



2011-2012

## Student Handbook

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Principal

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This Agenda Belongs To:

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Homeroom Teacher: \_\_\_\_\_

Student Log-in: \_\_\_\_\_ (optional)

Study Island Log-in: \_\_\_\_\_ (optional)

Team Leader e-mail: \_\_\_\_\_

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## ADMINISTRATORS MESSAGE

*Welcome to Oglethorpe Charter School, where we have high expectations for academics and conduct. It is very important that you read and understand this student handbook. The entire staff is here to help you become the best student you can be. We expect every student to be respectful and exhibit good character on a daily basis. This in turn will help promote the mission below and allow Oglethorpe Charter School to progress towards being the top Georgia Middle School and one of the premier charter schools in the nation. I look forward to meeting and getting to know each and every student this school year. Have a great year!*

*Best Wishes,*

*Kevin Wall, Principal*

### MISSION STATEMENT

Partnering with parents and community to inspire students to **achieve** personal and educational excellence.

### VALUES

At Oglethorpe Charter School, we **value** parental involvement, innovation, respect, determination, effort, positive character development, caring for others and accountability.

### SCHOOL COLORS



LOGO RED  
**PMS 209**  
web 860038  
cmyk 0.100.34.53  
rgb 134.0.56



LOGO GRAY  
**PMS 425 (or 77% black)**  
web 5F6062  
cmyk 0.0.0.77  
rgb 95.96.98



SECONDARY GRAY  
**PMS 421 (or 26% black)**  
web C4C6C8  
cmyk 0.0.0.26  
rgb 196.198.200

### SCHOOL MASCOT

The Titan

### BLANKET WAIVER FROM OCS'S CHARTER

*Pursuant to O.C.G.A. §20-2-2065 and Georgia State Board of Education Rule 1 60-4-9-.04, the Charter School shall be waived from state and local rule regulations, policies and procedures and/or provisions of Title 20 of the Official Code of Georgia, other than the provisions of the Charter School Act of 1998. The charter school shall not be subject to the provisions of this title or any state or local rule, regulation, policy, or procedure relating to schools within an applicable school system regardless of whether such rule, regulations, policy, or procedure is established by the local board, the state board, or the Department of Education; provided, however,*

*that the state board may establish rules, regulations, policies, or procedures consistent with this article relating to charter schools. In exchange for such a waiver, the charter school agrees to meet or exceed the performance based goals included in the charter and approved by the local board, including, but not limited to raising student achievement, and will comply with all the requirements of the single statewide accountability system.*

**Note:** This student handbook serves as the official guide for day-to-day operations at Oglethorpe Charter School for 2011-2012 school year.



## POLICIES AND PROCEDURES

### A. ARRIVAL AND DISMISSAL:

Students are not allowed on campus prior to 7 a.m. Students must report to class at 7:15 a.m. Students arriving at school prior to 7:15 a.m. must report to the cafeteria or participate in Brain Train. Students arriving at school after 7:15 a.m. are to report to class. Students arriving after 7:30 a.m. are marked tardy and must report to the information specialist to sign in. Five tardies will result in the student being placed at a Level 3 on the discipline data base and a mandatory behavior SST.

See the OCS website for consequences related to chronic tardies to school. Late passes will be issued stating the reason for tardiness. Late buses are announced from the office and students are not marked tardy. If a student is tardy due to a late bus, the parent or guardian bringing the student to school must enter the building to confirm the late bus.

In case of inclement weather on a school day, please stay tuned to the local media for information on possible delays or closings. Oglethorpe follows the Savannah-Chatham County public schools directives.

Carpool students are to be dropped off at the Hastings Street entrance between 7 and 7:30 a.m. Students should not be dropped off until a teacher is on carpool duty at 7 a.m. Students arriving after 7:30 a.m. should be dropped off at the breezeway (bus/side) entrance. The Hastings Street and Stiles Street doors are locked at 7:30 a.m. **Students may not be dropped off at the Stiles Street entrance. Students found in violation will be given one verbal warning, and then tracked in the discipline database.**

Dismissal starts at 2:30 p.m. All carpool students must be picked up at the Hastings Street entrance. Students who are not picked up by 2:40 are placed on the YMCA bus to be taken to the YMCA after-school program. Parents will be charged \$10.00 per day. Students who leave early must be signed out by their parent/guardian in the main office (see Early Release).

**B. ATTENDANCE: SCHOOL HOURS ARE 7:30 A.M. – 2:30 P.M.**

School attendance and academic success are directly related. When students are absent from school, academic performance may suffer. **Parents must call the school at 395-5075 by 8 a.m. to report student absences.** Any time students are absent, parents may be contacted by the school to verify the reason for the absence if a phone call was not made to the school. A parent excuse explaining the reason for each absence is required when students return to school.

Excused absences include family illness, family hardships, personal illness, death of a family member, observance of religious holidays, orders of governmental agencies, participation in school activities, medical necessities or hazardous conditions, and other accepted excuses as qualified by school administration. Oglethorpe's policy is that each student is *allowed 5 excused or unexcused absences each semester* without penalty. After 10 total absences, students may be assigned to Saturday school or to summer school to make up the missed time.

Attending school is the responsibility of the parent and student. The parent must contact the school the morning of an absence and provide a written notice for all absences when the student returns to school.

Under O.C.G.a. & 20-2-690.1, students between the age of 6 and 16 are limited to five (5) unexcused absences per school year. When a student accumulates five unexcused absences in one school year, the parent or guardian will be notified of the student's status. After this notification is issued, each day's unexcused absence from school shall constitute a separate violation of O.C.G.A. & 20-2-0690.1.

A parent or guardian who violates the student attendance requirements is guilty of a misdemeanor and, upon conviction thereof, is subject to a fine not less than \$25 and not greater than \$100, and imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Oglethorpe reserves the right to have students who miss 10 or more days of school (excused or unexcused) to attend summer school to make up lost content.

Under O.C.G.A. & 160-5-1-.02, any grade 6-12 student shall have not less than at least one-half of the required 330 minutes of daily instructional time. Students must be present for 165 minutes of instructional time in order to be counted as present for that day.

Late arrivals to school and early dismissals from school should be limited to illness or emergency situations. Absences for any part of a day cause a loss of instructional time and could result in poor academic performance. Students who leave early must be signed out by their parent/guardian in the main office. (See Early Release and Tardies to Class).

**\*\*Tracking Process for Tardies to School (A.M. Class)**

A student is tardy when he or she arrives inside a classroom after the tardy bell (7:30 am). Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process. The following discipline database tracking will be entered by the assistant principal:

**Level 1:** On the 1st through 3rd unexcused tardy the student will receive as their consequence a silent lunch and no unstructured free time. The assistant principal will make contact with the parent or guardian on the first offense through Connect Ed.

**Level 2:** On the 4th unexcused tardy the assistant principal will assign the student an after-school team detention in which he or she will complete an action plan.

**Level 3:** On the 5th unexcused tardy, the student along with the parent/guardian must attend a 20-minute mandatory Student Success Team (SST) meeting that will be held the 3rd Tuesday of the month between 2:45 – 4:45. Please contact your child's grade level discipline team leader to schedule an appointment.

**Level 4:** On the 6th unexcused tardy, the assistant principal will provide the student and his or her parent/guardian with a discipline referral warning letter indicating non-compliance with the tardy policy. Additionally, the student and parent will receive an administrative office referral which will prohibit the student from participating in extracurricular activities such as non-uniform days, clubs, and non-academic grade level or off-campus field trips for a period of *four weeks*.

**Level 5:** On the 7th and 8th unexcused tardy, the assistant principal will provide the student and his or her parent/guardian with an administrative office referral which will prohibit the student from participating in extracurricular activities such as non-uniform days, clubs and non-academic grade level or off-campus field trips for a period of *nine weeks*.

**Level 6:** On the 9th unexcused tardy, the assistant principal will provide the principal and director of instruction with Level 1 – Level 5 documentation connected to the chronic tardies and make suggestions for additional consequences such as mandatory Saturday tutorials and/or summer school to make up the missed academic learning time.

**Level 7:** On the 10th unexcused tardy, the office receptionist under the advisement of the administration will schedule an administrative, parent, and student conference to discuss consequences for student chronic tardies.

**C. DEBTS:**

Students are expected to clear all debts in a timely manner or when withdrawing from school. All educational materials, including textbooks, library books, athletic uniforms, etc., are the responsibility of the student and must be paid for if lost or damaged. Students will be required to pay for any damage they cause to school property, including school buses. Report cards may be held for student debts owed to the school.

**D. DRESS:**

Students will dress in compliance with the dress code established by the administration. Student appearance and dress shall not adversely affect the welfare or safety of another or the right of another to work or study without interference. Student appearance and dress shall not create or promote disorder in the classroom. Uniform information is included in the Code of Conduct on pages 19-22. See OCS website for details.

**E. DRILLS/EVACUATIONS:**

**Fire drills** are held monthly to keep students familiar with the correct procedures. Fire drill exit plans are posted in each room. Students are to line up quickly and silently, and are to follow the teacher's directions. Tornado evacuation is practiced during the year. In the event of an emergency evacuation, parents will be notified about pick-up locations.

**F. EARLY RELEASE:**

Picking up students before the school day has ended is discouraged. However, when early pick-up is necessary, students may be signed out by a parent or guardian, who may be asked to produce photo identification by school personnel. A note signed by a parent is required for students being picked up by anyone other than a parent or guardian. Students may not be released to anyone under age 18.

**G. ELECTRONIC COMMUNICATIONS: INTERNET RESPONSIBILITIES FOR STUDENTS**

**Oglethorpe Charter School Internet Use Agreement**

Oglethorpe Charter School is pleased to offer students access to the Internet through the district computer network. The Internet is a network of information sites available through the use of a computer. Students must have teacher permission to access the Internet. The integration of technology into the teaching and learning process will further the school's and district's educational goals and objectives. Oglethorpe Charter School respects each family's right to decide whether or not to deny access. Any parent/guardian who would prefer not to have his or her child access the Internet should notify the principal in writing.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are public in nature, and school personnel may review them at their discretion. General school and district rules for behavior and communications apply.

Network storage areas may be treated like school lockers. The system coordinator and network administrators may review files to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Oglethorpe Charter School's computers.

1. Do not exchange login information with anyone.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.

3. Reading or sending personal e-mail from any computer is prohibited. Students should have no expectation of privacy for any opened e-mail files.
4. Treat information created by other students as the private property of the creator. Respect the privacy of other students.
5. Respect copyrights.
6. Use the network to access only educationally relevant material.
7. Do not destroy or abuse computer hardware or software.
8. Remain on the system only as long as necessary to complete work so others will have opportunities to access the network and/or Internet.
9. Hacking\* into any system is prohibited and may result in expulsion and/or legal consequences.
10. Use of chat rooms, blogs, or social networking sites is strictly prohibited unless the user has been given explicit permission by the supervising teacher.
11. Altering screen savers and monitor backgrounds and icons is prohibited.
12. Do not post derogatory or damaging information about a teacher, student, staff member, or administrator.

The school reserves the right to remove a user's privileges and/or apply the discipline code if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

\*Hacking - This may include but is not limited to attempting to breach any security in place such as accessing secured data or other people's data, interrupting operation of a computer and/or network, stealing data or programs, pirating software, accessing other(s)' files, another student's or teacher's logins and/or disk space.

#### **H. EMERGENCY CLOSING:**

In case of severe weather, we will follow the directives of the Savannah-Chatham County Public Schools.

#### **I. FOOD POLICY:**

Food, drink, and candy in classrooms (except during lunch or at teacher discretion), hallways, restrooms, or on the school grounds is prohibited. Chewing gum in the building or on the campus is prohibited. Students are permitted to have water in the academic setting. However, the water must be free of flavorings, dyes, etc., and be contained in a clear/transparent water bottle. Students found in violation of the food or gum policy will be asked to throw the items away; failure to do so will result in student being tracked at level 1 or in the next available database entry.

#### **J. OFF-LIMITS AND DESIGNATED AREAS:**

The designated play area is the field on the Gwinnett Street side of the school. The following areas are off limits to students:

- Faculty parking lot off Stiles Avenue
- The bus loading/parking area on the side of the school
- The cafeteria loading dock
- Utility closets

- Faculty lounge
- Electrical closet
- Storage areas
- Behind teachers' desks or media center desk without permission
- Any unauthorized area determined by administration

**Students are not allowed to talk to anyone outside the school fence or permit any person into the building or onto the property.**

**K. STUDENT RECORDS:**

The administrator of Oglethorpe Charter School is the legal custodian of all student records. Students and parents/legal guardians will have access to the student's school records. School records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, and guidance counselor or school psychologist for his/her own use, and which are not made available to others, are exempted from the definition of school records. The school will maintain student records in a confidential manner and will comply with all state and federal laws, including the Family Educational Rights and Privacy Act, concerning the publication and dissemination of student records.

**L. TARDY TO CLASS:**

Teachers must provide passes if they cause students to be tardy. When students are tardy to class five times in a semester, they will receive a sequenced detention. If they are tardy 10 times to class in a semester, they will receive an office-referral detention. Passes for classroom tardies are not issued from the office except in emergency situations. **Note:** There will be two *separate sections* located at the bottom of the template for either the teacher and/or administrator to record an individual student's dress code violations and tardies. It is the responsibility of the parent to remain aware of dress code violations and tardies.

**M. VISITORS:**

All visitors must report to the main office to receive a visitor's pass. Prospective students may make an appointment to visit the school and will be assigned a student guide. Visits are typically 3 hours or less. Parent visitations to highlight certain programs will be planned, and individual parent visitations in classrooms are encouraged. Classroom visitation passes must be signed by an administrator and are available in the office.

## ACADEMICS

Oglethorpe Charter School serves students in grades six, seven, and eight. The school is an official Core Knowledge School. Oglethorpe's teachers also are trained in the Georgia Performance Standards and have correlated the GPS with the CK curriculum. The Core Knowledge sequence is a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science, and the fine arts. It is the basis for more than 80 percent of our curriculum, providing a solid, cohesive foundation of learning while allowing the school to meet the individual needs of our students. Parents can find more information at <http://www.coreknowledge.org/CK/index.htm>. Parents may find information about the Georgia Performance Standards at <https://www.georgiastandards.org>.

All students take classes in reading/literature, writing/grammar, mathematics, science, and social studies. Special classes are offered in wellness and fitness, art, band, skills for adolescents, technology, drama, chorus, and Spanish.

In addition to the regular curriculum, all students will receive:

- Character education
- Instruction in study skills, test-taking, note-taking, and time-management
- Learning styles assessment
- Twenty minutes set aside each day to read in reading classes
- Specialized instruction for students not meeting standards in reading and math
- Enrichment opportunities for students exceeding standards in reading and math
- Career/college readiness for all students through Georgia 411.

Oglethorpe students participate in the district Social Studies Fair in 7<sup>th</sup> grade and in the district Science Fair in 8<sup>th</sup> grade, as well as in many local, district, and state writing competitions. To assist students with research, please go to the [oglethorpecharter.org](http://oglethorpecharter.org) website, click on "For Students," and go to the tab that reads "Students On-Line" to find links to research publications as well as directions for citing sources.

**Gifted and talented students** are served primarily through the cluster model by gifted-certified teachers. They are required to participate in at least one major enrichment opportunity each year, and to document this participation on a triptych to be shared at a spring event for gifted students.

**Exceptional education students** will be served through the inclusion and/or resource model. The goal of the Exceptional Child Education program at Oglethorpe Charter School is to assist students in meeting their educational objectives and needs as described in their Individual Education Plans (IEP) and to help them master the Core Knowledge and GPS curriculums. The Pull-Out Model is used sparingly on an as-needed basis. **Additional support is given as needed in the form of classroom modifications, testing modifications, social/emotional consultation, speech therapy, and occupational therapy.**

### A. GRADING SYSTEMS

The following grading system has been adopted by Oglethorpe Charter School:

- A - 90-100.....Excellent
- B - 80-89.....Above Average
- C - 73-79.....Average
- D - 70-72.....Below Average
- F - below 70.....Failing

**Components of a Student’s Grade**

The following weighted categories of work contribute to the student grade in each subject area:

Class work	40%
Homework	10%
Quizzes	20%
Tests/Projects	30%

In an effort to ensure student success, each teacher will offer an afternoon tutorial each week. The tutorial schedule will be sent home in the Wednesday information packet.

**B. HONOR ROLLS**

High Honor Roll - GPA of 95 or higher in all subjects with no grade less than 90. Honor Roll – GPA of 90 or higher in all subjects with no grade less than 85. AB Honor Roll – GPA of 80 or higher in each and every class. Honor rolls may be published in the quarterly newsletter and the local newspaper.

**C. GRADE REPORTING**

Report cards are sent home every nine weeks. Report cards must be signed by the parent/guardian and returned to the teacher. Mid-term progress reports are issued at the mid-point of each nine weeks. All school forms including report cards and mid-term progress reports must be signed and returned. These reports are sent home in the Wednesday folders. Grades will be posted weekly, and parents will be notified if students have a GPA below 73.

**D. CARNEGIE UNITS**

Students who successfully complete Math I, 9th-grade composition and literature, and/or Spanish I will receive one high school credit (Carnegie Unit) per subject. Criteria for admission into a Carnegie Unit-earning class include:

- 85% -90% GPA in applicable course content
- Teacher rubric that includes satisfactory conduct, attendance, homework completion, attitude/cooperation and motivation
- “Exceeds” on CRCT or stanine of 8 or 9 on ITBS in appropriate subject
- Screening/placement test if applicable
- Parent/student contract

To continue in a Carnegie Unit-earning sequence, students must maintain an 80% average in the course at the end of the first semester, and have satisfactory rating in behavior, motivation and effort. Students who have a grade of 75 or less may be placed in an 8th-grade course without high school credit.

## **E. COMPETITIONS**

Oglethorpe Charter School encourages students to enter a number of academic competitions, which may include:

National Geographic Geography Bee

District Spelling Bee

Social Science Fair (7<sup>th</sup> Grade)

Science Fair (Mandatory for 8<sup>th</sup> Grade; Optional for 6<sup>th</sup> Grade)

Odyssey of the Mind

Media Festival

Page Academic Bowl

Young Georgia Authors, Fair Bear and "If I Were Mayor" Writing Competitions

## **F. HONOR SOCIETIES/LEADERSHIP**

Oglethorpe Charter School students may be selected to become members of the following honor societies and/or leadership positions:

National Junior Beta Club

National Junior Honor Society

National Association of Student Councils

Tri-M Music Society

Each organization has admissions criteria available for parent or student review on the website or by request through the office. Students in leadership societies are held to a high standard and may be removed if grades, discipline or lack of participation issues warrant.

## **G. MONTHLY VIRTUES**

The Oglethorpe Charter School community is encouraged to practice virtues throughout the school day.

## **H. ASSIGNMENTS/HOMEWORK**

Homework for reinforcement, practice, and extension of the learning process is encouraged on a daily basis. Homework assignments will come after guided practice in the classroom. *No homework is to be assigned during Thanksgiving holidays, winter break, spring break, or during standardized testing. Due dates for projects must be prior to major holidays. Each assigned project must have an exemplar displayed in the classroom when the project is assigned and during project completion.*

All assigned work should be turned in to the assigning teacher **only** during the student's scheduled class time. Written work is expected to be neat and legible. *Parents are asked to refrain from doing the student's assignments; however, as stated in item 13 of the family contract, parents are responsible for seeing that students complete and turn in homework assignments.*

All homework must be the student's own work. Copying another student's homework is considered cheating and will result in both students receiving a 0 on the assignment (level 2). Homework is accepted only on the due date, and homework may not be made up. In the event

of an excused absence, the homework deadline will be extended one day for each day's absence. Students with more than 5 missing assignments may not be eligible to attend extracurricular activities. Absence from school for illness or to attend a special school function does not excuse a student from the responsibility for completing assignments in and out of class. Homework assignments are posted on the Oglethorpe Charter School website, [www.oglethorpecharter.org](http://www.oglethorpecharter.org)

**I. MAKE-UP WORK FOR EXCUSED ABSENCES:**

Students who have been absent are responsible for meeting with their teachers on the day of their return to school to make arrangements for make-up work. Parents may contact the team leader to request work from the entire team if the student will be absent for several days. Tests must be made up within a five-day period. Make-up work and tests may be scheduled before or after school, or during lunch tutorials, and should not conflict with normal class schedules. Deadlines for long-term assignments, such as projects, term papers, and planned tests/quizzes are extended one day for each day's excused absence.

**J. HOMEBOUND STUDENTS:**

Students being served through the Savannah Chatham County Homebound services may attend school only with a doctor's medical release form. To attend extracurricular activities, student must have submitted all requested schoolwork.

**K. PLAGIARISM:**

Plagiarism is using the writing or ideas of another without proper citation. To avoid plagiarism, students should practice doing the following:

- Put in "quotations" everything that comes directly from the text, especially when taking notes. Properly cite the source of your information (see website for details.)
- Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it. Write out the idea in your own words.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

See the Code of Conduct for consequences of plagiarism.

**L. ACADEMIC CONTRACTS:**

Students missing more than 5 homework or class work assignments or any major project may be ineligible to attend special school functions or participate in non-uniform days. Students may also be placed on an Academic Contract, which will be monitored through progress reports and report cards.

**M. PROMOTION:**

Students at Oglethorpe Charter School must have a final passing grade in all core academic subjects to be promoted to the next grade level. Students failing one subject may attend summer school. If the class is passed, he/she will be promoted. Students failing more than one subject will not be promoted, even if they attend summer school, unless deemed appropriate by administration. Students may be retained only once; students may attend Oglethorpe Charter School no more than four years.

**N. ANNUAL AWARDS & RECOGNITIONS:**

In the spring of each year, Oglethorpe Charter School students are recognized for their accomplishments at special honors programs. Awards may include:

President's Education Award for Outstanding Excellence - Yearly High Honor Roll or Honor Roll for the first 3 quarters

President's Education Award for Outstanding Achievement - Students on AB Honor Roll, Honor Roll or High Honor Roll at least once during the first 3 quarters

Department Awards – Grade-level awards to students with highest GPA in each subject and students who show the most improvement.

Character and Leadership Awards – Students who exhibit virtues in and out of class.

Athletic Awards – Students selected by coaches for sportsmanship, academics, attitude and athletic contributions. Athletic Awards are given during fall and spring banquets.

**O. FIELD TRIPS:**

Field trips are wonderful opportunities for students to extend their learning outside the classroom. Teachers who sponsor school trips must notify all 3 administrators and are charged with the planning as well as the responsibility of safe and proper supervision of the group at the scheduled function and enroute to and from the location. Students will be given detailed field trip permission slips prior to a trip. These must be signed and returned. Oglethorpe Charter School offers grade-level field trips in a variety of price ranges throughout the school year. Students who become ineligible to attend field trips for disciplinary reasons may not be eligible to receive a refund for the cost of the trip. A good-behavior activity may be planned for students with no discipline infractions beyond level 1. Talent Blitz activities are available for students who have an overall 85 average, no report card grade below a 75, no discipline infractions beyond a level 1, and no more than 10 missing assignments. Field trips planned for members of leadership clubs may have higher criteria for behavior and academics. Please check with the club sponsor.

Students who have received an Office-Referral Detention and are ineligible for extra-curricular activities may attend academic field trips with parental supervision. Parents must pay any costs related to the trip and must supervise his/her student. Chaperones for field trips will be school faculty or staff members and parents of Oglethorpe Charter School students who are participating in the field trip. There will be one chaperone for every fifteen students. Please direct questions regarding academic field trips to the director of instruction.

**P. MEDIA CENTER:**

The Oglethorpe Charter School media center (MC) is open from 7:00 a.m. until 3 p.m. daily. Flexible scheduling is used in the MC. Entire classes, small groups, and individuals may use the MC on an as-needed basis. A teacher pass in the calendar section of a student's agenda book is required for an individual student to use the MC during school hours (class time or lunch).

Students may go to the MC between 7:15 and 7:30 a.m.\* without a pass. They may go directly from the cafeteria or Brain Train. However, they must show PROOF OF PURPOSE, if asked, after they leave the MC or enter the classroom. Proof of Purpose includes: (a) a dated temporary ID (These are dated every morning with the current date. Teachers should always check to make sure temporaries have the correct, current date.); (b) a dated receipt for a new ID or agenda or; (c) students must ask the media specialist to initial their agenda calendar as to what they did in the MC.

Allowable reasons to go the MC between 7:15 and 7:30 a.m. include: (a) computer use: AR, Study Island, research, print, or type; (b) to purchase either an ID (\$5), a lanyard (\$1), a ID case (\$1), a student agenda (\$7), a temporary ID (\$.50), or (c) to check-in/out books (when they do not see their reading teacher that day).

\*If students need to go the MC before 7:15 am for computer work, they need to write a note stating the reason and have it signed by Mrs. Nesbit or another administrator. ALL students are sent back to class by 7:30 am. NO students are allowed in the MC during announcements.

Teachers may send up to five students to the MC for book check-in/check-out during each period for approximately 10 minutes. With prior arrangement, teachers may sign up to bring entire classes or send small groups to the MC for research and/or computer use. Students may check out 2 books for a period of 2 weeks and renew them as needed. Fines are charged for late books at the rate of \$.05 per school day. Students may not check out books if they have an overdue book or if they owe a fine. Final report cards will not be mailed to students who have not returned all books or who have not paid all MC fines.

OCS maintains an acceptable-use policy for computers and technology. Use of the school's computer systems to obtain, download, view, print, or otherwise gain access to or transmit materials that are obscene, abusive, or otherwise objectionable will result in the loss of computing privileges and disciplinary action. See Page 7 for OCS School Internet Use Agreement.

**Q. TEXTBOOKS:**

The Core Knowledge curriculum does not have corresponding textbooks in all subjects. Textbooks are available in math, science, and language arts. A variety of texts are used in social studies. Classroom textbooks, if used, are available for checkout to all students. Students are responsible for payment if books are lost, stolen, or damaged. No books are replaced until payment has been received. Final report cards will not be mailed to students who have not paid for lost books.

**R. SPECIAL ACTIVITIES:**

Throughout the year, Oglethorpe Charter School plans a variety of activities for students and families. Some of those are:

- **Orientation** – This is held prior to the first day of school for all new students.
- **Open House** – In early fall, parents follow the student’s schedule, meet teachers, and hear classroom expectations.
- **8th-grade Parent Meeting** – High school representatives are invited to address parents and explain requirements for high school admission.
- **Arts Nights**- Band and chorus perform in the fall and spring; art is displayed in the spring.
- **Gifted Showcase**- Gifted triptychs summarizing the students’ enrichment activities will be on display and students will present evidence of their activities to invited guests.
- **Spirit Week**- Students may dress down all week during this Student Council-sponsored activity. Students must dress down in the theme of the day or be in uniform.
- **Talent Show**- Current students are invited to try out for and perform in a school wide show.
- **Poetry Slam** – Students write and perform their own poems for the student body.
- **Titan Time** – Each Friday, Oglethorpe students and staff engage in Titan Time or Focus Fridays – clubs, fitness activities, tutorials and assemblies that promote exploration, enrichment, remediation, and character development.

## STUDENT BEHAVIAOR AND EXPECTATION

The principal and assistant principal have the responsibility of enforcing the code of conduct. Oglethorpe Charter School has a zero tolerance policy for drugs, alcohol, and weapons. Students found with these items will be reported to authorities. An amnesty box is available in the breezeway for any student to dispose of objectionable items without penalty.

### CODE OF CONDUCT

Our Code of Conduct represents our vision, values, and expectations of behavior by everyone in the school community. All classrooms have posted universal rules and expectations aligned with the following four guiding principles:

- **I am responsible**
- **I am respectful**
- **I am prepared**
- **I feel safe**

At the start of school and throughout each school year, administrators, the counselor, the discipline team leaders, and the teachers will discuss proper school behavior with their students and will discuss with the students specific rules for each individual classroom. The following school-wide classroom rules/bus expectations will apply:

### OGLETHORPE CHARTER STUDENTS ARE...

- Are on Time
- Are prepared and have all necessary materials
- Are neat in personal appearance and follow the dress code
- Are respectful of others, self, and property
- Use appropriate language with no profanity
- Speak or leave their seats only with permission
- Drink or eat in class only with permission
- Listen to and follow directions
- Always do their personal best

**Note:** These nine classroom/bus rules and expectations are posted in every classroom.

### GENERAL SCHOOL RULES AND CONSEQUENCES

1. Physical aggression and horseplay (play fighting, pushing, shoving, etc.) are not allowed. (Level 3)
2. Politeness and respect for others is expected at all times. (Level 2)
3. Defiance and talking back will not be tolerated. (Level 3)
4. Profanity projected at a student (Level 3).
5. Profanity projected at a teacher or an adult (Level 6 or Level 7).

6. Clothing with offensive language or graphics is not allowed nor is clothing depicting drugs, tobacco, or alcohol. (Level 4 or higher)
7. All property should be treated with respect. (Level 2 - 5)
8. Students must carry their agenda books and aren't allowed out of class without their agenda and/or a teacher's pass. (Level 1 -3)
9. Selling and/or trading of objects, food, and goods by students are not permitted. (Level 1- 3)
10. No personal electronic equipment or "toys" (CD players/walkmans, portable DVD or mp3 players, **cell phones** or beepers) are allowed in school or on the bus. (Level 2, 3). Calculators, spell checkers, palm pilots, and laptop computers are allowed with teacher permission. \* Text messaging or using electronic devices while on school grounds (Level 2, 4 or 6).
11. While teachers may choose to have classroom pets, other animals are not to be brought to school without specific permission from the administrator. (Level 2)
12. Students must be in proper dress code. (Consequence will vary based on the student's previous dress code violation entry.)
13. Students will have academic integrity. (Consequences will vary; see number 3.)

\* **Note:** The student bears sole responsibility for security of these items. Oglethorpe Charter School is not responsible for lost or damaged electronic devices. Items will be confiscated and kept in the assistant principal's office for parent pick-up. (Level 2)

#### **SPECIFIC RULES AND CONDUCT**

Students of Oglethorpe Charter School are expected to obey the following rules of conduct. The Governing Board has adopted these rules and the consequences concerning these rules to address most behavioral situations for students of all grade levels. Situations not specifically defined will be addressed by the most appropriate category.

##### **1. CLASS ATTENDANCE**

Students will be in their assigned classrooms promptly at the beginning of each school day and/or at the beginning of each class period unless properly excused by the school administration. Skipping class will result in an office referral. Leaving campus without permission will be reported to the proper authorities. (Level 1 - Level 7)

##### **2. CONDUCT WHILE AT SCHOOL**

Students will not disrupt or interfere with the educational process. They will move in an orderly manner on the right-hand side while in the hallways and not loiter, congregate, or roam in off-limit areas. Students will maintain appropriate behavior while on school grounds, on buses, and during school-sponsored events. (The consequence will vary based on whether the student was on or off campus.)

##### **3. ACADEMIC INTEGRITY**

Students are expected to be honest. Students will not cheat. Oglethorpe Charter School considers cheating to be, *but not limited to*: copying another student's homework, class work, test, quiz, etc., letting another student "**borrow**" your work, and/or turning in reports, or asking

for or giving answers when taking tests, AR quizzes, or other on-line assessments. (Level 2- Level 4; see website for complete details.)

Using information copied or printed directly from the Internet or other reference sources without paraphrasing and citing the source constitutes plagiarism. When summarizing information, students are expected to rewrite the information in their own words. Students will receive training on how NOT to plagiarize. (See **page 12, letter K** for additional information). It is the parents' responsibility to ensure that students complete assignments without plagiarizing. Teachers will receive training and walk students through the process of completing all research assignments and/or projects.

1<sup>st</sup> offense – any student caught plagiarizing will receive a zero and must rewrite the assignment or redo the project. The highest grade given to the student will be a 70. The student will not be tracked in the DDB, but parents will be notified.

2<sup>nd</sup> offense – Any student caught plagiarizing a second time will receive a zero, must rewrite the assignment or redo the project. The student will attend a tutorial with the teacher who discovered the plagiarizing and receive additional training. The student will not be tracked in the DDB. Parents will be notified.

3<sup>rd</sup> offense – Any student caught plagiarizing for the third time will receive a zero for the assignment, and must rewrite the assignment or redo the project. There will be a mandatory parent-teacher conference and the student will be tracked in the database at a level 2.

**Note:** Students will sign the following honor pledge on all tests, quizzes, and major projects: "On my honor, I pledge that I have neither given nor received help on this assignment."

#### 4. RESPECT FOR PROPERTY

Students will show respect for school property and the property of others. Taking anything from anyone without permission is stealing. *Stealing will result in an office referral detention.* Defacing restrooms, walls, desks, or tables will result in an office referral and a possible referral to the principal for non-renewal of the family contract. It is the responsibility of the parent to pay for the repair or replacement of damaged and/or missing articles/property. (Level 2 - Level 7).

#### 5. RESPECT FOR PERSONS

Students will show respect to one another. Students will refrain from causing or threatening harm or personal injury to others on or off school property. Students will further refrain from creating disturbances, harassing others, writing on themselves or others, or instigating mistreatment of others. No student shall sexually, emotionally, verbally, physically or otherwise harass, intimidate, or bully (cyber bullying included) any student, school employee, or other person. Pushing, tripping, and hitting are examples of physical bullying. Teasing, mocking, threatening, taunting, spreading insults, and/or rumors, gossiping, and lies are forms of verbal bullying or harassment. Additional definitions and examples of bullying can be found on Oglethorpe Charter School's website-[www.oglethorpecharter.org](http://www.oglethorpecharter.org). (Level 2 – Level 7).

## FIVE TYPES OF BULLYING

- a. **PHYSICAL BULLYING.** Involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping and pulling hair, or any form of violence or intimidation. Physical bullying also involves the interference with another person's property such as damaging it or stealing it, or intimidating a person physically by blocking a student's path.
- b. **VERBAL BULLYING.** Involves speaking to a person or about a person in an unkind manner. Examples include: sarcasm, teasing, put-downs, name-calling, phone calls, spreading rumors or hurtful gossip.
- c. **EMOTIONAL BULLYING.** Involves behaviors that upset, exclude, or embarrass a person. Examples include: tormenting, threatening humiliation or social embarrassment, writing nasty notes, saying mean things using technology (e.g., *\*cyber bullying*) or intentional exclusion from games or activities.

**\*Cyber bullying** can be defined as the use of information and communication technologies such as the internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person(s). The willful, supportive, deliberate, repeated, or hostile behavior(s) by an individual or group that is intended to harm another person(s).

- d. **SEXUAL BULLYING.** Involves behaviors that single out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, or unwanted physical contact.
- e. **RACIAL BULLYING.** Involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs/skin color/accent/food choices.

**Note:** The administration will investigate all allegations of bullying and harassment. Oglethorpe Charter School is a character-education school and will not tolerate any forms of bullying or harassment. We do recognize that students of this age are prone to these behaviors, and we will consistently remind them that we expect them not to exhibit these behaviors. However, the administration and/or counselor mandates that any student who witnesses a student committing any of the five types of bullying while at school or during a school-sponsored event, immediately speak to their supervising teacher or request to speak with an administrator or their grade level discipline leader or member. A student should also inform their parent(s)/guardian(s) who can assist them in anonymously completing a blue incident form or contact the assistant principal. **Failure to do so may result in the student being tracked in the discipline database for passive participation.**

## CONSEQUENCES FOR BULLYING

A team or administrative consequence will be given to any student who has had two or more documented offenses of any of the five types of bullying in one school year. Additionally, the parent/guardian and the misbehaving student must attend a

mandatory 20-minute conference with the assistant principal and/or grade level discipline team leader on the third Tuesday of the month. When a bullying incident is inconclusive, a student and their parent or guardian will receive information after the assistant principal and/or designee has completed their investigation. A student and parent may request a follow-up site visit if they are not in agreement with the consequence. At that time, a decision will be made by the assistant principal as to whether the consequence will remain or an additional recommendation for review by the principal and/or Governing Board is needed.

#### **LANGUAGE AND CONDUCT**

Students will refrain from using profane or abusive language or gestures or displaying profane or abusive conduct at school or school-sponsored activities. Students will refrain from writing, reading, or listening to profane materials, including lyrics. (Level 4 – Level 7).

#### **PHYSICAL CONTACT**

Inappropriate contact, fighting, pushing, and/or hitting a person will result in a suspension for all participants. Students are directed to push an attacker away and immediately contact an adult. (Level 4 – Level 7).

#### **DRESS AND PERSONAL APPEARANCE**

Students will dress in compliance with the dress code to be established by the assistant principal and grade level discipline team. Basic standards for dress and personal appearance are that students be clean, neat, and modest. Student appearance and dress should not adversely affect the welfare or safety of another or the right of another to work or study without interference. Student appearance and dress shall not create or promote disorder in the classroom.

#### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

- a. When a student accumulates 5 dress code violations, the violation will be tracked in the next available team violation space within the discipline database.
- b. When a student accumulates 10 dress code violations in a semester, the teacher must submit an administrative referral to the assistant principal and the student must serve an Office Referral Detention the third Tuesday of the month from 2:45 p.m. – 3:25 p.m. Failure to attend may result in a suspension using the administrative progressive suspension plan (Level 3 – Level 7).

#### **ID BADGE PLACEMENT POLICY**

Students must wear IDs on lanyards around their necks at all times. Only the photo ID may be on the lanyard. Students may not cut, bite, erase, scratch out, write on, vandalize, or break IDs. Students may not attend off-campus field trips without an ID or ID replacement pass. A temporary ID can be purchased at a cost of \$.50. Regular IDs will be replaced for \$5. Replacement lanyards cost \$1. Students should report to the media center between 7:15 and

8:35 to purchase a new or temporary ID. However, a dress-code violation will be issued each day a student arrives to school without a properly displayed ID or money to purchase a new or temporary ID. Any student seen wearing a defaced ID may have the ID confiscated by any adult staff in the school and the student must replace the ID.

According to the family contract, it is the parent's responsibility to see that the student is dressed according to the established code and dress code policies. Chronic violation may result in 1-3 day suspension or request for non-renewal of enrollment contract (Level 6/Level 7).

## **DRESS CODE**

### **UNIFORM BOTTOMS**

Male students' pants or bottoms must be of traditional cotton style, solid khaki (tan), casual, full-length pants or knee-length shorts with no more than two pockets and made of standard uniform material (cotton and/or twill). All pants/shorts with belt loops are to be worn with a solid black or brown belt **without decoration**. Pants must be of appropriate size, be worn at the natural waist, and not drag the floor. The buckle can't be any larger than the school ID badge. Undergarments must not be visible.

Female student pants or bottoms must also be solid khaki (tan), casual, full-length, loose-fitting, and should contain no decorations or excessive number of pockets. Shorts, skirts, skorts and jumpers must have a finished hem. Undergarments must not be visible. Skirts and shorts may be no shorter than 3 inches above the knee in length and free of side pockets.

### **UNIFORM TOPS**

All female tops must be solid burgundy polo-style shirts **with a maximum of four buttons**, solid-collared blouse or solid turtleneck in burgundy. Female and male tops may have the OCS insignia, but no other ornamentation is permitted. Only white t-shirts may be worn underneath the uniform top. Long-sleeved solid white cotton shirts can be worn underneath the polo shirt during the winter months (must be free of logos/insignias).

No other T-shirt color is allowed. Shirts must be the appropriate size and clearly tucked *at all times*. **After the 10th dress code violation, the student may be tracked in the discipline database for defiance of Oglethorpe Charter School's dress code policies.**

### **SWEATERS**

Solid-colored sweaters must be burgundy or navy. Fleece vests or sweat shirts may be worn over uniform shirts.

### **SOCKS**

If socks are worn, they must be solid white, burgundy, navy or black, and must be free of insignias/logos. If students wear leggings, the skirt, skort or shorts must be no shorter than 3 inches above the knee. These dress code policies will be strictly enforced.

### **SHOES**

Flip-flops, sandals, beachwear, bedroom shoes, roller blade shoes, Croc-type shoes, or backless shoes are not allowed. High-heeled shoes are not allowed. **All shoes, including those worn during non-uniform days must be fully enclosed, laced, or properly tied and remain on throughout the school day.**

### **LIGHTWEIGHT JACKETS /HEAVY JACKETS**

Lightweight or heavy jackets, overcoats, or sweaters must be burgundy or navy and have *the OCS insignia visible on the front*. (See website for logo design.) All jackets must be unzipped while inside the school building. This dress code policy will be strictly enforced throughout the school year. Parents should label all clothing so that it can be returned to the owner when found.

### **HOODED JACKETS**

Any student found wearing non-approved hooded jackets, lightweight jackets or heavy jackets without the approved OCS insignia (or on their head at anytime) will receive a dress code violation. Students will not engage in behavior or adopt dress style or personal appearance suggestive of gang membership (i.e., hand signs and/or the writing of gang graffiti or symbols.)

### **NO INSIGNIA**

**INSIGNIA'S ON ANY UNIFORM TOP, BOTTOMS, SWEATERS, SOCKS, JACKETS, ETC ARE STRICTLY PROHIBITED EXCEPT DURING Non-Uniform Days** or if the insignia represents Oglethorpe Charter School. *Any student found to be in violation of the dress code policy will be asked to change into a school approved uniform or be tracked in the next available space within our dress code discipline database.*

### **HAIR**

Dyed hair must be of a natural color and hair styles may not be extreme (so as not to cause a distraction), as determined by an administrator.

### **STUDENT ACCESSORIES**

Student accessories must be conservative in nature. After one warning, any student found in violation of this dress code policy will be tracked in the dress code section of the discipline database for non-compliance.

### **JEWELRY**

Jewelry must be 20-inch or shorter gold or silver necklaces, small bracelets, and small earrings only. Visible body piercing that causes a disruption or interferes with the learning environment will not be allowed except for earrings.

### **BOOK BAG/BACKPACK**

Bags must have the contents clearly visible (see-through clear plastic or mesh). These items must not be larger than 8.5 X 11 inches thick and must be large enough to contain a regular-sized textbook. After a warning, any student found in violation of this dress

code policy will be tracked in the dress code section of the discipline database for non-compliance.

**HANDBAGS**

Any bag that is not mesh or clear plastic or does not meet the size requirement must be approved by the AP/head coach and/or after school supervisor. After a warning, any student found in violation of this dress code policy will be tracked in the dress code section of the discipline database for non-compliance.

**ATHLETIC/ WELLNESS/ FITNESS WEAR**

The athletic director and physical education department will provide your child with additional information regarding dress code requirements for their class or athletic programs; however, all activity clothing must meet the regular school day dress code policies. After a warning, any student found in violation of this dress code policy will be tracked in the dress code section of the discipline database for non-compliance.

**AWARDS AND/OR COMMENCEMENT CEREMONY**

All OCS students are expected to dress appropriately for awards/graduation ceremonies. Students wearing jeans, torn blue jeans, graffiti, t-shirts and casual apparel may be placed under contract by the AP.

**NON-UNIFORM DAYS**

Student non-uniform day attire must be consistent with SCCBOE/OCS Uniform Dress Code Policies.

***Note:** Oglethorpe Charter School reserves the right to inspect student book bags and clothing at any time if there is reasonable suspicion. Attendance at Oglethorpe Charter School by a student constitutes consent by both parents and students for such an inspection.*

**VIOLATIONS OF THE DRESS CODE POLICY**

The OCS administration has the right to request that the parent of a child who is in violation of the dress code policy purchase a solid burgundy or navy lightweight or heavy jacket with "Oglethorpe Charter School" or one of the two school logos embroidered on the jacket. Jackets are available from one of the OCS-approved locations or department stores. (See Our Website, Information For Students, Uniform Ordering Tab). After reasonable interventions, any student found in non-compliance of the dress code or jacket policy may be referred to the Principal for immediate removal from Oglethorpe Charter School. At a minimum, a parent or guardian of a chronic dress code or jacket-policy violator will be required to meet with the Assistant Principal or designee, during which time the student and parent/guardian will be suspended a minimum of one day and a maximum of nine days until they are in compliance with the dress code and/or jacket policy.

## **PURCHASING OF SCHOOL UNIFORMS**

Uniform tops and bottoms, heavy or light weight jackets with OCS insignias can be purchased from a variety of uniform stores or clothing departments in Savannah. Visit our website for further details – [Oglethorpecharter.org](http://Oglethorpecharter.org). Please retain all receipts in case items purchased ARE NOT part of the approved OCS uniform clothing.

### **APPROVED LOGOS**



### **UNLAWFUL BEHAVIOR**

Students will not engage in any criminal behavior. Students who are cited for committing illegal acts will be reported to the proper authorities. (Level 7)

### **PUBLIC DISPLAYS OF AFFECTION**

Physical display of affection distracts from the educational atmosphere and is prohibited on school premises or at school-sponsored activities. (Database entry level at the discretion of the assistant principal).

### **COOPERATION WITH PERSONS IN AUTHORITY**

Students are expected to follow the directions of all persons in authority. If a student disagrees with the authority, they are to respectfully ask permission to speak with their grade level discipline team leader about the issue or an administrator during classroom transition. They are not allowed to talk back, argue, and/or defy the authority. (Level 2 – Level 7).

### **WELFARE AND SAFETY**

Students will not carry, bring, use, or possess weapons, instruments, or dangerous objects where the actual or intended use of the instrument or object may be detrimental to the welfare or safety of students or school personnel. Any student who jeopardizes the safety or welfare of

others is subject to disciplinary actions imposed by proper authorities. (Level 7) An amnesty box is available at school in the 7<sup>th</sup> grade breezeway where students may deposit unsafe items without consequence.

#### **HEALTH**

Students will not possess, use, buy, sell, or trade alcohol, tobacco, illegal drugs, or other controlled substances or drug paraphernalia on school property, at school -sponsored activities or events, or in or on school vehicles. Students will not come on school property, come to school-sponsored activities or events, or be in or on school vehicles after having consumed alcohol or illegal drugs. Students will not misuse prescription drugs on school premises. All medicine, including over-the-counter medication, must be registered with the school nurse by a parent/guardian. (Level 7)

#### **GANG-RELATED BEHAVIORS AND DRESS**

Students will not engage in behavior or adopt dress style or personal appearance suggestive of gang membership (i.e., hand signs and/or the writing of gang graffiti or symbols.) Any student found in violation of this discipline policy will be tracked in the discipline database and placed before the Governing Board for immediate removal.

## DISCIPLINE STEPS AND TRACKING PROCEDURES

Student discipline is tracked by semester (1<sup>st</sup> semester = 1<sup>st</sup> and 2<sup>nd</sup> marking periods and 2<sup>nd</sup> semester = 3<sup>rd</sup> and 4<sup>th</sup> marking periods.) After the first semester, each student who is not on a discipline behavior contract or behavioral success plan will start with a clear discipline database. Those students who are on a behavioral contract or a behavioral success plan will meet with the assistant principal prior to beginning the second semester with a clear database.

However, Office-Referral Detentions will carry over from 1<sup>st</sup> to 2<sup>nd</sup> semester to determine loss of extra-curricular privileges. Records from the first semester will be kept on file for review, if necessary, in the second semester. Our goal is to foster self-discipline and respect for others. Students are given a number of opportunities to correct behavior. *The administration holds the right to assign any level of detention or suspension depending on the nature of the incident.*

Explanation of Discipline Steps and Tracking Procedures:

### TEAM LEVEL DETENTIONS:

**LEVEL 1 - LUNCH DETENTIONS** – Student will serve a *maximum of three silent lunch detentions* (1 per incident). During this time he or she may be asked to complete a blue incident form and refrain from talking with friends or moving from their designated time-out location.

**LEVEL 2 - AFTER SCHOOL TEAM DETENTION AND PARENT CONTACT** – Student will serve an after-school detention with a grade level teacher and must complete and sign the assistant principal (AP) action plan form. Parent will receive notification from the teacher and/or discipline team leader prior to the student serving the detention. Parents will need to contact the grade level team leader or grade level discipline team leader if they are unsure of the date or time and must sign the completed action plan. Failure to report to an afterschool detention after a second notice will result in an administrative referral.

**LEVEL 3 – AFTER SCHOOL TEAM DETENTION AND TEAM PARENT CONFERENCE** – Student will be assigned an after-school detention with a grade level discipline team leader. Parents will have a mandatory conference with the assistant principal and discipline team leader. The conference will focus on beginning or reviewing the student success plan or the SST process.

**Note:** Criteria for Level 1 – Level 3 team level detentions along with their consequences can be found on Oglethorpe Charter School’s website – [www.oglethorpecharter.org](http://www.oglethorpecharter.org).

### OFFICE-LEVEL ADMINISTRATIVE DETENTIONS:

**LEVEL 4 - OFFICE-REFERRAL DETENTION AND PARENT CONTACT** – A first office-referral detention will result in the student losing all extracurricular privileges for four weeks. The assistant principal will contact the parent to explain the violation and consequence. If necessary, the student will serve an in-house detention under the supervision of the grade-level discipline team leader until the parent is contacted.

**LEVEL 5 - SECOND OFFICE-REFERRAL DETENTION AND PARENT CONTACT** – A second office-referral detention will result in the student losing all extracurricular privileges for nine weeks. The assistant principal will contact the parent to explain the violation and consequence. If necessary, the student will serve an in-house detention under the supervision of the grade-level discipline team leader until the parent is contacted.

**DETENTION(S):**

The (AP) Office referral Detention is scheduled to be held the third Tuesday of the month, from 2:45 p.m. – 3:25 p.m. The administration reserves the right to assign detentions for any day of the week or replace the after school detention with another consequence such as inability to participate in unstructured free time (UFT), extra-curricular activities, clubs or dress down days. Office referral detentions may include on-campus work detail.

If a student misses an assigned Level 4 or Level 5 detention, they must make up the detention the following week. If the student misses the makeup detention, they will automatically receive an additional detention and be tracked at a Level 4 or higher in the discipline database. It is the responsibility of the parent/guardian to make contact with the receptionist if unsure of the pick-up time.

**Note:** Examples for Level 4 – Level 7 office referral administrative detentions along with their consequences can be found on Oglethorpe Charter School’s website – [www.oglethorpecharter.org](http://www.oglethorpecharter.org).

**ADMINISTRATIVE SUSPENSIONS**

**LEVEL 6 - SUSPENSION** – After two office-referral detentions, the next incident will result in an out-of-school suspension. The number of days will range from 1-3 days, depending on the nature of the incident. Any student suspended will be ineligible for grade-level field trips or good-behavior field trips for the entire semester. Also, students may be tracked in the SCCPSS Power School system, which may be viewed by administrators from throughout the system.

**LEVEL 7 - SECOND SUSPENSION** – The second suspension will result in a 4- 9 day suspension. It is the responsibility of the parent/guardian of the suspended student to pick up missed schoolwork during the suspension. Please call the receptionist in advance to arrange for work to be collected for pick-up. *More than one suspension in a semester may result in an administrative review of the student/parent contract, with a possibility of referral to the Governing Board for further action. Immediate removal from school is a possibility.*

**TRACKING PROCESS FOR VIOLATIONS/CONSEQUENCES**

The administration holds the right to assign any level of detention or suspension depending on the nature of the incident. Our goal is to foster self-discipline and respect for others. Students are given a number of opportunities to correct behavior. Students are constantly made aware of the class rules and are reminded of the consequences for violating class rules on a regular basis through private and group sessions with their student council, counselor and administration.

## **STUDENT DISCIPLINE REVIEW POLICY**

In accordance with this handbook and the Code of Conduct, repeated misbehavior results in progressively more serious consequences. Any student who has accumulated 2 or more office-referral detentions and/or 2 or more suspensions or a combination of 1 detention and 1 suspension will be subject to administrative review and possible referral to the Oglethorpe Charter School Governing Board.

### **DISCIPLINE REFERRAL WARNING**

Any other conduct considered by the principal and/or (AP) to be substantially disruptive - that affects the orderly operation of the instructional learning environment, school climate or school related activities - will be hand delivered by the student and/or mailed to the parent by the administrative secretary. (Level 7)

### **GOVERNING BOARD REVIEW PROCESS**

Prior to the Governing Board making a decision on whether or not a student should be permanently removed, or not receive an re-enrollment packet, each member will: (Ex: A substantially disruptive student)

- a) Review student's Individualized Educational Plan (IEP) or Academic Contract
- b) Review documentation of intervention strategies used by both the teacher and administration;
- c) Review record of all office referrals and/or suspensions of record from previous school and (OCS);
- d) Review student/parent contractual record and attendance record,
- e) Review a timeline of discipline database entries and any other information pertinent to the student and/or parent/guardian that can help the governing board reach a decision.

More than one suspension in a semester will result in an administrative review of the student/parent contract, with a possibility of referral to the Governing Board for further action. Immediate removal from school is a possibility.

### **AUTOMATIC GOVERNING BOARD ADMINISTRATIVE DISCIPLINE REFERRAL**

1. Misbehavior has caused a student or parent to be physically removed from the school grounds, the classroom, and/or off-campus activity at the request of the administration or supervisor in charge of students.
2. Truancy
3. Criminal/ delinquent acts of theft or attempted theft
4. Engaging in conduct that violates policy 1041 related 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

5. Terroristic threat.
6. Failure of Parent/Guardian and/or student to meet their family contractual obligation after repeated requests and/or reasonable interventions.
7. Student accumulates full (Level 1 – Level 7) database entries prior to the end of the semester or school year.
8. Cyber bullying a student, teacher and/or staff member that threatens their ability to teach, learn, or feel safe as verified by the AP or administration of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local board shall not be required to independently verify the nature or occurrence of the applicable conduct or any evidence relating thereto.

## STUDENT AND FAMILY SERVICES

### A. BUSES:

The bus schedule (time, place, etc.) is given at the opening of school and published in the local newspaper. Parents should contact the information specialist immediately to report a change of address. The change typically takes 3 to 5 business days to take effect.

Students experiencing problems on a bus should contact the assistant principal for help or request a blue incident form from their bus driver. In order to make the buses as pleasant and as safe as possible, please follow these rules:

1. All rules of safety as designed by school transportation department are to be followed.
2. Stay seated at all times.
3. Keep arms and head inside the bus window.
4. Outside of ordinary conversation, classroom conduct is to be observed.
5. Absolute silence is required at all railroad crossings.
6. The driver is in full control of the bus and the students. Riders must obey the driver.
7. The driver may assign seats to promote order on the bus.
8. Eating and drinking are not allowed on the bus.
9. Stand away from the roadway while waiting for the bus.
10. Wait for the driver's signal before crossing the road. Walk ten feet in front of the bus.
11. Bus riders must be on time. The bus cannot wait for those who are tardy.
12. School and bus rules apply to behavior while waiting for and leaving the bus.
13. Students are responsible for any damage to bus equipment.
14. Do not throw **anything** from the bus.
15. Electronic devices are not allowed on the bus.

Bus students reported for inappropriate behavior on the bus or while waiting for or leaving the bus stop may be disciplined. Oglethorpe Charter School's Code of Conduct applies to all students riding buses, and students will receive disciplinary actions relative to bus-incident reports. Please review the OCS website to review bus violations and consequences. (Level 1 – Level 7)

**Note:** Per Savannah Chatham County Public Schools and the Department of Transportation: Students who do not comply with behavior standards will have their privileges suspended and will not have them restored until a parent or guardian meets with the principal, signs a behavior agreement, and agrees to accompany the student on the first bus trip after privileges are restored.

**B. CAFETERIA:**

Conduct in the cafeteria is to be the same as that expected in any other eating establishment. Proper etiquette is expected at all times. The lunch period is a chance to enjoy the company of friends and to relax a bit, but this is a time when courtesy and consideration are especially important. Talking will be allowed during most of the lunch period, but quiet will be needed to facilitate cleanup and dismissal. Students are expected to walk quietly to and from the cafeteria.

Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. Loitering in the cafeteria, media center, technology lab, and hallways is strictly prohibited. Conduct in the cafeteria will determine which other rules may be necessary. Breakfast and lunch are served daily. Breakfast is served from 7:00 until 7:30 a.m. Students are to report directly to the cafeteria if they wish to eat. Students arriving at school after 7:30 a.m. **can be served breakfast only with the approval of an administrator.** Meals may be paid for in the cafeteria from 7:15 until 7:30 a.m. on the first school day of each week or daily in the cafeteria line.

Breakfast and lunch is available to every student for the price set by the Savannah-Chatham County schools. A reduced breakfast price is also available. Qualifying students will eat breakfast free of charge. IDs are required to purchase meals. Students with no IDS will be served a free snack.

Qualifying students will eat lunch free of charge. A snack machine is available to students only after they have eaten and only during their lunchtime. Students remaining on campus for school-sponsored activities may also use the snack machine (with permission).

**C. CLINIC:**

Oglethorpe Charter School has a fully equipped clinic with a nurse on duty. Students who become ill during the school day must obtain a pass from a teacher and report to the clinic. In an emergency, before 7:30 a.m. and after 2:30 p.m., students may go directly to the main office. No medicines (prescription or non-prescription, such as Tylenol, aspirin, Pepto Bismol, etc.) can be administered without a signed Administration of Medication form. Medications to be administered must be brought in their original container (no Ziploc bags). Medications must be brought in by an adult. Inhalers may be kept with the student but a prescription and a care plan must be on file in the clinic. Parents are encouraged to inform the school if students are on medications at home (in the event of an emergency, that information is often requested.) Students who are too ill to attend class must be promptly picked up by a parent or parent designee. Students are only allowed to stay in the clinic for one-half hour before a parent is called for pick-up.

**D. EXTRACURRICULAR ACTIVITIES:**

Throughout the school year, special activities will be planned for students. For after-school functions (ball games, dances, practices, field trips, etc.), parents will make all transportation arrangements prior to the event. Times for school functions are usually noted in the weekly newsletter or on daily announcements. **It is imperative that students be picked up promptly at**

**the close of an activity. Any student not picked up within 15 minutes of the established pick-up time will be ineligible to attend the next related activity.** Students not picked up promptly may be referred to campus police. Students who cannot obtain transportation for after-school activities at the designated pick-up times should not plan to participate. Any student that receives an office-referral detention or suspension is ineligible to participate in or attend extracurricular activities for four weeks for the first offense and nine weeks for the second offense.

#### **E. GUIDANCE:**

The guidance counselor is trained to help students grow socially, personally, and academically. Orientation programs, individual or group counseling, career education, and classroom guidance programs are provided. The counselor will occasionally refer parents to agencies outside the school system as the need arises. Special advisement programs are scheduled periodically. Students, parents, administrators, or teachers may request student guidance services. Parent/teacher conferences are scheduled by contacting the teacher or team leader. Messages may also be left through the school office, or sent directly to the teachers through e-mail. Permanent records and standardized test results are available for review by parents.

#### **F. LOST AND FOUND:**

All outerwear should include student identification. The lost and found is located in the appropriate grade level team leader room. Valuable items such as jewelry, eye glasses and wallets are secured in the office. Lost books and book bags will be identified and returned in a timely manner. Students are encouraged to bring only needed items to school. Large sums of money and personal items such as hats, toys, games, radios, stereo/musical equipment, phones, beepers, baseball cards, skateboards, etc., should not be brought to school. Neither teachers nor the school can accept responsibility for lost or stolen valuables. Students must secure all personal items at all times.

#### **G. TELEPHONE:**

Each classroom has phone for emergency calls. Emergencies include cancellation of after school activities and tutorials. Emergencies do not include forgotten homework, lunch money or IDs. All phone calls pertaining to student illness or injury must be made by the school nurse. Classes cannot be interrupted to deliver personal messages from parents. Messages are given to students through classrooms at the end of the day prior to dismissal.

#### **H. AFTER SCHOOL YMCA PROGRAM:**

Oglethorpe Charter School offers after-school care through the YMCA. Hours of operation are 2:40 – 6:00 p.m. daily. Parents must complete the enrollment form for this program. All students must have a completed YMCA form in the event they must be sent to the Y for after school care.

After-school care is provided by the West Broad Street YMCA – 1110 May Street – Phone 233-1951. The YMCA will provide transportation. There will be two pick-up times – 2:45 and 3:30 p.m. ALL students remaining on campus at 3:30 will be transported to the YMCA for parent pick-

up. **THIS WILL BE STRICTLY ENFORCED.** Cost - \$45 registration fee; \$50 weekly fee; \$10 daily fee. Any student who does not attend weekly or is not picked up on time will be charged \$10 per day (\$50 a week.) Students who are placed on the YMCA van for transportation are under the supervision of the YMCA and not the Oglethorpe Charter School administration or teachers.

**I. WEDNESDAY FOLDERS/WEBSITE:**

Oglethorpe Charter School provides every student with a folder that is sent home on Wednesdays. Included each week is a volunteer newsletter and notes from the principal. Committee meetings and special activities can be included in the mail out by providing information to the receptionist by FRIDAY prior to the Wednesday you wish the announcement to appear. Monthly calendars, report cards, progress reports, quarterly newsletters, and volunteer report cards also are sent home through Wednesday folders. Lost folders must be replaced for \$1.25.

Additional information, including homework assignments and messages from teachers, can be found on Oglethorpe Charter School's website – [www.oglethorpecharter.org](http://www.oglethorpecharter.org).

**J. GOVERNANCE:**

Oglethorpe Charter School has a 13-member governing board that includes elected parent members. There is a single slate of officers selected by a nominating committee. Parents each year vote on the remaining parent members in a May election. Two or more community members are selected by the Governing Board. Two faculty members are chosen by the faculty. The board meets monthly and all meetings are open to the public. Minutes are kept in the media center and are available for review on the website. A parent wishing to serve on the governing board should write a letter addressed to the nominating committee of the board at any time prior to March 1.

**K. PROGRAM EVALUATION:**

Each year, parents, students, faculty, and staff participate in a program review. Results of program surveys are discussed at governing board meetings.

**L. PTA**

Parents and teachers are encouraged to join the PTA for \$5. Families may join for \$10, \$15 or \$20 yearly and receive one hour of volunteer credit for each \$5 donation. Money will be used to provide funds for hospitality, teacher appreciation, and grade-level field trips and parties. Anyone desiring a leadership role in PTA should contact the principal.

## ATHLETIC ELIGIBILITY

Students must be academically and behaviorally eligible to participate in tryouts for athletic teams. Please refer to our website for official policies related to athletic eligibility. Policies also will be sent home in Wednesday folders.

To participate in tryouts, students must have a physical examination signed by a medical doctor or from the annual physical screenings sponsored by the CCBOE District Athletics Department. Physicals are valid for one calendar year. Students must also provide signed waiver/liability/authorization/family history forms available from the athletic director. Each year, athletes of the year are selected based on number of sports played, number of awards earned, grade point averages and discipline record.

Oglethorpe Official Athletic Policy is posted on the OCS website.

## EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Savannah-Chatham County Public School System does not discriminate on the basis of gender in its athletics programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator, Peggy Johnson, at 208 Bull Street, Savannah, Ga. 31401; phone: 201-5532. Policy 1068, Equity in Sports, can be found on the web page ([www.savannah.chatham.k12.ga.us](http://www.savannah.chatham.k12.ga.us)) under athletics for the Savannah-Chatham County Public Schools.

## COMMUNICATION BETWEEN SCHOOL AND FAMILY

Teachers will communicate with parents using the communication preference form during the school year as needs arise. To the best of our ability, contacts will be made to notify parents of achievements, improvement, or possible areas of concern.

Phone calls, letters, e-mails, and face-to-face conferences may be used to communicate. Mid-term progress reports and report cards are important ways of providing timely and meaningful information. The school will use ConnectEd to notify parents concerning tardies, missing work, excessive absences or school emergencies. Parents may arrange appointments for conferences with team leaders, individual teachers, counselors, or the administrators by telephoning the main office.

If parents have a concern, the first contact should be with the teacher. If the concern persists, contact an administrator. Please contact the director of instruction for academic concerns, the assistant principal for discipline concerns, or the principal for concerns of a general nature. Parents who feel that an issue is still unresolved after following this procedure may address concerns in writing to the Oglethorpe Charter School Governing Board. Meeting times are posted on the school calendar and publicized in the Wednesday parent newsletter.

## VOLUNTEER COMMITMENT

All families of Oglethorpe Charter School students are required to provide volunteer service to the school, 10 hours for single-parent families and 20 hours for two-parent families. Parents are responsible for creating a volunteer AMBIT account, located on the [oglethorpecharter.org](http://oglethorpecharter.org) website. Parents who do not have Internet access may request assistance by calling the office assistant at 395-5075. Volunteer hours may be earned by:

- Volunteering at the school
- Participating in scheduled school workdays
- Approved community service
- Planning and chaperoning extracurricular events and field trips
- Attending student performances, field trips, and athletic events
- Coaching sports teams
- Assisting with academic competitions
- Collecting Box Tops for Education
- Collecting aluminum pop tops from soda cans – these are converted to cash for the Ronald McDonald House
- Doing research for teachers
- Participating in class activities – guest lecturers, club leaders, etc.
- Providing Gifts in Kind – *requested* items may be purchased, receipts brought in, and one hour of credit given for each \$5 spent.

Keeping track of volunteer hours is the responsibility of the parent. When Box Tops for Education, or soda pop tops are brought in, they should be counted and labeled. The parent should record the hours on the AMBIT account. Volunteer report cards are distributed quarterly. Any discrepancies in hours should be reported to the office assistant.

Oglethorpe Charter School will use an on-line computer system to keep track of volunteer hours. To access the on-line registration, go to the school website at [www.oglethorpecharter.org](http://www.oglethorpecharter.org). Click on the k-12 Ambit link and follow the directions. Two parent conferences are a part of the family contract. These may be in person, by e-mail or by phone. Conferences DO NOT need to take place on conference day. They may take place at any time there is a concern. All conferences must be documented on the AMBIT database for accuracy.

## RE-ENROLLMENT PROCEDURES

In the event that a family (student or parents) is experiencing difficulty in completing the volunteer requirements, a hardship letter explaining the circumstances may be sent to the administrator for consideration. Some volunteer hours may be granted from the volunteer bank.

*The governing board will determine if a re-enrollment packet will be issued to the student under review for the next school year. If a student accumulates the established number of detentions or suspensions **after April 1<sup>st</sup>**, the parent will be notified and re-enrollment will be pending until further review by the Governing Board..*

**\*\*O.C.G.A. 20-2-2066 (c):** A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which such student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides, if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local board shall not be required to independently verify the nature or occurrence of the applicable conduct or any evidence relating thereto.

## EXPECTATIONS

### PARENT EXPECTATIONS

- Parents are expected to schedule all conferences. Please do not stop teachers in the hall or in classrooms before, during, or immediately after school hours without an appointment, as that time is reserved for planning and for the students.
- Class visits are always welcomed. Please sign in at the office to get a visitor pass and class-visit form.
- Parents are expected to send students to school daily, on time.
- Parents are expected to send students to school in dress code (All students must have the "Oglethorpe Charter School" embroidering on the front of the jacket or one of the two school approved logos.) Please visit our website for more details.
- Parents are expected to support the conduct code and assist their child in taking responsibility for his or her inappropriate behaviors.
- Parents are expected to complete all volunteer hours by May 1.
- Parents are expected to supervise homework and provide a place and time for homework to be completed.
- Parents are expected to provide school supplies or notify the school in the event this is impossible.
- Parents are expected to provide updated phone numbers and current addresses.
- Parents are expected to be courteous and professional with other students, other parents, teachers, administrators and staff members.

### TEACHER/ADMINISTRATOR EXPECTATIONS

- Teachers and administrators are expected to respond to parent inquiries *within 24* hours.
- Teachers and administrators are expected to enforce the dress code fairly and consistently.
- Teachers and administrators are expected to enforce the conduct code fairly.
- Teachers and administrators are expected to be courteous and professional with students, parents, and colleagues.

- Teachers are expected to enforce the “no movement” policy the first 10 minutes of the school day (7:30-7:40 a.m.) and the last 10 minutes of the school day (2:20-2:30), and the first and last 10 minutes of each class period.
- Teachers are expected to post homework on the website weekly, to allow time in class for students to record assignments in agendas, and to maintain current grades and provide progress reports if requested.

### **STUDENT EXPECTATIONS**

- Students are expected to complete and turn in assignments on time.
- Students are expected to treat teachers, administrators, staff, and other students courteously.
- Students are expected to comply with the dress code and the discipline code.
- Students are expected to refrain from opening the Stiles Street entrance door to parents or other visitors.
- Students are expected to report any concerns regarding students or teachers immediately to the principal, assistant principal or teacher and/or complete a blue incident form. Forms are available on line under parent/school forms.

What to do if...

You have a change of name, address, or home or work number...

*Call Information Specialist – 912 395--5075.*

You wish to send a fax

*Our number is 912 201-5077.*

You wish to request a conference with a teacher or the administrator...

*Call or e-mail the teacher or team leader, or leave a message with the administrative secretary - 395-5075.*

Your child is sick and you wish to pick up missed class work or homework...

*Call administrative secretary – 395-5075.*

You wish to volunteer...

*Call Office Assistant – 395-5075.*

You are having a problem meeting your volunteer commitment...

*Write a Hardship Letter to Mr. Wall.*

You wish to attend a Governing Board meeting ...

*All meetings are on our school calendars and are open to the public. Any visitor may speak at a specific time on the agenda for no more than 5 minutes.*

You wish to serve in a leadership position on a committee or board...

*Send your request in writing to the Governing Board. You will be considered by the nominating committee during the early spring, when elections are held.*

You have an emergency and must reach your child during the day...

*Call school secretary. Please note: Phones are not answered during the first 10 minutes and last 10 minutes of each day due to announcements.*

You wish to contact a Governing Board Member ...

*Call the school and leave a message for the board secretary. She will return your call within 24 hours if possible.*

## FAMILY CONTRACT

I/We, the Parent(s)/Guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Oglethorpe Charter School do hereby agree to the following:

1. I understand that this school is governed by a Governing Board, the majority of which are parents or guardians of students enrolled in Oglethorpe Charter School.
2. By my personal participation, I will assist the school in making learning a primary occupation for my child.
3. I will supervise my child's homework to ensure that all assignments are completed on schedule. I will not make excuses for late/missing assignments. I will establish a homework location in the home.
4. I will ensure that my child is dressed in uniform clothing in accordance with the dress code established by Oglethorpe Charter School. As stated in the student handbook, if my student comes to school out of uniform, I will bring my student the appropriate clothing as soon as I am contacted.
5. My child will be sent to school healthy, clean, rested and prepared to learn with proper supplies.
6. I will have two academic conferences by phone, e-mail or in person with my child's teacher(s) as requested. I will schedule conferences. Pop-in conferences are not appropriate.
7. I will volunteer my time according to the needs of the school, which are currently 10 hours per year for single-parent families and 20 hours per year for two-parent families, by agreeing to accept a fair share of the work to be done as directed by the Governing Board and/or Administration.
8. I understand that practicing civic responsibility is an important part of the learning experience at the school; therefore, I will provide or arrange for transportation for my child to school-organized volunteer community activities or I will provide reasonable notice to the school if I need assistance to find transportation for my child.
9. I understand that this contract is an agreement with all other parents in the school to support the faculty, staff and volunteers as they work to help me make my child a productive, cooperative member of the school and community.
10. I understand that after reasonable interventions with regard to discipline and academics have been attempted without success, the Governing Board has the authority to expel or recommend that a child be withdrawn from Oglethorpe Charter School if the following circumstances occur:
  - a. Student's behavior violates the Conduct and Discipline Code which I have read and I understand; and/or
  - b. The parents or guardian fails to take responsibility for the conduct of the student or fails to cooperate with the school in efforts to correct the student's behavior.

- c. The student consistently fails to turn in homework, projects, or prepare for tests, preventing reaching maximum academic potential.

I understand that any student suspended or expelled from a charter school is entitled to enroll in a public school in the district in which the student resides so long as the student would not have been subject to suspension or expulsion under the disciplinary policy of the local school system for the conduct which gave rise to the suspension or expulsion.

- 11. I understand the policy of Oglethorpe Charter School is to promote students from grade to grade based solely on academic performance.
- 12. I will keep the school informed of a phone number and address where I can be reached during daytime hours, and be immediately available to come to the school if requested.
- 13. I will see that my student attends tutorials, if needed.