being able to use a credit/debit card to add money to student meal accounts, monitoring student daily participation in the school nutrition program, email reminders when funds are low, etc. To sign-up for a myPaymentsplus account visit SCA's School Nutrition Program's page on the website or directly through the following link - https://www.mypaymentsplus.com/welcome.

Special Dietary Needs

Meal patterns require weekly dietary specifications and nutrition standards. However, food substitutions and other reasonable modifications to the meal patterns may be necessary to meet the dietary needs of children who qualify as having a disability under any of the federal nondiscrimination laws, are eligible for special education under the IDEA, or do not qualify as having a disability under any of the federal nondiscrimination laws but have other special dietary needs. The USDA regulations for school nutrition programs (7 CFR 210.10(m) and 7 CFR 220.8(m)), do not require meal modifications for children whose dietary needs do not constitute a disability. Examples include meal modification requests related to religious or moral convictions, general health concerns, and personal food preferences, such as a family's preference that their children eat a gluten-free diet or organic foods because they believe it is healthier.

School Closings, Delayed Openings & Early Dismissals

The decision to close, delay the opening, or dismiss early for any unforeseen circumstance including, but not limited to, concerns related to inclement weather, power or water service, or conditions of the roadways, will be made as early as information is available. A message will be sent through SCA's notification system (text, email, phone), social media, and/or other media outlets as necessary and applicable. **SCA may make the decision to close, delay, dismiss or return to school independent of the county school system; the most accurate information regarding any alteration to SCA's operational calendar will be communicated directly from SCA.**

Field Trips

SCA faculty and staff support and encourage field trips that are educationally sound. Field trip permission forms must be filled out and returned to the teacher or sponsor in order to attend scheduled off-campus trips. If you have questions regarding the form or the field trip, contact the coordinator of the trip for further clarification. SCA uniform attire is required for all field trips, unless otherwise specified.

If a student is not attending a class trip, he/she will still report to school. Field trips are academic in nature and if a parent chooses not to allow a student to attend the class trip, teachers will assign an appropriate project/task for the student to complete. Students serving disciplinary action or with behavior concerns will not be allowed to attend class trips.

Visitors and Volunteers

All visitors will ring the bell on the intercom system (located to the right of the doors at the main entrance), stand in front of the camera, and state the purpose of his/her visit. If granted permission to enter the school building, all visitors must report to the school secretary immediately, sign-in, and receive a visitor's sticker. It is our goal to protect the instructional day and minimize classroom disruptions. As such, any non-essential visits to SCA will not be permitted. SCA administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time.

Visitors

Those who attend school events as a spectator or have a scheduled appointment with the school regarding school business or student related matters. Visitors also include classroom speakers, performers or assembly speakers who visit a school infrequently or attend a single event. Visitors are not subject to the application and screening process associated with volunteers.

Volunteers

Volunteers are parents or other adults who are willing to donate their services to the schools or to the school district by assisting with one or more phases of school operation.

Volunteer Registration and Screening

Anyone seeking to provide volunteer services during the school day, or for any school-related function, must complete the registration and application process. Interested volunteers must register through our secure online portal called the Volunteer Tracker. Once your registration is complete, an application link will be emailed to you. All volunteers shall be screened through a sex offender registry check and/or a criminal history background check. Background screenings will be conducted once every three years for those who wish to remain an active volunteer. During the application process, the applicant will be required to list all volunteer duties he/she seeks to provide, which will determine the level at which the individual will be screened. All screenings are completed through the secure Volunteer Tracker portal which can be accessed from the school's website or directly through the following link - https://appgarden2.app-garden.com/VolTrackGA625.nsf.

Volunteer Commitment

- **CONFIDENTIALITY:** What you hear about students, families, and staff while volunteering is confidential. Student information should never be shared publicly.
- **SUPERVISION:** Volunteers will perform under the direction and supervision of school

personnel. Volunteers should know and follow school rules and policies. Even though volunteers are non-paid, you should maintain a proper demeanor around staff and students. Volunteers should be well groomed and dress professionally. If you are not sure how you should dress, please ask a teacher or a school administrator.

- **COMPENSATION/APPROVAL:** There is no compensation for volunteers. SCA maintains the right to approve, deny, or suspend any volunteer activities at its discretion pending background checks, or once approved, for any inappropriate behavior in the school environment.
- **STUDENT/VOLUNTEER RELATIONSHIPS:** Volunteers operate under a condition of trust when working with students in the school setting. This volunteer agreement does not extend outside of the designated school partnership and is not intended to go beyond the supervised school environment.
- **SCREENINGS:** Background screenings are conducted for the safety of students and staff, and the protection of school property. Findings of an offense shall not immediately disqualify volunteer status; however, the nature of the offense, date of conviction, and frequency of offense(s) shall be factors that will impact the decision.
- **MANDATORY REPORTING:** By Georgia Law OCGA 119-7-5 if you have reason to believe a child has been abused, you must immediately report it to the school CEO. Additional information regarding Mandatory Reporting is found with the Volunteer Application and must be viewed prior to providing volunteer services. The video can also be found by clicking the icon below.

Student Deliveries

The school offices will not accept drop-off items during the school day. Emergency deliveries such as medication will be accepted; emergency deliveries do NOT include lunch, water bottles, snacks, PE clothes, instruments, homework, etc. Deliveries of gifts, flowers, balloons, snacks, food or other items for student birthdays, holidays, or any other occasion are not allowed. SCA provides birthday recognition for all students with a cupcake. Students in grades K-12 also receive a large cookie when a classmate has a birthday.

After School Programs

The purpose of SCA's extracurricular and co-curricular programs is to provide experiences that supplement the curricular program and provide meaningful experiences to students that will contribute toward the development of civic virtue and moral character. Extracurricular activities are a student privilege and are offered as an extension of the learning opportunities found in the classroom. Unless participation in an extracurricular activity or group is required for a course in which the student is enrolled, students may be excluded from certain extracurricular activities as a result of disciplinary action, poor academic performance, or as determined by SCA administrators. Students must be present at school to participate in any extracurricular activity (sports practice, games, concerts, drama productions, dances, etc.) that same day. Students assigned to ISS or OSS (in school suspension or out of school suspension) may not attend any extra-curricular activities the day(s) of the suspension. SCA personnel maintain supervision of students after the end of an activity or event. It is the parents' obligation to make sure their children have a way home. Failure to be picked up on time may cause the student to lose the privilege of attending future activities.

Extracurricular Eligibility

Savannah Classical Academy is a member of the Georgia High School Association (GHSA) and is subject to all rules and regulations outlined in the GHSA Constitution and By-Laws. All students participating in GHSA activities are subject to the applicable rules and regulations for the

corresponding activity. Student's must meet SCA's academic and behavioral eligibility to participate. See SCA's Student Athlete handbook for more information.

ATTENDANCE

Students must be in consistent attendance to receive the full benefit of the educational setting. Regular attendance is important for student achievement and growth. Students who are chronically absent miss learning opportunities; they have more difficulty completing their assignments, preparing for class, understanding the content taught, and improving their overall proficiency which is needed for advancement to the next grade level. Parents/guardians should attempt to schedule appointments at times that do not impair a student's presence and active participation in class. Whenever possible, appointments after 3:15pm or during school breaks are preferred.

ABSENCES

A student's absence from class can have a detrimental impact on his/her education through missed instruction, missed assignments and the added challenge of catching up upon his/her return to class. Tardiness can be equally as detrimental to students' education and causes disruptions for other students' class.

As a charter school, SCA is held accountable for student learning. In order for SCA to be equitably measured on student outcomes students must be present in school. SCA has a clear attendance policy to help us ensure your child is receiving the maximum benefit of attending our school.

Any student who accumulates 15 or more absences for any reason (excused and/or unexcused) during the year, will not be promoted. Students who accumulate more than five (5) absences during the calendar year are considered truant. Three unexcused incidents of tardiness or early dismissals per marking period is considered excessive. Students that are chronically absent, late, or dismissed early will be referred to the Attendance Committee for attendance probation and/or removal from SCA.

Excused Absence

Excused absences include those due to personal illness, death of a family member, observance of a religious holiday, orders of governmental agencies, participation in school sponsored activities, or other medical necessities. Any absence that would be considered excused, by the aforementioned definition, will be recorded as unexcused until the school is provided written documentation. Medical appointments must be verified by a note from the doctor's office upon the student's return to school. Parents may send a written excuse for absences up to five times a year only. After five parent notes, for any absence to be deemed as excused, the submission of a physician's or a hospital's statement, court subpoena, order of governmental agencies, funeral notice or obituary is required to designate an absence excused; further documentation may be required by school officials at any time for the purpose of validating that an absence may be excused. Students must communicate with their teachers to make arrangements to complete all missed coursework and tests due to an excused absence or the student will lose credit for that assignment.

Unexcused Absence

Unexcused absences are defined as any or all other absences not defined as an excused absence or absences in which no excuse has been provided.

Chronic Absenteeism

Students with excessive absences have a greatly reduced chance of academic success. SCA will make a good faith effort to notify the parent/guardian when a student is exhibiting a chronic attendance problem via phone calls and official written notices. SCA implements the following procedure when attempting to contact parents/guardians in the event of student absence:

- First Absence: Documented attempt to reach the parent/guardian by student's teacher.
- Second Absence: Documented attempt to reach the parent/guardian by student's teacher.
- Third Absence: Documented attempt to reach the parent/guardian by student's teacher.
- Fourth Absence: Student's teacher escalates attendance concern to SCA's Registrar with all past documented attempts of contact.
- Five or more Absences: Student's attendance is referred to the Attendance Committee.

In cases of students who accumulate five absences will be referred to the school's attendance committee for investigation as to cause. The school's Family and Community Relationship Specialist will contact the family of any student who has missed five days of school to discuss absences and offer any resources or support as appropriate and necessary. Students that accumulate seven absences will be placed on attendance probation and referred to a social worker and may be reported to the Department of Family and Children Services (DFAC) and/or Chatham County Court. Students who accumulate ten absences will result in a student's enrollment status being reviewed by the attendance committee. A recommendation for dismissal from SCA also includes a report filed with the local county court and DFCS. Any student who misses ten consecutive days of school will be dropped from SCA's enrollment and a report will be filed with the local county court and DFCS.

TARDIES

The instructional day starts at 7:35 AM. Students arriving after 7:30 AM must be accompanied by an adult to sign the student in through the Front Office. Late arrival can throw a student's entire day off. There is a correlation between tardiness, academic performance and behavioral issues. The structure and process of starting the day with all the other students on time and in the right frame of mind benefits all students. Additionally, students arriving late disrupts their class' instructional setting and disrupts the learning of other students who were on time. Excessive tardies can be just as detrimental to a student's success as too many absences. Three incidents of tardiness per marking period is considered excessive and administrative consequences will be rendered. Excessive tardiness will be treated the same as chronic absenteeism and will result in a student's enrollment status being reviewed by the attendance committee with a recommendation for dismissal from SCA and a report will be filed with the local county court.

EARLY DISMISSAL

The instructional day ends at 3:15 PM and early dismissal is strongly discouraged. A student leaving early causes the student to lose valuable instructional time due to classroom disruption/distraction. If it is necessary for a student to leave school prior to the end of the instructional day, **the student must be signed-out no later than 2:30pm; early dismissal after 2:30pm will not be permitted**. If there is a need for early dismissal, the student must be signed out at the office and the reason for checking out must be noted by sending appointment documentation in advance to the school's Registrar. Students will be called from class after a parent, guardian, or other authorized person arrives on campus so please allow plenty of time for the student to be located, pack his/her belongings, and report to the office. Under no circumstances will students be released to anyone who is not specifically authorized on the child's registration form; a photo

ID will be required by anyone signing a child out from school. Changes or additions can be made to a student's authorized pick-up list by contacting the school's Registrar. Excessive early dismissal will be treated the same as chronic absenteeism and will result in a student's enrollment status being reviewed by the attendance committee with a recommendation for dismissal from SCA and a report will be filed with the local juvenile court.

HEALTH and WELLNESS

HEALTH & IMMUNIZATION

As required by Georgia Law, SCA must have a copy of each student's official immunization records on file (Form 3231) issued by a licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local Board of Health or the State Immunization Office may issue this certificate. Contact your physician for a listing of the required immunizations.

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. To qualify for either of those exemptions, each child must have one of two items on file - either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption (DPH Form 2208).

Students who do not meet this requirement within the first thirty days of the school year will be identified by the county health department and dismissed from school. If the requirement is not met within the following week, the student's position shall be filled by the next student on the waiting list.

Students participating in competitive school team sports activities must have on file a GHSA physical clearance form verifying the student athlete has passed a physical exam within one year of participation in the sport.

ILLNESS or INJURY AT SCHOOL

The faculty and staff make every effort to ensure your child's safety; however, if a student becomes ill or is injured at school, the parent/guardian will be contacted by the school nurse. Minor illnesses and injuries will routinely be addressed in the classroom or nurse's office; students will receive a note or phone call from the nurse after such a visit. For more serious illness, such as fever or vomiting, or injury, the parent/guardian will be notified and expected to pick-up their child in a timely manner. When an emergency arises, school staff members will implement appropriate emergency procedures including calling EMS and notifying the parent/guardian to immediately meet their child at school or the healthcare facility they were transported to.

It is required that parents/guardians provide the school with current telephone numbers for home, work, and emergency contacts. Please remember to notify the school throughout the year if/when contact information changes; this is essential for timely communication regarding your child's health and wellness.

Students should not be sent to school if they have had a fever or vomited within the past 24-hours.

Students must be fever free, without medication, and/or not vomited for at least 24-hours before returning to school. Any child who develops a fever or vomits while at school will be sent home and unable to return until he/she has not had a vomiting episode or has been fever free for 24-hours; this means students cannot return to school the next day after having gone home due to fever or vomiting.

COMMUNICABLE DISEASES

Children having any contagious or infectious disease should not return to school unless cleared by their family physician or Health Department. The following conditions should be considered communicable:

- Lice (pediculosis)
- Chicken Pox (Varicella)
- German Measles
- Fifth's Disease
- Scarlet Fever
- Pinkeye (Conjunctivitis)
- Whooping Cough (Pertussis)
- Strep Throat
- Hepatitis
- Ringworm
- Impetigo/Staph Infection
- Mononucleosis
- Scabies Worms or Parasites
- T.B. (Tuberculosis)
- Measles (Rubella)
- Mumps
- Meningitis
- Poliomyelitis
- Influenza
- COVID-19

Parents should notify the school if their child has been affected by any of these diseases for advice on reentry to school.

MEDICATION ADMINISTRATION

During the school day, students may need doctor-prescribed medications for the treatment of chronic disabilities and illnesses. Students are not allowed to bring any medication to school with them; the parent must bring the medication and complete the required permission form in order for the medication to be dispensed at school. All medication will be secured in the nurse's office and dispensed by the school nurse or school director's designee. It is the parent's responsibility to notify the school nurse, administration and the child's primary teachers of any student's medical needs or conditions that require special attention (to include allergic reactions, asthma, medical devices, etc.). For our students' safety, the parent or guardian must follow these steps before the nurse or designee can administer medication to a student:

- The medication must be brought to the school in the pharmaceutical prescription bottle and presented to the nurse by the parent/guardian and complete/present the proper documentation that gives specific directions concerning dosage and time of administration.
- The parent or legal guardian must complete and sign the approved medical form authorizing the nurse or designee to administer the medication.
- Medications must be dropped off between 8:00am and 2:00pm.
- Medications may not be dropped off in the nurse's office by a student.
- Students may be permitted to self-administer asthma medication and carry it on their person if the parent, physician, and student complete the appropriate authorization form. Parents should contact the school nurse directly about the need for inhalers and asthma medication.
- Students may not bring any medication, including over the counter medication, to school, nor may they self-administer any medication. Such medications include, but are not limited to, cough drops, aspirin, Tylenol or antacids.
- Any medicine not picked up on the last day of school will be discarded.
- Should the medication need to go home with the student at the end of the day, it is the responsibility of the parent to pick up the medication from the school nurse. Medication is not to be transported

by a student.

SCHOOL SAFETY

FIRE & TORNADO DRILLS

Fire and tornado drills are held during the year according to the school's safety plan. Teachers will instruct their students on the procedures to be followed during fire and tornado drills. Students are carefully evacuated from the building during a fire drill. Students are escorted to designated places during a tornado drill. Fire Drills are held monthly, and tornado drills are held twice annually.

SEARCH & SEIZURE

School lockers, desks, cabinets and other school property will be jointly accessible to students and school staff shall always be subject to inspection and search by school authorities without further notice to students, parents/legal guardians, or any other party placing items therein. Sweeps of school facilities may be conducted using sniffing dogs and metal detectors. The school reserves the right to use walk-through and hand-held metal detectors or canine units during school or school-related functions, including activities that occur outside of normal school hours or off of school campuses when, in the opinion of the CEO, the use of such devices is appropriate to maintain safety and security. School employees and visitors are subject to proper search by law enforcement agencies upon request of the CEO. Desks, lockers, and storage spaces, which are provided to students, are the property of SCA. The CEO or their designee may conduct general inspections on a periodic basis, including unannounced searches, and may open desks, lockers, storage spaces, and examine the contents. Searches of students or their personal belongings will occur when there is reasonable suspicion to believe that the student has violated or is violating state or federal laws, local codes, the school's Code of Conduct or School Board policies. Stolen items and items that are specifically prohibited by the school, the law, School Board policies, or city or county codes will be confiscated. These items will be secured by administration or appropriate law enforcement officers, and disposition will be determined by the appropriate authority. Additionally, law enforcement officials will randomly conduct unannounced canine searches to keep our campuses drug free. All high school students are required to register their automobiles with school officials and such automobiles are subject to search and seizure procedures as identified in this section.

STUDENT THREAT to HARM SELF or OTHERS

The school takes all threats to harm seriously, even if all threats are not equally dangerous or capable of being carried out. When a threat is made the school will contact the parents/guardians to construct a plan for the student to see a licensed mental health professional as soon as possible, as well as to schedule appropriate support from school counselors. The student may not return to campus until s/he receives an evaluation stating that they are not a threat to themselves or others and are cleared to return. If parents/guardians elect, for whatever reason, not to see the mental health professional, or to secure the evaluation and clearance, then the school will refer the matter to the Division of Child and Family Services (DFCS). After a thorough investigation of the threat and circumstances the school will take appropriate disciplinary action(s) per the school's Code of Conduct and/or notification of law enforcement as necessary.

SCHOOL UNIFORM

Savannah Classical Academy's uniform requirements were established to ensure an environment that is conducive to learning and is strictly enforced. SCA believes that uniformity of dress is an important part of following our philosophy by positively influencing student behavior and self-image while also adding a degree of safety as student activity is overseen on and off campus. There will be certain days when the student body is permitted to depart from the standard uniform. These special days are days such as approved team travel days, approved special events, spirit days, etc. The administration will inform students and parents of the dress that is acceptable for these days.

All attire must be neat, clean, and appropriately sized. Nothing should be worn that is too tight, too loose, too long, or too short. All uniform shirts must be tucked in at all times (except for certain girl's shirts that are designed to be worn out). Any distracting mode of clothing or appearance that adversely impacts the educational process is not permitted. Only plain white t-shirts with no writing or emblems are to be worn under uniform shirts. Long sleeve t-shirts are not allowed underneath short-sleeved shirts. SCA's administration has the right and responsibility to require all students to be appropriately dressed before attending any class. Students identified as not adhering to the uniform policy will be directed to contact a parent to bring the appropriate uniform clothing item(s).

The ONLY three approved vendors for embroidery are Bahama Joe's, Custom Stitch, and Lands End **(**Preferred School Number: 900159286)**.** Plaid items purchased from any other vendors are NOT allowed. Altering of the logo is not permitted. Any uniform item which requires a logo must be embroidered, no other decoration type is permitted (i.e. screen print, vinyl, etc.).

UNIFORM ATTIRE

<table>
<tr><th colspan="2">Kindergarten – 5th Grade Uniform Attire</th></tr>
<tr><th>Girls</th><th>Boys</th></tr>
<tr><td>Top
Red Polo with SCA logo (long/short sleeved)
White Oxford button down shirt with
"SCA" initials on collar (long/short sleeved)</td><td>Top
Red Polo with SCA logo (long/short sleeved)
White Oxford button down shirt with
"SCA" initials on pocket (long/short sleeved)</td></tr>
<tr><td colspan="2">Ties (Must be worn when wearing white oxford shirts)
Cross – Classic Navy Large Plaid
Bow – Classic Navy Large Plaid
Neck – Red/Classic Navy Striped</td></tr>
<tr><td>Bottom
SCA Red/Navy Plaid Jumper
SCA Red/Navy Plaid Skirt or Skort
Navy Shorts
Navy Pants</td><td>Bottom
Navy Pants
Navy Shorts</td></tr>
<tr><td colspan="2">Outerwear (Items approved for wear inside the school building)
Red or Navy Cardigan w/ SCA logo
Red or Navy V-neck vest w/ SCA logo
Red or Navy Full Zip Fleece Jacket w/ SCA logo
Red or Navy Full Zip Hoodie w/ SCA logo</td></tr>
</table>

Socks Solid Navy, Black or White Crew, Knee High or Opaque tights ONLY	**Socks** Solid White, Navy or Black socks ONLY
Shoes/Sneakers Solid Brown, Black or Navy Loafers, Bucks, Flats and/or Boat Shoe Solid Black, White or Navy Canvas/Tennis/Sneaker	
Belts Solid Black, Dark Brown, or Navy (Required for 3rd-5th Grade)	
Permissible Jewelry Earrings (Studs or hoops no larger than the size of a nickel) Watches Bracelets (See specific guidelines in "Uniform Policy Details") Rings (See specific guidelines in "Uniform Policy Details")	
Permissible Headwear Plain Navy, Red, White or Classic Navy Large Plaid Headbands (no visible logos, i.e. Nike, Adidas, etc.) Navy, Red, White, or Classic Navy Large Plaid Hairbows no larger than 3"x5"	

6th – 12th Grade Uniform Attire	
Girls	**Boys**
Top Red Polo with SCA logo White Oxford button down shirt with "SCA" initials on collar	**Top** Red Polo with SCA logo White Oxford button down shirt with "SCA" initials on pocket
Ties (Must be worn when wearing white oxford shirts) Cross – Classic Navy Large Plaid Bow – Classic Navy Large Plaid Neck – Red/Classic Navy Striped	
Bottom SCA Red/Navy Plaid Skirt or Skort Navy Shorts Navy Pants	**Bottom** Navy Pants Navy Shorts
Outerwear (Items approved for wear inside the school building) Red or Navy Cardigan w/ SCA logo Red or Navy V-neck vest w/ SCA logo Red or Navy Full Zip Fleece Jacket w/ SCA logo Red or Navy Full Zip Hoodie w/ SCA logo Navy Blazer	
Socks Solid Navy, Black or White Crew, Knee High or Opaque tights ONLY	**Socks** Solid White, Navy or Black socks ONLY
Shoes/Sneakers Solid Brown, Black or Navy Loafers, Bucks, Flats and/or Boat Shoe Solid Black, White or Navy Canvas/Tennis/Sneaker	
Physical Education Uniform Students are required to wear P.E. uniform during any P.E. class.	

Belts Solid Black, Dark Brown, or Navy
Permissible Jewelry Earrings (Studs or hoops no larger than the size of a nickel) Watches Bracelets (See specific guidelines in "Uniform Policy Details") Rings (See specific guidelines in "Uniform Policy Details")
Permissible Headwear Plain Navy, Red, White or Classic Navy Large Plaid Headbands (no visible logos, i.e. Nike, Adidas, etc.) Navy, Red, White, or Classic Navy Large Plaid Hairbows no larger than 3"x5"

UNIFORM POLICY DETAILS

- All shirts must have the approved SCA logo or school initials. Altering of required school shirts and/or logo is not permissible. Any uniform item which requires a logo must be embroidered, no other decoration type is permitted (i.e. screen print, vinyl, etc.).
- When wearing SCA polos, a minimum of one button must always be buttoned at all times.
- Solid white undershirts or camis only.
- Ties (cross, bow and/or neck) must be worn when wearing white oxford shirts.
- Long sleeve undergarments may NOT be worn underneath any style school shirt. An acceptable alternative is to wear long sleeve school shirts.
- Shorts must be loose-legged, no slim fit, and shall be no more than two (2) inches above the bend of the back of the knee.
- Pants should fit well–no more than 2" bigger than natural waist size.
- Plaid skirts, skorts, jumpers, and ties are only available through our authorized vendors.
- Skirts, skorts, and jumpers shall be no more than two (2) inches above the bend in the back of the knee (measurement will be taken from top of the bend).
- Jumpers can be worn by girls in grades K-5 ONLY.
- All pants, dress slacks, and shorts MUST be worn at the natural waist with a belt.
- No capri pants, cargo pants, denim, jeans, corduroy, sweat suit pants, pajamas, knit pants, leggings, joggers are permissible even on dress down days.
- Leggings can only be worn if they are worn under skirts, skorts, jumpers or shorts that already meet the uniform length requirements (no more than two (2) inches above the bend in the back of the knee).
- Only the outerwear items listed above can be worn in the school building. Jackets and coats may be of any color; however, they cannot be worn in the building during school hours – no exceptions. Only solid red or navy cardigans, pullover v-neck sweater vests, full-zip fleece and navy blazers (high school only) can be worn in the building during school hours. Students will be asked to remove any other outerwear that is not permissible in the school building.
- Belts MUST be worn when wearing pants/shorts/slacks. No studded belts, belts with names or words, belts with sparkles/glitter, or large belt buckles are allowed.
- Socks/tights must be worn with all shoes. Girls in grades K-2nd may wear bobby socks, knee socks, crew socks, and/or opaque tights. Girls in 3rd-12th must have on knee high socks or tights with all skirts.
- Shoe heels must be no higher than a half inch. Backless shoes or those with open toes, including flip flops, sandals, mules, jellies, CROCS, UGGS, and slides, are not allowed. No boots of any kind are allowed.
- Mid/High top sneakers are not permitted.

- No more than two pieces of arm jewelry can be worn; this includes watches. Rubber band bracelets are not allowed. No more than two rings per hand. Neck jewelry (necklaces/chains) is NOT allowed, no exceptions. No facial piercings are allowed, even if covered with a band-aid. This includes, but is not limited to tongues, chins, noses, eyebrows, lips, etc. No "grace period" exists for new piercings. This means that we will NOT make exceptions for new piercings just because they cannot be removed for a certain period of time. Only two earrings are allowed in each ear. Earrings must have standard-sized posts and cannot be the gauged style.
- No colored wristbands, neck beads, neck scarfs, sweat headbands, or doo rags, caps, hats, or any headgear are allowed in the building.
- No non- natural or extreme hair colors/styles (pink, green, blue, purple, etc.).
- Maintaining good personal hygiene is essential to the overall health and wellbeing of our students. Keeping a good standard of hygiene helps prevent the development and spread of infections, illnesses and bad odors. Students are expected to come to school having practiced good hygiene.
- Young men may have neatly trimmed mustaches and goatees. "Neatly trimmed" is strictly enforced. No full beards allowed
- Tattoos on students must be covered, writing on the skin or clothing is not allowed.
- There are no color or design restrictions applicable to book bags, lunch boxes, or purses, however, they may not have any pictures or language that is inappropriate. Purses must be no larger than 8 ½" x 5 ½" and must be worn on the shoulder (not across the chest). Purses may not be worn in class.
- Dress Down or Spirit Days are earned at various times throughout the school year in which the following dress code applies:
    - No sleeveless shirts, bare midriffs, or offensive writing is allowed.
    - Dresses and skirts may not be shorter than two (2) inches from the bend in the back of the knee.
    - Shirts must be tucked and may not be low-cut, sheer/see through or have spaghetti straps.
    - Clothing may not have any pictures or language that is inappropriate.
    - Leggings can only be worn if they are worn under a dress, skirts or shorts must meet the length requirements (no more than two (2) inches above the bend in the back of the knee).
    - Students are required to wear shoes that are allowed per the uniform policy on dress up/Spirit days.
    - Jeans may also be worn, however they must be blue denim or black. Jeans may not have holes, rips, or any other designs. Jeggings are NOT allowed.
    - Even on dress-down or spirit days, SCA administration reserves the right to determine whether a student is in compliance with the dress code and specific consequences for non-compliance. Any inappropriate or distractive appearance will be addressed by the administration on an individual basis.

DRESS CODE VIOLATIONS

Parents have the responsibility to ensure that their children arrive at school in the proper uniform. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and SCA administrators will make final decisions regarding uniform issues. Consistent compliance with the uniform policy by all is expected.

Consequences for Dress Code Violations:

1st Offense - Student will not be permitted to attend class until in proper uniform. Parent/guardian will be called to bring appropriate uniform. A copy of the uniform policy sent home.

2nd Offense - Student will not be permitted to attend class until in proper uniform. Parent/guardian will be called to bring appropriate uniform. A referral will be recorded for dress code violation. An administrator will contact the parent/guardian to identify any barriers to uniform compliance and notify of referral issuance.

3 or More Offenses - Student will not be permitted to attend class until in proper uniform. Parent/guardian will be called to bring appropriate uniform. A referral will be recorded for dress code violation. Consequence will be rendered based upon Code of Conduct progressive discipline policy.

The administration reserves the right to determine whether a student is in compliance with the dress code and specific consequences for non-compliance. Any inappropriate or distractive appearance will be addressed by the administration on an individual basis.

ACADEMICS

CURRICULUM

Savannah Classical Academy will uphold high academic standards for all students regardless of background, socio- economic status and ability. SCA offers a classical approach to education which includes adhering to a traditional way of teaching and a strong emphasis on civics and character development. The curriculum will be content-rich, with provisions to challenge all students to fulfill their individual academic potential.

- Objective standards will be monitored and maintained as defined by the Charter School Law
- Students' coursework will follow a defined classical curriculum with a strong civics component
- Students' progress will be measured based upon mastery of their grade level content through classroom assignments and assessments, as well as on state and normed assessments; mastery is indicated numerically by students scoring a 80% or better on assignments and assessments

CHARACTER EDUCATION

Savannah Classical Academy's environment and curriculum are designed to promote and build strength of character in students. Our chief priority is to provide our students with an environment that fosters academic excellence through the virtuous habits of **Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance**

- The values of a democratic society will be identified and clearly taught
- Administrators and faculty will encourage and model virtuous habits
- Students will be given opportunities to practice and develop virtuous behavior
- Outstanding people exemplifying SCA's core virtues will be used as role models throughout the curriculum to teach good character

LEARNING ENVIRONMENT

Savannah Classical Academy will promote a safe environment that fosters learning and character development. School culture demands moral virtue, decorum, respect, discipline, and studiousness among students and faculty.

- There will be a defined standard of appearance and a regulated campus
- Positive student/parent/teacher relationships will be fostered
- Extra-curricular activities will be encouraged
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments
- The faculty will be a unified group of professionals focused on student achievement

PROMOTION CRITERIA

SCA is a charter school that is provided under O.C.G.A. Section 20-2-2065 a waiver of certain requirements of Title 20 of the Official Code of Georgia, including but not limited to the requirements of O.C.G.A. Sections 20-2-282 through 285 regarding the retention and promotion of students. Consistent with the flexibility provided to SCA under O.C.G.A. Section 20-2-2065, SCA established an appropriate policy regarding the procedures for promotion, placement and retention of its students.

The promotion, retention, or placement of a student into a grade shall be based on multiple measures of academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement, in a manner consistent with the policy set forth below.

Promotion and Retention placement decisions shall be made on an individual basis by the school's Chief Executive Officer (CEO), with input from the Student Support Team, based upon the criteria set forth in this policy. Written documentation of evidence that supports the individual promotion or retention decisions shall be on file in the student's permanent record. Promotion and retention decisions shall be made based on a review of the overall academic achievement and attendance requirements listed below by grade level. The school CEO shall use multiple measures for the final determination of student promotion or retention. This Policy shall supersede all previous SCA promotion retention policies.

The following will be considered in determining promotion or retention of a **Kindergarten** student:

- Adequately apply the oral/written language, reading, and mathematics taught during the year as observed, demonstrated, or tested
- Student readiness score on target assessments in Reading and Math
- Meet the requirements of the attendance policy

The following will be considered in determining promotion or retention of a **1st-5th grade** student:

- Have a final grade of 70 or higher in oral/written language, reading, mathematics, social studies, and science
- Meet the requirements of the attendance policy
- Student must score ready for the next grade based on Georgia Milestones End of Grade testing for grades 3 through 5
- Student Readiness based on target assessment scores in Reading and Math
- Special provisions can be made for students who are English Learners (ELs) and students with identified disabilities

The following will be considered in determining promotion or retention of a **6th-8th grade** student:

- Have a final grade of 70 or higher in language arts, mathematics, science, and social studies

- Have a final grade of 70 or higher in 75% of the total number of exploratory courses taken (Each nine-weeks of a semester or yearlong course will be considered as a complete exploratory for this purpose)
- Meet the requirements of the attendance policy
- Student must score ready for the next grade based on Georgia Milestones End of Grade testing for grades 6 through 8
- Student Readiness based on target assessment scores in Reading and Math

The following will be considered in determining promotion or retention of a **9th grade** student in order to be considered for promotion to the tenth grade, students must meet each of the following standards:

- Pass successfully at least 5 units
- Minimum of 1 unit in English
- Minimum of 1 unit in Mathematics
- Minimum of 1 unit in Science
- Minimum of 1 unit in Social Studies

The following will be considered in determining promotion or retention of a **10th grade** student in order to be considered for promotion to the eleventh grade, students must meet each of the following standards:

- Pass successfully at least 10 units
- Minimum of 2 units in English
- Minimum of 2 units in Mathematics
- Minimum of 2 units in Science
- Minimum of 2 units in Social Studies

The following will be considered in determining promotion or retention of an **11th grade** student in order to be considered for promotion to the twelfth grade, students must meet each of the following standards:

- Pass successfully at least 16 units
- Minimum of 3 units in English
- Minimum of 3 units in Mathematics
- Minimum of 3 units in Science
- Minimum of 2 units in Social Studies
- Minimum of 1 unit in World Language, Fine Art and/or CTAE

Placement and Appeals Process for Grades K-8

For students not meeting promotional criteria, SCA may establish placement committees for the appeals process. The request for an appeal is the responsibility of the parent and must notify the CEO in writing of their appeal of the placement decision within 10 days of receiving written notice of the placement decision or all rights of appeal of the placement decision shall be waived and the placement decision shall be final.

Upon receipt of a timely request for appeal of a placement decision, a Placement Review Team consisting of the parent(s) of the student, at least one of the child's teachers, and the CEO, or their designee, shall be convened to reconsider the placement decision of the student. The Placement Review Team shall consider all promotion criteria as set forth in the policy and other relevant information that the parents or other members of the Placement Review Team wish to share. The initial placement decision (regardless of whether the initial decision was a decision of placement, retention or promotion) shall not be changed by the Placement Review Team unless the Placement Review Team unanimously agrees to the change the original placement, retention or promotion of the student. The decision of the Placement Review Team shall be given to the parents in writing within 10 days of the date of the decision of the Placement Review Team.

GRADING POLICY

Grades are based on student performance and are reflective of content mastery. Students will have assignments and assessments graded on a ten-point grading scale. Final course grades are calculated based on category weights - see below.

Additionally, 9th-12th grade students take specific courses (see the "Assessment" section below) that have correlating state-developed End of Course (EOC) assessments which count for 20% of student's final overall grade; students' class averages will equal 80% of their overall grade when combined with their EOC score which attributes to 20% of their overall grade – see formula below.

Grading Scale

Numeric grades fall within the following scale for for all grade levels:

90-100	A	Mastering
80-89	B	
70-79	C	Passing
<70	F	Failing

Grading Weights & Categories

Course grades will be determined by students' level of performance in each of the following weighted categories:

Classwork – 30%	40% of Course Grade
Homework – 10%	
Quiz – 20%	60% of Course Grade
Test – 40%	

High School State Assessed Courses Final Grade Formula

For 9th-12th grade students taking an EOC course, final grade calculation is as follows:

(Coursework Grade x 80%) + (EOC Grade x 20%) = Final Course Grade

ASSESSMENT

SCA is a public charter school that has an operational contract with Georgia Department of Education. As a part of SCA's contract, SCA must administer required assessments and is held accountable to student outcomes in meeting or exceeding specific performance-based goals. As such, SCA students cannot opt-out of assessments. Parents that wish to opt out of required assessments will also be opting out of continued enrollment at Savannah Classical Academy.

Included in SCA's required assessments are those mandated by the Georgia Department of Education which includes testing in all school levels. See the table below for a list of state mandated assessments, the grade level they are administered and their approximate proctoring timeline.

Assessment	Grade Level(s)	Subject/Details	Administration Time Frame
Georgia Kindergarten Inventory of Developing Skills	Kindergarten	Readiness Check Mid-Point Data End of Year Data	Fall Winter Spring

(GKIDS)			
Georgia Milestones End of Grade (EOG)	3rd – 8th Grade	Language Arts Math Science - 5th & 8th Grade Only Social Studies – 8th Grade Only	Spring
Georgia Milestones End of Course (EOC)	9th – 12th Grade	American Literature US History Algebra Biology	Fall or Spring
Georgia Alternate Assessment (GAA)	3rd – 8th Grade 11th Grade	Select Special Education Students	Spring
ACCESS	K-12	English Language Learners	Winter
Practice Scholastic Aptitude Test (PSAT)	10th Grade	Reading, Writing and Language, and Math	Fall
Advanced Placement (AP) Exams	9th - 12th Grade	Students enrolled in an AP course	Spring
Career, Technical and Agricultural Education (CTAE) End of Pathway Assessments	9th – 12th Grade	Students who have completed a CTAE pathway	Fall Spring
SCA Benchmark Assessments	K-12	Reading Writing ELA Math Science Social Studies	Fall Winter Spring

STUDENT PROGRESS

Academic Progress Reports are sent approximately every 4 weeks. Report Cards are sent at the end of the each semester. Progress Reports and Report cards are sent via email from students' homeroom teachers; printed copies can be made upon request. More frequent updates of student progress can be found through PowerSchool Parent Portal.

ACADEMIC AWARDS & HONORS

Elementary School High Honor Roll

To earn High Honor Roll status elementary students must meet the following guidelines:

- Earned a 90 or above in language arts, reading, mathematics, social studies, and science, and at least an 80 in all other courses

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

Elementary School Honor Roll

To earn Honor Roll status elementary students must meet the following guidelines:

- Earned a 90 or above in at least four content courses from language arts, reading, mathematics, social studies, and science (two of which must be in language arts, reading or mathematics) and have earned at least an 80 in all other courses

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

Middle School High Honor Roll

To earn High Honor Roll status middle school students must meet the following guidelines:

- Students must have an average of 95 or better
    - When computing this average all courses are to be included
    - Averages less than 95 may not be rounded up to 95
- Met all the guidelines of the attendance policy
- Have no grade below 80

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

Middle School Honor Roll

To earn Honor Roll status middle school students must meet the following guidelines:

- Students must have an average of 90 or better
    - When computing this average all courses are to be included
    - Averages less than 90 may not be rounded up to 90
- Met all the guidelines of the attendance policy
- Have no grade below 80

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

High School High Honor Roll

To earn High Honor Roll status upon conclusion of the semester, high school students must meet the following guidelines:

- Students must have an average of 95 or better
    - When computing this average all courses are to be included
    - Averages less than 95 may not be rounded up to 95
    - Coursework must include four blocks, two of which must be in the academic areas of English, mathematics, science, social studies, foreign language, or health/PE
- Met all the guidelines of the attendance policy
- Have no grade below 80

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

High School Honor Roll

To earn High Honor Roll status upon conclusion of the semester, high school students must meet the following guidelines:

- Students must have an average of 90 or better
    - When computing this average all courses are to be included
    - Averages less than 90 may not be rounded up to 90
    - Coursework must include four blocks, two of which must be in the academic areas of English, mathematics, science, social studies, foreign language, or health/PE
- Met all the guidelines of the attendance policy
- Have no grade below 80

The CEO may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

CEO Award

The CEO Award for students in Kindergarten through 11th Grade is given to the student with the highest weighted numerical average based on year-end grades for that year. Students must be in good standing in relation to attendance and conduct.

Honor Graduates

Students who have attained an overall 90 cumulative average or above (with no rounding up) for their high school coursework. These designees shall be determined after the first semester senior grades have been posted.

Valedictorian & Salutatorian

Only graduating seniors who have earned at least four units in honors, AP, IB, or Dual-Enrollment courses and who have attended a SCA for the four consecutive semesters preceding the student's graduation date will be considered for designation as valedictorian or salutatorian of their class. Students transferring from another school to SCA less than four consecutive semesters prior to graduation will not be considered for designation as valedictorian or salutatorian. The senior student with the highest cumulative grade point average will be designated the senior class valedictorian. The senior student with the second highest grade point average will be designated as the senior class salutatorian. These designees shall be determined after the first semester senior grades have been posted. In the event that two or more students are tied for the rank of valedictorian, they shall be designated as co-valedictorians. Furthermore, in the event there is one valedictorian and two or more students are tied for the rank of salutatorian, co-salutatorians shall be designated. In the event that an agency or organization outside the school system requests the names of one valedictorian and one salutatorian for recognition, the names submitted shall be those of the two honor graduates in the senior class with the highest grade point averages when calculated to the nearest decimal point that breaks the tie.

GRADUATION REQUIREMENTS

Students graduating from Savannah Classical Academy must earn 24 credits in the following areas:

Subject Area	*Credits*
English/Language Arts	4
Mathematics*	4
Science	4
Social Studies	3
Health and Physical Education	1

Senior Seminar/Research/Post-Secondary Success	1
Electives**	7

*Admission to four-year colleges/universities require advanced math beyond Algebra II & Geometry such as Advanced Math Decision Making or Dual Enrollment.

**At least 3 credits in Career, Technical, and Agricultural Education (CTAE) *and/or* Modern Languages *and/or* Fine Arts are required. Admission to four-year colleges/universities require a minimum of 2 credits in the same foreign language.

SERVICE & LEADERSHIP

One hundred (100) hours of Community Service is required for graduation from SCA. Students should complete at least 20 hours per year accumulating 100 hours by the end of their junior year. Students may begin their community service hours the summer before ninth grade. Hours are documented on the official "Community Service Validation" form and must be accompanied by a minimum 3 paragraph reflective essay. Community service must:

- Be completed at a non-profit organization
- Students cannot get paid for their service time
- Be completed outside the normal school hours
- Chores done at home or in the neighborhood for individuals may not be used
- Work performed must benefit the community

STUDENT CONDUCT and DISCIPLINE

STUDENT CODE of CONDUCT

SCA expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Parents, schools, and communities share the responsibility for helping students develop positive self-discipline. Expected behavior is shown through actions that promote learning and encourage self-control during school as well as during all school-related activities. Students should be prepared to

participate fully in the learning process, avoid behavior that impairs their own educational achievement or that of others, show respect for the knowledge and authority of teachers, administrators, and other school employees, and recognize and respect the rights of other students and adults. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others. This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735.

All Savannah Classical Academy students are expected to adhere to the following Code of Conduct:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed. Students with excessive absences have a much smaller chance of academic success.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, other school employees, volunteers, and visitors. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude or disrespectful, and follow school rules and procedures.

Recognize and respect the rights of other students. Students will not disrupt the instructional setting nor impede academic achievement for themselves or their peers. Students are expected to be positive members of the school community, treating others with compassion and respect.

In addition to the Student Code of Conduct, as referred to in the school's philosophy, SCA requires that students agree to uphold and exhibit the following eight Core Virtues: **Compassion, Courage, Diligence, Integrity, Perseverance, Respect, Responsibility, and Temperance**

The student will act with **Compassion**, not make inappropriate comments nor interrupt other students' opportunity to learn, feel good about themselves, or feel safe.

The student will not blame others to avoid taking **Responsibility** for his/her actions, ignoring the consequences.

The student must behave appropriately, displaying **Respect** for all of his/her fellow students, faculty, personnel and other persons in the school.

The student will follow directives from all teachers, administrators and other school personnel, acting with **Integrity** even when not directly supervised.

The student shall complete all assigned work, employing **Diligence** to complete difficult assignments, having the **Courage** to ask for assistance when the student does not immediately understand the work to be done, and **Perseverance** to continue trying despite the challenges faced.

The student shall act with **Temperance** and not act out when faculty, administration, and other school personnel provide redirection, apply consequences, or when the student faces other perceived adversity socially and/or academically.

Our high academic and behavioral expectations and the consequences for non-compliance may occasionally differ from a parent's belief system. If a parent's educational philosophy opposes the school's philosophy, the parents have the right to withdraw their student and return to their zoned school without any penalty related to the student's academic status. Students and Parents/Guardians are required to sign for the receipt of the school handbook, which included the Student Code of Conduct, using the acknowledgement contract form provided. Any student and their parents/legal guardians that do not sign a receipt shall not be relieved of any responsibilities in following the Student Code of Conduct.

Scope of the Student Code of Conduct

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds and within the school safety zone during, before, and after school hours

2. On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group

3. Off the school grounds at any school-related activity, function, or event as a participant or a spectator. School related activities include online and remote learning environments that are maintained or curated by SCA faculty and staff

4. During the time required in going to or from the home, including time spent at the bus stop and on the school bus

5. Off school grounds, when a student's behavior has a direct and immediate effect on maintaining order or discipline in schools or maintaining the safety and welfare of the students and staff

6. Off school grounds which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school or which disrupts the educational process

7. Off school grounds, when the conduct involves or entails the misuse of the school-owned equipment provided in order to access online learning environment

Code of Conduct Rules

The Code of Conduct Rules are designed to outline the types of behaviors that are not acceptable. However, every specific variation of prohibited conduct may not have been included. Students can expect to be disciplined for misconduct that is obviously inappropriate behavior for the school environment. Nevertheless, a specific rule may not be explicitly written for every conceivable behavior that violates the Student Code of Conduct or those that don't honor the Core Virtues but the Code of Conduct Rules provide an overview of Savannah Classical Academy's expectations for student behavior.

Rule 1: Disruption and Interference with School

No student shall cause or attempt to cause directly or indirectly disruption or interference with school by any means.

Rule 2: Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 3: Disrespectful Conduct
Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel or persons attending school-related functions.

Rule 4: Repeated Violations/Misbehavior/Chronic Disciplinary Problem Students
Students shall not chronically disrupt or repeatedly violate school rules. This rule applies after multiple interventions have been attempted. A student shall enter into a Behavior Success Contract agreement and further violations or misbehavior will lead to escalation of consequences and/or disciplinary hearing.

Rule 5: Damage, Destruction, or Misuse of School Property or Equipment
A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy, or transmit stolen school property. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds.

Rule 6: Abuse, Threats, Intimidation, Assault or Battery
Regardless of intent, a student shall not make oral or written communication, create a document, or make symbolic gesture, or physical contact of threating, undermining, or provoking nature to or about peers and/or school employee or in the presence of a peer and/or school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability or religious slur, or harassment.

Rule 7: Weapons, Dangerous Instruments, and Explosive or Implosive Devices
A student shall not solicit to buy or sell, possess, handle, transmit, threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as a weapon.

Rule 8: Drugs, Alcohol, Tobacco, and Vaping
A student shall not be involved in any substance, drug, alcohol, tobacco, or vaping transaction, including, without limitation, to buy, possess, sell, use, transmit, solicit or be under the influence of any narcotic drug, depressant, or stimulant drug. The misuse or unauthorized possession of prescription or nonprescription drugs shall be considered a violation of this rule.

Rule 9: Public Displays of Affection
Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Rule 10: Sexual Misconduct/Indecency
A student shall not engage in any act of sexual harassment of a physical, verbal, or written nature. A student shall not perform any act of indecent exposure, lewd caressing, indecent fondling or touching of oneself or another, and/or engage in any kind of sex act. A student shall not use any inappropriate gestures and language that mimic, insinuate or imply sexual acts. A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials.

Rule 11: Bullying and Cyberbullying Bullying
Bullying and cyberbullying is a pattern of behavior, which may include written, verbal, or physical acts, that is so severe, persistent, or pervasive so as to have the effect substantially interfering with a student's

education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. No student shall sexually, emotionally, verbally, physically, or by any communication by telephone, mail, broadcast, computer, computer network, or by any other electronic device or through the use of electronic communication as defined in O.C.G.A. 20-2- 751.4 or otherwise harass, threaten, intimidate, or bully or cyberbully any student, teacher, school employee, or other person. Any student, in grades 6-12, committing the offense of bullying for the third time in a school year, shall be recommended for dismissal from SCA. Any form of harassment, threats, intimidation, or bullying or cyberbullying shall be promptly reported to an administrator or counselor. Teachers may be notified to maintain classroom discipline. Bullying can consist of acts that also qualify as sexual harassment.

Rule 12: Absenteeism
No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/guardian and/or the approval of the principal, except in cases of personal illness or other providential cause. Students that are chronically late/absent will be reviewed for probation and/or dismissal from SCA.

Rule 13: School Uniform
Students shall comply with the school's uniform policy, as well as all individual school dress/grooming requirements.

Rule 14: Electronic Devices (Cell Phones and Other)
Students are not permitted to use personal electronic devices during the instructional day unless otherwise authorized by school administrator. No student shall possess (even if turned off) an electronic device during assessments or state testing.

Rule 15: False Reporting
No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours. Any student (or parent or friend of a student) who believes a student has been the victim of any act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his or her school.

Rule 16: Passive Participation
No student shall incite, advise, encourage or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, nonadherence to the school's Core Virtues, and/or breaking federal/state laws.

Rule 17: Committing Illegal Acts
No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

Rule 18: Other Conduct Which is Subversive to Good Order
A student shall not perform any other act which is subversive to good order and discipline of the school. This includes, but is not limited to, violation of any classroom rules, school rules, violation of state and federal law, involvement in criminal gang-related behavior or activity, providing false information to school personnel, possession of unauthorized items, loitering or trespassing on school property, or any other community misconduct that would be serious enough to pose a threat to the school community.

Conduct Grades

Students will earn a conduct grade for each grading period. This grade will appear on the report card each nine weeks. Its purpose is to encourage students to conduct themselves in orderly, courteous, dignified, and respectful manner. The conduct grade will reflect student conduct during the previous grading period. Conduct grades are earned as described in the following rubric:

Conduct Grade	Definition
Excellent (E)	• No office referrals at any level of misbehavior as outlined in the Student Code of Conduct
Satisfactory (S)	• One to three Level 1 misbehaviors as outlined in the Student Code of Conduct
Needs Improvement (N)	• Four or more Level 1 misbehaviors as outlined in the Student Code of Conduct • One Level 2 misbehavior as outlines in the Student Code of Conduct • Student entered a Behavior Success Contract agreement
Unsatisfactory (U)	• Five or more Level 1 misbehaviors as outlined in the Student Code of Conduct • Two or more Level 2 misbehaviors as outlined in the Student Code of Conduct • Any Level 3 misbehavior as outlined in the Student Code of Conduct • Student agreed to multiple terms of a Behavior Success Contract

Students receiving an excellent or satisfactory conduct grade may earn extra privileges or incentives which will be determined by SCA.

Students receiving a needs improvement conduct grade may be referred to the RTI/Student Support Team for the development of a behavior modification plan with identified behaviors and specific consequences.

Unsatisfactory conduct carries through the next marking period (unsatisfactory conduct grades earned in the fourth marking period will carry over through the first marking period of the following school year). Any personal recognition or serving as a representative of the school will be denied, including recognition for academic achievement. Participation in any extracurricular activity will be forfeited (e.g., sports, cheerleading, clubs, events, chorus, field trips, etc.). Graduating seniors receiving an unsatisfactory conduct grade may be prohibited from senior activities and/or participating in graduation.

DISCIPLINE POLICY

Parents, schools, and communities share the responsibility for helping students develop positive self-discipline. Expected behavior is shown through actions that promote learning and encourage self-control during school as well as during all school-related activities. Parents, teachers, and others responsible for the welfare and education of students will collaborate to encourage students to uphold the Code of Conduct and demonstrate SCA's Core Virtues. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others. Student accountability pertaining to the Code of Conduct and Core Virtues includes, but is not limited to, passive participation, being an accomplice, or inciting, advising or counseling others to engage in acts that are in violation of the Student Code of Conduct, goes against SCA's Core Virtues, and/or breaks federal and/or state laws. SCA has established certain policies and administrative regulations regarding student conduct and disciplinary action. In any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff.

Progressive Discipline

The prevention of student behavior by teaching appropriate, expected behaviors is always preferable. SCA takes a school-wide approach to promoting positive behaviors. Faculty and staff are committed to ensuring comprehensive student support programs are in place including counseling services, opportunities for social-emotional learning, student engagement opportunities and behavioral supports to encourage and motivate positive student behavior and connection to the school community. Despite these interventions and supports, in certain instances there is a need for discipline. When necessary, teachers and school administrators will follow a progressive discipling process. However, in any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff.

SCA's progressive discipline process is a systematic approach to behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help students learn to substitute inappropriate behaviors with those that are appropriate. Disciplinary actions or dispositions that may be imposed include warnings, conferencing with a teacher, administrator or counselor, loss of privileges, parent notification or conference, detention, short-term out of school suspension (OSS), or expulsion. Out of School Suspension (OSS) or expulsion will be warranted if prior, less severe responses have been used but have not been successful in correction the student's misbehavior, if necessary to assure the safety of students and staff, or if required by law. Before a student is suspended, an administrator will inform the student of the offense and allow the student to explain their behavior; parents will be notified and law enforcement may be involved if the situation necessitates their involvement or is legally required.

The progressive discipline process implements interventions and disciplinary actions that become increasingly more serious if student misbehavior continues. SCA's progressive discipline model is categorized by levels which each represent progressively more serious misbehavior and discipline responses. The level of disciplinary action imposed is reflective of the severity of the misbehavior and will be used in a graduated fashion if misbehaviors continue. In any situation, SCA administration reserves the right to skip disciplinary levels based on the best interest of the school, its students, faculty and staff regardless of the guidelines illustrated below.

Behavioral Offense Levels

In evaluation situations in which students are found to be in violation of the Code of Conduct or not upholding SCA's Core Virtues, teachers, faculty, staff, and/or administration will determine the behavioral offense level and categorize the situation as either classroom-managed, Level 1, Level 2, or Level 3. SCA faculty and staff will utilize a wide variety of research-based corrective strategies and interventions prior to writing and submitting a discipline referral. When a student is referred to an administrator, in the instance of repetitive classroom-managed, Level 1, Level 2, or Level 3 offenses, before determining which level the violation falls within the administrator will investigate the situation by reviewing the facts and consult with any witnesses or involved individuals before making the final determination. The behavioral offense level assigned, including first time infractions, will be in proportion to the severity of the violation. When considering the disciplinary action imposed, administrators will take into account any relevant factors to assure the appropriate degree of discipline is assigned; factors taken into consideration may include, but are not necessarily limited to, the seriousness of the offense, the student's prior disciplinary history, the degree of pre-meditation, impulse of self-defense, the student's age, any student's disability, attitude, willingness to cooperate, etc.

SCA's Behavioral Offense Levels are as defined below:

Classroom-Managed – Minor behaviors that occur in the classroom or in other settings throughout the school. These behaviors are handled by the teacher or staff member in charge. These behaviors are not typically referred to an administrator unless they are repetitive and/or excessive. Any normally classroom-managed behavior that a student repetitively displays despite teacher intervention will be referred to an administrator.

Level 1 – Georgia Department of Education coded minor behaviors or normally classroom-managed behaviors that have become excessive. Level 1 behaviors are those that incite minor damage, loss, or disruption and/or are repetitive despite teacher/administrator intervention. Continuous Level 1 behaviors will result in increasing disciplinary consequences and may be handled as Level 2 or Level 3 behaviors. At the discretion of administration, repetitive Level 1 offenses may result in suspension or dismissal from Savannah Classical Academy.

Level 2 – Georgia Department of Education coded moderate behaviors that cannot be managed in the classroom. Level 2 behaviors are those that incite moderate damage, loss, disruption and/or are repetitive despite teacher/administrator intervention. Continuous Level 2 behaviors will result in increasing disciplinary consequences and may be handled as Level 3 behaviors. At the discretion of administration, repetitive Level 2 offenses may result in suspension or dismissal from Savannah Classical Academy.

Level 3 - Georgia Department of Education coded serious behaviors that cannot be managed in the classroom. Level 3 behaviors are those that are dangerous, cause significant damage or loss, are highly disruptive, cause significant injury and/or are repetitive despite teacher/administrator intervention. Continuous Level 3 behaviors will result in increasing disciplinary consequences and can result in maximum punishment including those requiring disciplinary tribunal/hearing. Additionally, Level 3 behaviors may result in action by law enforcement and charges being filed. Level 3 offenses may result in suspension or dismissal from Savannah Classical Academy.

Behavioral Offenses and Consequences Chart

These charts include, but are not limited to, behaviors that may result in disciplinary action.

Classroom Managed Behaviors and Range of Dispositions	
Behaviors	• Minor Classroom Disruption • Petty Theft (pencils, snack, etc.) • Defiance/Refusal to Follow Instructions • Disrespectful Behavior • Dress Code Violation • Inappropriate Language • Tardy to Class • Unauthorized Food/Drink • Possession of Unauthorized Items • Student Incivility
Range of Dispositions	• Redirection • Reteach Expectations • Informal Conference with Student • Notify Parent(s) • In-Class Timeout • Conference with Parent(s) • Corrective Assignment • Silent Lunch • Teacher Assigned Detention • Loss of Privilege(s) • Reflective Assignment

Level 1 Behaviors and Range of Dispositions

Behaviors	• Repetitive (normally) Classroom-Managed behavior • Bringing nuisance and nonauthorized items on school property, to include but not limited to, electronic communication devices (e.g. electronic devices, skateboards, handheld computer games, toys, etc.) • Classroom disruption • Minor damage of school property or property of others • Refusal to follow directions • Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
Range of Dispositions	• Informal Conference with Student • Parent Notification/Conference • Counseling • Confiscation of Unauthorized Items • Test Invalidation • Loss of Privilege(s) • Special Assignment • Reflective Assignment • Administrator Assigned Detention • Restitution • Administrative Timeout • Removal from Class • Restitution • Exclusion from Extra Curricular Activities • Failure to Earn Carnegie Units (Absenteeism/Tardiness) • On-Site Intervention • Satisfactory Conduct Grade • Needs Improvement or Unsatisfactory Conduct Grade for Repeated Violations • Out-of-School Suspension (OSS) • Contacting Law Enforcement

Level 3 Behaviors and Range of Dispositions	
Behaviors	• Substantial or repetitive Level 2 offenses • Cheating/plagiarism or copying the work of another student • Criminal/delinquent acts of theft or attempted theft • Engaging in conduct that violates Student Discipline Policy relative to drug possession or use including inhaling (huffing) abusable glue, paint, or chemicals and possession of any type of weapon or item that could be considered a weapon • Joining or being a member of any gang, or recruiting students for gang membership, or engaging in any gang activity • Participating in any activity of an unauthorized organization or group which results in a violation of the Student Code of Conduct • Fighting or instigating a fight • Physical assault against anyone • Battery against anyone • Terroristic threat • Threatening bodily harm or property damage • Trespassing on school property after school hours for an unlawful purpose • Vandalism, damaging or destroying school equipment or school property or the property of any other individual on school property • Any other conduct considered by the principal to be substantially disruptive, to the point it effects the orderly operation of the school or school related activities

Range of Dispositions	• Parent Notification/Conference • Unsatisfactory Conduct Grade • Out-of-School Suspension (OSS) • Dismissal/Expulsion • Full Calendar Year Expulsion • Permanent Expulsion • Court Referral • Out-of-School Suspension (OSS) • Contacting Law Enforcement **Mandatory for Level III Offenses:** A teacher must remove from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public School Disciplinary Tribunal Act found in O.C.G.A. § 20-2-750, et. seq., in conjunction with Board Policy, will be used to determine appropriate sanctions.

DISCIPLINARY HEARINGS & APPEALS

Student Disciplinary Hearings

School administration can assign consequence of up to ten (10) days OSS. In such circumstances, the school director can assign ten (10) days of OSS, pending a disciplinary hearing in which the recommended consequence would be expulsion/dismissal from SCA. A Disciplinary Hearing Officer may impose suspensions or expulsions after a due process hearing to determine guilt or innocence.

A Disciplinary Hearing Officer will conduct disciplinary hearings. Disciplinary hearing procedures are governed by the State of Georgia Public School Disciplinary Tribunal Act (O.C.G.A. 20-2-750). A Disciplinary Hearing Officer will hear evidence concerning charges of misconduct that have been brought up against students which, if proven, may require greater than ten (10) days out of school suspension and up to a recommendation of permanent expulsion.

All hearings are recorded. Hearings are confidential and are not open to the public. Staff and student witnesses to a particular case may be requested and/or subpoenaed by the school to testify on the school's behalf at the hearing. The evidence presented during the hearing may be physical as well as testimony from witnesses. At the hearing the accused student or parent/guardian has the right to be represented by an attorney obtained at his/her own expense. If an attorney is going to represent the accused student, the school must receive notice at least one school day prior to the hearing to ensure that attorney for the school can be present.

The Discipline Hearing Officer will determine whether the student was or was not in violation of the Code of Conduct and/or was not upholding the school's Core Virtues and will determine the appropriate

consequences. Only the evidence the hearing officer regards as relevant to the charges in question will be considered in making a determination of whether a rule has been violated. The hearing officer can give the presented evidence whatever weight the officer thinks is warranted. The disciplinary hearing officer will review the student's records and determine if he/she is found guilty of the charges. Both parties are given the opportunity to make closing summary statements. The hearing officer may convene privately to decide the appropriate consequences. The hearing is concluded when the hearing officer reads their decision.

Student Disciplinary Hearing Appeals

Appeals may be brought to the SCA Governing Board by either party aggrieved (dissatisfied) by the decision of the Disciplinary Hearing Officer or a decision rendered pursuant to O.C.G.A. § 20-2-751.6 by notifying the school director, in writing, of their desire to appeal.

DISCIPLINE DISPOSITIONS, CODES & CONFIDENTIALITY

Discipline Disposition Definitions

- **Administrative Time-Out** – Temporary removal of a student from his/her regular classroom for the remainder of that segment/period/block. Student remains under direct supervision of school personnel; direct supervision requires school personnel are physically in the same location as the student(s) under their supervision.

- **Behavior Success Contract** - Behavior Success Contracts shall be in place over a ten (10) school day period. At the end of the contract period, the agreeing parties who signed the contract shall reconvene to determine if the student has performed within the provisions detailed therein or if the student should enter an additional contract term. A student shall only enter two (2) Behavior Success Contracts in any given school year. During any Behavior Success Contract term, if the student has not performed in accordance with their contract, they shall be recommended for dismissal from SCA. The student is still subject to all disciplinary procedures during the contract period, including eligibility for suspension or expulsion.

- **Detention** – Assignment of a student to a certain area of the school outside of regular school hours (before school, after school, on a non-school day) or the loss of privilege during the school day (i.e. -lunch detention). Parents/guardians will be notified in writing at least 24hours before the detention explaining the reason(s) for the detention and inform the parent/guardian that transportation will be their responsibility.

- **Dismissal/Expulsion** - The student loses the privilege of attending Savannah Classical Academy. A Disciplinary Hearing Officer or the Board of Directors may only impose

- **Informal Conference with Student** – An informal meeting with an administrator or school counselor as a result of a student's inappropriate behavior. The administrator or counselor will reiterate positive behavior expectations and go over the Code of Conduct and Core Virtues with the student.

- **In-School Suspension (ISS)** – Temporary removal of a student from his/her regular classroom(s) for at least half a school day. Student remains under the direct supervision of school personnel; direct

supervision requires school personnel are physically in the same location as the student(s) under their supervision. The parent/guardian will be notified for the reason(s) and length for the ISS imposed. Students assigned ISS shall be counted present and will be required to work on classroom assignments under the direction of the ISS personnel. Students serving ISS are excluded from participation in school-sponsored activities or events on the days they are assigned ISS. If the student is found to be in violation of the Code of Conduct and/or not upholding the Core Virtues and ISS is assigned as the consequence, the parent/guardian will be contacted by telephone and written notice of suspension will be sent home with the student or via email.

- **Out-of-School Suspension (Short-Term)** - Removal of the student from the school campus and exclusion from participation all school-sponsored activities or events on the days they

are assigned OSS; not to exceed 10 days. The school director or their designee will tell the student orally or in writing the allegations against them and give the student an opportunity to give their perspective. If the student is found to be in violation of the Code of Conduct and/or not upholding the Core Virtues and OSS is assigned as the consequence, the parent/guardian will be contacted by telephone and written notice of suspension will be sent home with the student or via email. School administration may suspend a student without notice of reason for the suspension or the opportunity to provide explanation if the student is intoxicated, under the influence of drugs, their presence otherwise poses a continuing danger to others or a significant disruption to the normal school operations. Students who are suspended are barred from all SCA campuses and related activities for the length of their suspension.

- **Out-of-School Suspension (Long-Term)** – Student loses the right to attend school or participate in school-related activities or events for more than ten (10) consecutive days.

- **Reflection** - A student is asked to take the time to write a reflection regarding his/her behavior, how he/she could behave better next time, upon which core virtue he/she should now focus, and write an apology to the teacher, a peer or the entire class. These reflections (illustrations and check boxes for K and 1st grade) allow time for the student to think about his/her behavior and "cool off" before rejoining the classroom discussion.

- **Therapeutic Removal of a Student** - A student may be sent home from school for therapeutic purposes. The principal or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class is not considered as suspension.

Discipline Codes

CODE 01: ALCOHOL
Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year. A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

CODE 02: ARSON
Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

CODE 03: BATTERY

Intentional touching or striking or another person to intentionally cause bodily harm.

CODE 04: BURGLARY
Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

CODE 05: COMPUTER TRESPASS
The use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.

CODE 06: DISORDERLY CONDUCT
Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

CODE 07: DRUGS (except alcohol or tobacco)
The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes prescription or over-the-counter medications that is not brought to the school's nurse.

CODE 08: FIGHTING
Mutual participation involving physical violence where there is no one main offender and intent to harm.

CODE 09: HOMICIDE
Killing of one human being by another.

CODE 10: KIDNAPPING
The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

CODE 11: LARCENY/THEFT
The unlawful taking of property belonging to another person or entity without threat, violence, or bodily harm.

CODE 12: MOTOR VEHICLE THEFT
Theft or attempted theft of any motor vehicle.

CODE 13: ROBBERY
The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

CODE 14: SEXUAL BATTERY
Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

CODE 15: SEXUAL HARASSMENT
Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

CODE 16: SEX OFFENSES
Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

CODE 17: THREAT/INTIMIDATION
Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

CODE 18: TOBACCO
Possession, use, distribution, or sale of tobacco products on school grounds, at school sponsored events, and on transportation to and from school.

CODE 19: TRESPASSING
Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

CODE 20: VANDALISM
The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

CODE 22: WEAPONS – KNIFE
The possession, use, or intention to use any type of knife.

CODE 23: WEAPONS – OTHER
The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

CODE 24: OTHER INCIDENT
Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).

CODE 25: WEAPONS – HANDGUN
Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. **NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun** [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

CODE 26: WEAPONS – RIFLE/SHOTGUN

The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107110, Section 4141]

CODE 27: SERIOUS BODILY INJURY
The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

CODE 28: OTHER FIREARMS
Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

CODE 29: BULLYING
Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

CODE 30: OTHER – ATTENDANCE RELATED
Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

CODE 31: OTHER – DRESS CODE VIOLATION
Violation of school dress code that includes standards for appropriate school attire.

CODE 32: ACADEMIC DISHONESTY
Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

CODE 33: OTHER – STUDENT INCIVILITY
Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

CODE 34: POSSESSION of UNAPPROVED ITEMS
The use or possession of any unauthorized item disruptive to the school environment; Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, pepper spray, matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges, etc.

CODE 35: GANG-RELATED
Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3).

CODE 36: REPEATED OFFENSES
Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

CODE 40: OTHER – NON-DISCIPLINARY INCIDENT
This code is used exclusively for the reporting Physical Restraint.

CODE 42: ELECTRONIC SMOKING DEVICE
Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

CODE 44: VIOLENCE AGAINST A TEACHER
Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

BUS CONDUCT & DISCIPLINE

Students are expected to behave in an orderly manner on the school bus at all times. The driver is in charge of the bus and must be obeyed. Riding the bus is a privilege provided to all students who can abide by the rules. If the rules are violated by a student, his/her bus riding privileges may be suspended or terminated. It is not our desire to remove children from buses; however, it is our responsibility to maintain safe, orderly transportation for all students. Please help us by reviewing the rules with your child and making sure they follow them. Behavior on the bus will also be considered behavior requiring disciplinary action during school hours as deemed appropriate by the school's administration.

CONFIDENTIALITY REGARDING STUDENT DISCIPLINE

Federal and state laws require SCA to protect the confidentiality of individual student information including any disciplinary action. In some circumstances, a student may be involved in a behavior incident that includes other students. SCA may not provide information to parents about disciplinary actions imposed on students other than their own.

AUTHORITY of SCHOOL LEADERS

The school administration is charged by the Board of Directors with the safe and orderly operation of the school. In case of disciplinary violations not covered explicitly by the Code of Conduct, school

administration will impose reasonable corrective measures which they believe to be in the best interest of the student involved and the school. Based on the circumstances and disciplinary violation, school administrators have the authority and discretion to impose consequences ranked higher or lower outside of the progressive discipline guidelines than indicated for each behavior. Under the supervision of the Director, school administrators will preserve the integrity of the disciplinary process at Savannah Classical Academy by modeling the Core Virtues and consistently treating students and their families with respect and professionalism.

AUTHORITY of SCHOOL TEACHERS

Teachers will have the authority to implement discipline in their classrooms that is consistent with the Savannah Classical Academy discipline policy. Teachers will utilize school administration to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom. A teacher shall have the authority to remove a student from his or her classroom who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. In such cases, the teacher will write a behavioral referral and the progressive discipline guidelines will be followed.

PARENT NOTIFICATIONS

COMPUTER & INTERNET ACCEPTABLE USE

SCA provides a full range of electronic resources ranging from the Internet to mobile handheld devices for SCA students. Use of all electronic resources must abide by the Acceptable Use Policy. Access to the Internet is automatically available to students. Parents have the option to restrict their child's access to online technology resources. Student access to the technology resources will automatically be provided unless the parent/guardian has submitted written notification to the Registrar that restricted access is requested.

PHOTO & VIDEO RELEASE

Unless otherwise indicated in writing, Savannah Classical Academy (SCA) and its agents, licensees, and authorized vendors can use, reproduce and publish any part or all of any photograph(s), audio, or video recordings of SCA students, for any and all purposes, including advertising in all forms, and in any medium, whether print, digital, or otherwise. Georgia law prohibits the use of a person's name or likeness for financial gain in any manner unless express consent is given, and this release constitutes such consent. This authorization shall remain in effect for the duration of my child's enrollment at SCA, or until SCA is otherwise notified in writing, provided, however, that any written notification revoking the above consent will be forward-looking only, and shall not apply retroactively.

NOTIFICATION of RIGHTS

The Elementary and Secondary Educational Act (2010), formerly known as No Child Left Behind (NCLB), requires school districts and individual schools receiving Title I funds to provide notices to parents and the public. The notices that follow is a non-exhaustive list.

1. District & School Report Cards:
    a. The ESEA requires each public-school receiving Title I funds to provide parents with a report on student achievement.
    b. Report must show aggregate information on the yearly progress of students in achieving academic standards and a comparison to state averages.
    c. Information on the district and schools' report cards can be found at http://gosa.georgia.gov/report-card.
2. Written Parental Involvement Policies:
    a. Schools receiving Title I funds must develop a written parental involvement policy in consultation with parents.
    b. Information on Title I parental involvement can be found on the school website.
3. Parent notification and involvement in development and review of Title I school improvement plan.
4. Parent Compacts:
    a. Signed contract between parent/teacher/students/administrator.
5. Title I Annual Program information meeting:
    a. Provide parents with current information as it relates to the Title I program requirements and resources.
    b. Annual Parent Survey
    c. Distribution of an annual parent survey for an opportunity for parents to provide feedback concerning activities and resources.
6. Limited English Proficient Students:
    a. Schools using Title III funds to provide services to English Learners (EL) students must notify the parents of EL-designated students, in English and the language they understand, that their child has been identified as EL and of their child's placement in an instructional bilingual or free-standing English as a second language program.
    b. Information on the English to Speakers of Other Language (ESOL) program can be found by contacting the Community and Family Engagement Specialist, contact information found on the SCA website.

PARENTS RIGHT to KNOW REGARDING TEACHER and PARAPROFESSIONALS QUALIFICATIONS

As required by federal law, the Elementary and Secondary Education Act of 1965 (ESEA), to let you know about your child's teachers' qualifications. It is your right to request the following information about your child's teachers' training and credentials:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived
- Whether the teacher is teaching in his or her field of certification
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please know that SCA is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child. If you wish to request information regarding your child's teachers' qualifications, please contact the school's Director.

GENDER EQUITY in SPORTS

Nondiscrimination Notice State law prohibits discrimination based on gender in the athletic programs of local school systems (Equity in Sports Act. Students are hereby notified that the Savannah Classical Academy does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints

concerning sports equity in this school system may be submitted to the sports equity coordinator.

HOMELESS STUDENTS NOTIFICATION of RIGHTS under the McKINNEY-VENTO ACT

The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. If your family lives in one of the following situations:

1. In a shelter, motel, vehicle or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations

or

4. Doubled up with friends or relatives because of a lack of affordable housing

Then the school aged children in your family have a right to:

1. Go to school no matter where they live or how long they have lived there
2. Continue in the school they attended before the family became homeless, if that is the parent's choice and it is feasible
3. Receive transportation to the school they attended before your family became homeless
4. Participate in school programs with children who are not homeless
5. Enroll in school without giving a permanent address
6. Enroll and attend classes while the school arranges for the transfer of any records or documents required for enrollment
7. Receive the same special programs and services as all other eligible children

Inquiries concerning educational services for homeless students in this school system may be submitted to the Homeless Liaison.

SECTION 504 PLANS

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school's Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

STUDENT PRIVACY NOTIFICATION of RIGHTS under the PROTECTION of PUPILS RIGHTS AMENDMENT (PPRA)

The PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;

3. Sexual 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 parents; 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 obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
    1. Protected information surveys of students;
    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.

STUDENT RECORDS & NOTIFICATION of RIGHTS under the FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Confidentiality of personally identifiable information (PII) in student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), and school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Another FERPA exception allows the district to release PII to those federal or state officials whose access authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student's records.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal that such information not be designated directory

information on the individual student, such information will not be considered confidential and may be disclosed upon request.

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's e-mail address;
4. Student's participation in official school clubs and sports;
5. Weight and height of student if he/she is a member of an athletic team;
6. Dates of attendance at school within the school district;
7. Honors and awards received during the time enrolled in the district's school;
8. Photograph and/or video; and
9. Grade level.

MULTI-TIERED SYSTEM of SUPPORTS (MTSS)

Multi-Tiered System of Supports is a regular education process for students experiencing problems of an academic, social or behavioral nature in school. MTSS involves an interdisciplinary group who works collectively to improve the delivery of instructional services to students as well as serves as a resource for teachers and other educators in the delivery of these services. Parents may be invited to participate in the meetings to discuss their child's MTSS status and in the development of interventions for their child. Parent participation is encouraged. The MTSS documents shall be placed in the student's permanent file and copies given to all involved. If an MTSS plan is utilized as a result of a discipline referral, parents shall receive a copy of the report and information on how to contact the director.

ASBESTOS in SCHOOLS

The 1986 Asbestos Hazard Emergency Response Act requires annual notification of any asbestos containing building materials within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, to minimize any hazard, an asbestos Management Plan has been developed. Each facility has an Asbestos Management Plan available for public viewing during its operating hours. This plan identifies all building materials which contain friable and non-friable asbestos, as well as its location. Throughout the system, the friable asbestos has been either removed or encapsulated. The school system has EPA certified asbestos management plan inspectors and compliance personnel. Mr. Coy Mosley is the AHERA Plan Manager for our system. If you have any questions, please call Maintenance and Operations at 201-5730.

STUDENT WITHDRAWAL

Parents should notify the school office at least one day before they plan to withdraw their child. This will allow time to complete the withdrawal form and necessary records. All textbooks and other resources must be returned to the school, and fines must be paid before records can be released.

NOTICE of NONDISCRIMINATION

Savannah Classical Academy not to discriminate on the basis of sex, age, race, color, disability, religious belief, or national origin in the educational programs and activities, or admissions to facilities operated by the Board. It is the express policy of the Board to comply with all laws and regulations relating to discrimination and harassment now in effect or hereafter enacted. SCA is expressly prohibited from subjecting any person to discrimination or harassment on the basis of his/her membership in a protected class by the following laws: Title VI and Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title I and Title II of the Americans with Disabilities Act of 1990; and Title II of the Genetic Information Nondiscrimination Act of 2008. SCA does not and will not tolerate discrimination against or harassment of our students or employees.