

# The Academy for Classical Education

## Expectations of Conduct for all ACE Scholars

*We are not reading books merely to check off a list or to be able to say we have read them. We are reading to grow as persons, to know more that we may understand more, and ultimately, it is hoped, to act according to our greater wisdom. Karen Glass*

Welcome to a new school year filled with new opportunities!

In 2014, we established a vision of a school where teachers could teach and students would learn. We have made great progress in making this vision a reality. No matter where we go, the first thing people most often comment upon is the amount of work we give! We don't deny it! Like our writer above, we know that the more we read, the more we learn, the better the opportunity for us to become the people we are meant to be.

We know that in order for young people to meet their full potential, they must be well-read, able to articulate their thoughts and ideas, and able to control themselves in all situations. Learning self-control is a habit that we develop over the years when we find ourselves making a mistake and having to face the consequences. In order to help all of our ACE Scholars and their family understand the expectations we have for one another, we provide this Handbook which also contains our Code of Conduct. The Code of Conduct very specifically provides information on behaviors that we see as problematic and the consequence. Even more importantly, it is very important for students to understand that their behaviors-good and bad- impact others. Our youngest Scholars watch our older Scholars and are in awe of them. That is a weighty mantle to carry! At ACE, we do expect the best from everyone. We ask all ACE Scholars and their parents to review this Handbook and Code of Conduct so that they too, understand our expectations.

We make no excuses for saying that we do expect our Scholars to behave to the best of their ability. We expect that of ourselves as well. We expect all who enter the doors of ACE to be the best version of themselves; to work with diligence and honor; to respect themselves and others; and to seek truth goodness and beauty in all things. When we all adhere to these expectations, the ACE world truly is a better place.

Please remember that ACE came about because there were parents in this community who agreed with us that there could be a better way to educate children. Parents who believed that as parents it was their job to parent, and the school's job to educate. When both parties hold up their end of the agreement this works well. That is why we invite parents to volunteer at ACE. We want our ACE Scholars to see that their parents believe in the work they are doing and see the value in learning. When the school and the parents are on the same team, wonderful things happen for students!

***Here's to a great 5th year!***

Laura Perkins  
Complex Principal/Founder

Esterine Stokes  
Chief Academic Officer/Founder

## Expectations of Conduct of ACE Parents

If you are new to ACE as parents, WELCOME! If you are returning parents, WELCOME BACK! Those who have been with us know that our parents are truly the key to any success that we have had. Research shows that parents who work hand-in-hand with the school and provide visible support, tend to have children who are involved in their school life as well. Please get involved here at ACE. We ask all families to volunteer 20 hours each year. Most do far more than that! This is a wonderful way to meet other families and form life-long friendships. It is also a way for you to know who your children are friends with!

With that said we would like to give a few reminders to parents:

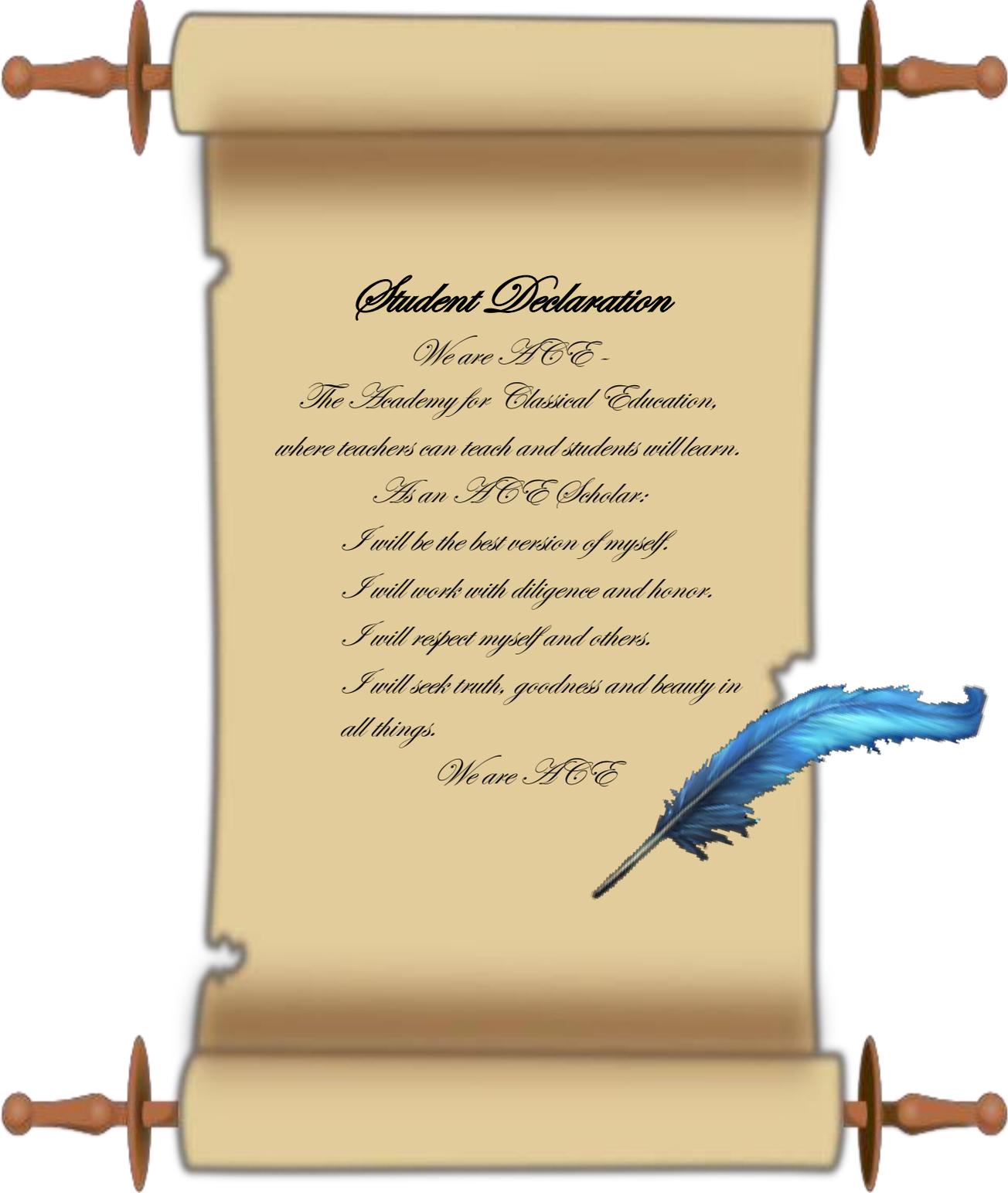
- ✓ The rules we have in place for traffic are for your safety as well as ours. Please be respectful of our traffic directors. Getting upset with them because the line is long during pick up or drop off will not make the line go faster. Please remember that it is a tough job to stand in the heat, cold and rain to ensure that you and your children are safe when coming and going from school. Please be respectful of our traffic directors.
- ✓ The same is true for our front office personnel. If you have been in our front office during the day, you know that Mrs. Lumpkin, Ms. Patterson and Mrs. Fussell always greet everyone with a smile and move heaven and earth to help anyone who enters the building. The same is true for our After School Director, Mrs. Becca Prather. None-the-less, we have had individuals over the past year, who - for whatever reasons - take their wrath out on these individuals. If you are angry, frustrated or upset about something or someone, PLEASE ask to see an administrator and talk with them rather than venting on these fine ladies.
- ✓ The vast majority of our students depend on our parents to get them to school on time each day. Please help us with this by having your child in his/her classroom at the correct time. Remember that students in grades 6-11 must be ready to start work at 7:45 a.m. and students in grades K-5 must be ready to start work at 8:00 a.m. When a student arrives after this time it is very disruptive to the classroom environment. We truly depend on our parents to help us instill in our students an understanding of the importance of punctuality.

Please remember that ACE is a school of choice. In 2014, we shared our vision with this community and seemed to have an overwhelming number of individuals who supported the structure and rigor. The rules we have in place have remained the same for each school year as have the academic expectations. We expect that our students will arrive each day in their uniform (from head to toe), wearing their ID, with their completed homework, ready to work hard and learn. We need YOUR help in getting them here in their uniform (from head to toe), wearing their ID, with their completed homework. We will take it from there.

Last, we do tend to be rule oriented. Please know that in the event your child is disciplined here at school, no one else will be made aware of this discipline other than you and possibly the teacher(s). Your child and you have a right to privacy in regard to discipline and whatever transpires with your child or anyone's child, will be a private matter. That will not stop others from talking but you can be assured we value your child's privacy just as we would not share with you the discipline given to another child.

Mrs. Stokes, Mrs. Relyea and I along with our counselors, Mrs. Peterec, Mrs. Mitchell and Mrs. Jones, stand ready to assist you in any way that we can. Please call on us if you need us!

Laura Perkins

A scroll with wooden handles and a blue quill pen. The scroll is unrolled, showing text in a cursive font. A blue quill pen is positioned on the right side of the scroll, pointing towards the bottom right.

## *Student Declaration*

*We are ACE -  
The Academy for Classical Education,  
where teachers can teach and students will learn.*

*As an ACE Scholar:*

*I will be the best version of myself.*

*I will work with diligence and honor.*

*I will respect myself and others.*

*I will seek truth, goodness and beauty in  
all things.*

*We are ACE*

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# General Information

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## **Mission:**

The *mission* of the Academy for Classical Education is to build the foundation of knowledge and critical thinking skills necessary for children to become independent learners for life.

## **Beliefs:**

At ACE we believe the following:

- Students in Bibb County WANT and DESERVE a rigorous, structured educational experience.
- By fully developing the life of the mind, students will become better citizens, better consumers, and more involved in the community and the world in which they live.
- If we expect the best and demand it, we will get the BEST results.

## **Goals:**

ACE will be committed to continuous improvement based on six school-wide goals upon which all decisions will be made:

1. To protect and ensure the integrity of the teaching/learning environment.
2. To ensure that all financial expenditures and human resources decisions align with preserving the integrity of the teaching/learning environment.
3. To provide a rigorous, relevant educational experience for all ACE students in a student-centered environment that encourages students to think and analyze the experiences they encounter, and to develop life skills that will enable them to be creative, self-directing, productive members of the Macon/Bibb County community or any setting in which they may find themselves.
4. To provide a holistic educational experience for all ACE students, making sure that the individual skills of each student is fostered and allowed to grow.
5. To utilize all resources both inside the school community as well as the Macon/Bibb County community to bring innovation and expertise to the learning process for ACE students.
6. To encourage parents to participate in the ACE experience by providing opportunities for volunteerism and other parental/family leadership roles.

## **Mascot:**

The GRYPHON has many similar characteristics to ACE. First and foremost, the dual nature of the gryphon (upper body of an eagle, lower body of a lion) is symbolic of the dual nature of ACE as a charter school, because charters are the very best combinations of both public and private school.

In Greek mythology, gryphons guarded the gold of the Hyperboreans. At ACE, we will guard the incredibly valuable ACE Scholars and work to increase that wealth through rigor and discipline.

Legend has it that the gryphon was incredibly **intelligent**. Our ACE Scholars will be known for their **intelligence and academic achievements**.



To the Romans, gryphons were symbols of **strength** and **intelligence** and their figures were often used to guard homes. Even today people use the symbol of the gryphon in the stonework or on concrete pillars as if to appear to guard the entrance of a building.

In the modern world, the picture of the gryphon is used as the insignia for many major corporations and sometimes for college sports teams, because of the qualities associated with this creature: **nobility, leadership, courage, loyalty, and majestically terrifying if challenged**, just the qualities we believe those at ACE should aspire to have.

And in the final analysis, we hope that the symbol of the gryphon will motivate all of us associated with ACE that when confronted **with adversity we will fly above it**, and when that is not possible, **will confront it squarely**. Just like the formidable gryphon, **we will always be loyal to those who care for us**.

THAT is why we have selected the gryphon as our mascot!

**School Colors:** Royal Blue, Hunter Green & Gold (as shown in our crest)

## ADMISSION POLICY

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The application of any eligible student who agrees or whose parent agrees for the student to be bound by the expectations and requirements of ACE will be accepted and that student admitted if there is space available. If the number of applications received for a grade level during the admissions period exceeds the available number of openings, then all applications for that grade level will be placed in a lottery and assigned placement numbers as each number is drawn.

In accordance with public law, any child who is qualified under the laws of the state for admission to a public school is qualified for admission to a charter school. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Also, ACE shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, disability, race, creed, national origin, religion, or ancestry.

- Lottery Process: In January of each year, the Academy for Classical Education will accept pre-admission applications. If there are more applications than seats available, the school will hold a public lottery in February.
- Waiting List Policy: A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted if and when openings occur during the current school year only until the closing of enrollment. The waiting list does not roll over to the following school year. A new application must be completed online during the open enrollment each school year to be included in the lottery.
- Notification of Acceptance Policy: Parents/guardians will be notified of their child's acceptance or placement on a waiting list by an official email from the Enrollment Office following the conclusion of the lottery.
- Acceptance of Seat Policy: After notification of acceptance, a student registration packet must be completed and submitted by the date set by the Enrollment Office otherwise a seat cannot be guaranteed for that student. Newly enrolled students must be present on the first day of school otherwise their seat will be assigned to the next student on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school.
- Age Requirements: Students five years of age on or before September 1 are eligible for entrance to kindergarten. Students who are six years of age on or before September 1 are eligible for entrance to first grade.
- Enrollment: Once students are enrolled in ACE they do not need to reapply.
- Siblings: Once a student is enrolled, a sibling of that student has priority for enrollment provided there is space available in the grade level needed.
- Proof of residency: Each year, parents will be required to provide proof of residency.
- Withdrawal: If a student withdraws from the Academy for Classical Education, a parent/guardian must complete withdrawal paperwork with our Registrar (72-hour notice must be given). Records will not be released if a debt/fee is owed to ACE. Once withdrawn, the student cannot be re-admitted without going through the enrollment/lottery process again.

## Academic Dishonesty (Cheating)

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Academic dishonesty, or cheating, is using someone else's work and claiming it to be your own. This includes copying and pasting from any source on the internet or using the work of a peer, using a cell phone or any device to obtain information for a test, project, presentation, essay, or any assignment given by the teacher. We expect the work done by an ACE scholar to be that of the ACE scholar. Violation of this policy will result in a grade of zero (0). We do not expect teachers to have to provide any evidence other than their own professional judgement.

## ACADEMIC SUPPORT

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Teachers in all grade levels provide tutoring for students. Tutoring alone will not provide the support that a student needs if he is not doing the work in class or failing to do the assigned homework. **All students** are expected to keep up with both classwork and homework throughout the year. If he/she is experiencing difficulty at any time, he/she should speak to their teacher and arrange tutoring time.

## AFTER SCHOOL PROGRAM (ACE AFTER HOURS)

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ACE AFTER HOURS is a fee-based service that we offer to parents.

- 4:00 pm – 6:00 pm (Students who are not picked up by 6:00 pm will incur an additional charge of \$1.00 per minute.)
- Students must be registered for the program (first come/first served basis) - \$30 registration fee for each child
- Study Hall Program for each grade level - \$40 per week per child
- Art Program - \$55 per week per child
- Drop-in - \$20.00 per day, per child
  - At the time of the first drop-in, you will be charged a \$30 registration fee. Then it will be \$20 per day, per child, every time after that.
  - Payment is expected when the child is picked up.
- Students in the after-school program must adhere to the rules/policies outlined in the Student Code of Conduct.
- Students who have behavior issues during the after-school program may be suspended or removed from the program.

## ARRIVAL TIME/DISMISSAL TIME

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Punctuality and timeliness are important concepts for everyone to have.

Grade Levels	Building Opens	Instruction begins	Dismissal
K-5	7:00 a.m.	8:00 a.m.	3:15 p.m.
6-12	7:00 a.m.	7:45 a.m.	3:15 p.m.

- Students should be in their classroom and in a seat when instruction begins at 8:00 a.m. or 7:45 a.m.
- Parents will note signage located at the beginning of the driveways and leading up to the drop-off/pick-up areas directing them where to drive to drop-off or pick-up their child. You will be given a carpool decal number for your car, and faculty members will be notifying the office as you enter the drop-off/pick-up in the afternoon. Please make sure the carpool decal is prominently displayed on the passenger side dash board. Failure to display the carpool decal will result in the parent/guardian having to park and come inside to verify identification.
- Parents of students in grades K-5: if you are arriving on campus at 7:55, your child will NOT make it to class on time. **You will need to park and sign your child in at the office.** You should plan on being at school no later than 7:45 a.m.
- Parents of students in grades 6-12: if you are arriving on campus at 7:40, your child will NOT make it to class on time. The

student is considered tardy if he/she is not in a seat when the bell sounds at 7:45 a.m. Instruction will begin and anyone coming in after that time is disturbing the learning environment. You should plan on being at school by 7:30 a.m. to give your child ample time to make it to class. If you **arrive after 8:00 a.m. the parent will need to park, come in the building and sign in his/her child.**

- We remind parents that you are not to go down the hallways to speak to teachers unless you have a pre-scheduled meeting or event. ACE teachers tutor, prepare for the day or have duty in the morning. When a parent “drops in” the teacher cannot give his/her full attention to the issue before them. Please be respectful of this time of day for all faculty.
  - All students should be off campus by 3:45 p.m. Those students not picked up by this time will be placed in the after-school program at drop-in rates of \$20.00 per day.

## **A**SBESTOS NOTIFICATION INSPECTION

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In compliance with the US Environmental Protections Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), ACE is inspected annually for asbestos. This information and the inspection report can be found in the main office.

## **A**TTENDANCE

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The Official Code of Georgia Annotated (O.C.G.A) statute section 20-2-690.1, titled “Compulsory School Attendance Law,” mandates, under the penalty of criminal punishment, that all children age 6 through their 16<sup>th</sup> birthday attend school daily. School success is defined as the ability of all students to perform at high levels of proficiency, graduate from high school, and obtain post-secondary education and training. The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy or absent, the student loses an opportunity to learn. Because of the rigorous amount of classroom work, it is imperative that a student not miss school.

ACE parents will have access to their child’s attendance information online via Parent Portal/Infinite Campus. We ask that parents check the information for their child routinely to ensure accuracy. If an error is found, please report that to the school immediately. It becomes difficult to correct errors in attendance after several grading periods have passed. Teachers and counselors will contact parents regarding excessive absences but it is the responsibility of the parent to ensure that their child attends school each day.

Attendance is categorized as either **EXCUSED** or **UNEXCUSED**. **UNEXCUSED** absences have the following consequences:

<b>Grade Level</b>	<b># of Unexcused Absences</b>	<b>Full School/Semester</b>	<b>Consequences</b>
<b>K-12</b>	11 or more	Full School Year	<b>Student will <u>not</u> be promoted to the next grade level.</b>
<b>K-12</b>	15 or more consecutive days	Full School Year	Parents will be contacted by U.S. Mail that their child is being withdrawn for non-attendance

We want to remind parents that a very important part of our Charter Contract is the **Performance-Based Goals and Measurable Objectives** section and part of this section relates to attendance. These goals must be met on a yearly basis in order for us to maintain our charter as well as for our charter to be continued at the end of the first 5 years. *(This is unlike the regular public system. A charter school cannot operate without a charter, and student attendance is one part of the criteria for continuing to have our charter.)* When we report our student attendance to the state DOE each year, we must have less than 10% of our students missing 15 days or more throughout the school. More importantly, if our students are not at school, they are not getting the information they need in order to learn!

## ABSENCE FROM SCHOOL:

- ❖ The child must return to school with documentation as to why that student missed school.
  - We will NOT accept emails or faxes.
  - The documentation must have the child's name, grade level, homeroom teacher, and name of parent and phone number, reason for absence and parent signature.
- ❖ The only reasons that the ACE Governing Board recognizes excused absences are for the following reasons:
  - Serious illness or hospitalization;
  - Serious illness or death in the immediate family, which would reasonably necessitate absence from school;
  - Special and recognized religious holidays observed by the student's faith (administration must be notified two weeks prior to the holidays for this to count as an excused absence);
  - Court orders or mandates by order of governmental agencies;
  - Conditions rendering attendance impossible or hazardous to student health or safety

Only the following documents will be accepted for excused absences and must be presented within three days upon the student returning to school. **If the excuse is not presented within three days, the absence remains unexcused. We will NOT accept documentation after 3 days.**

- ❖ Note from medical doctor
- ❖ Obituary or funeral program
- ❖ Court order
- ❖ Note from parent (**ONLY six parent notes will be accepted for the school year – this includes absences and tardies; six TOTAL**)
- ❖ Any absence in excess of 3 consecutive days must be accompanied by medical documentation. A parent note will not be considered as documentation to excuse this absence.

## PARENTS OF JUNIOR HIGH AND HIGH SCHOOL STUDENTS:

- ❖ Attendance is taken in EACH and EVERY class.
- ❖ Please be mindful of signing your child in late or checking him/her out early. You could potentially have your child fail only 1<sup>st</sup> or 7<sup>th</sup> periods due to this. There is no half/day attendance (i.e. signing in before 11:30 or signing out after 11:30) protocol in Junior High/High School.
- ❖ There can be no more than 10 unexcused absences in EACH class for the student to pass and/or receive credit. On the 11<sup>th</sup> unexcused absence, the student fails the course.

## MAKE-UP WORK DURING AN ABSENCE:

- ❖ Students/Parents should check D2L for daily work. If additional information is needed, email the teacher directly; do not call the main office.
- ❖ Make-up work is due the Monday following the student's return to school. Students will need to schedule making up quizzes/exams with the teacher.
- ❖ Students will not receive credit for assignments completed if the absence was unexcused.

## COLLEGE VISITS

College visits need to be approved by the school prior to the visit. It is the student's responsibility to get a request form from the guidance counselor and return it to the guidance counselor at least 24 hours prior to the college visit. Students are limited to a total of four days, junior and senior years combined.

## FAMILY TRIPS

**Family trips are not considered excused absences.** There are several week-long holidays throughout the school year during which families can plan vacations.

**ABSENCES RESULTING FROM DISCIPLINARY SUSPENSIONS:**

- ❖ Students who are suspended may refer to D2L and complete assignments (just to keep up in class).
- ❖ Any project assigned prior to a suspension may be turned in immediately upon the student's return to school and any test scheduled prior to the suspension must be taken immediately upon returning to school. **Any assignments given during the student's suspension, will result in a grade of zero.**

**TARDY & EARLY CHECKOUT**

When a student is late to school or class or is dismissed early from class, it creates an interruption in instruction and is disruptive to the entire class. We understand that students do have issues that will require them to be late periodically. Our tardy policy is as follows:

Grades K-5	Grades 6-12
<ul style="list-style-type: none"> <li>• Parents arriving after 7:55 will need to park and bring the student into the office.</li> <li>• A child is considered tardy if he/she is not in class by 8:00 a.m.</li> <li>• Students arriving after 1:00 p.m. or signing out before 1:00 p.m. are considered absent.</li> <li>• Students arriving late or leaving early for reasons other than those listed as excused absences will be considered as having an unexcused absence.               <ul style="list-style-type: none"> <li>○ Please see above information regarding unexcused/excused absences. Note: no more than six parent notes (for the year) for absences and/or tardies and early checkouts will be accepted.</li> <li>○ Documentation should be given to the office staff upon checking into school.</li> <li>○ Parents must come in the office to sign students in late or sign students out early. DO NOT go to your child's classroom.</li> </ul> </li> <li>• Students may not be signed out after 2:30 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must be in class and ready for instruction to begin at 7:45 a.m. A student is considered tardy to school, and tardy to 1<sup>st</sup> period.</li> <li>• Students tardy to class up until 8:00 a.m. should report directly to their first period teacher.</li> <li>• Students arriving after 8:00 a.m. will need to sign in with the main office.</li> <li>• Students who sign-out and/or sign-in and miss more than 25 minutes of class are considered absent.</li> <li>• Students arriving late or leaving early for reasons other than those listed as excused absences will be considered as having an unexcused absence.               <ul style="list-style-type: none"> <li>○ Please see above information regarding unexcused/excused absences. Note: no more than six parent notes (for the year) for absences and/or tardies and early checkouts will be accepted.</li> <li>○ Documentation should be given to the office staff upon checking into school.</li> <li>○ Parents must come in the office to sign students in late (after 8:00 a.m.) or sign students out early. DO NOT go to your child's classroom.</li> </ul> </li> <li>• In an effort to stem tardies, students who are repeatedly tardy to class will be assigned to Silent Lunch.</li> <li>• Students may not be signed out after 2:30 p.m.</li> </ul>

## **B**IRTHDAY CELEBRATIONS

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Parents of ACE students are welcome to celebrate the birthday of their child with their child's class while at school if prior permission is requested from the teacher. Party decorations are not allowed. The parent may bring snacks. ACE requests that these snacks be of a healthy nature, and paper products (plates, cups, napkins, spoons) to be brought for each child in the child's classroom (no food in classrooms). Snacks will be eaten during the regularly scheduled lunch time. We ask that parents NOT bring donuts or cupcakes. Please remember to check with the teacher in regard to allergies and refrain from bringing anything that might contain peanut products as some children have peanut allergies. No balloons are allowed nor should a parent make arrangements for entertainment to be present.

In the event a parent wishes to have a party for their child outside of class but wants to distribute invitations at school, ALL students in that child's class must receive an invitation, otherwise the invitations should be distributed away from the school.

## **C**AFETERIA PROGRAM

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The Bibb County Public School System provides breakfast and lunch at no cost.

- ❖ The breakfast line in the K-1 building closes at 7:45 a.m.
- ❖ Breakfast line in the upper school dining hall (for grades 2-5) will close at 7:40 a.m.
- ❖ For students in grades 6-12, breakfast will not be served after 7:25 a.m.

Students may bring their lunch to school. Parents ARE invited to join their child for breakfast or lunch! All visitors must come by the office and check in prior to going to the cafeteria. (If you are going to the cafeteria in the Upper School – grades 2-12, you must sign in with that office, and if you are going to the cafeteria in the Lower School – grades K-1, you must sign in with that office.) Please remember that space is limited. Note: Parents may not have lunch with any student who is serving Silent Lunch.

Students are asked to clean up after themselves during lunch.

## **C**ARPOOL PROCEDURES

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Parents are asked to familiarize themselves with the car pool procedures prior to the first day of school. Signage can be found at the beginning of each driveway directing parents to the appropriate drop-off and pick-up spot for their child. Parents are also asked to remember the following:

- Specific information regarding drop-off and pick-up locations will be provided and discussed during Open House prior to the first day of school.
- During drop-off and pick-up times, ACE faculty is focused on ensuring the safety of all students. We ask that parents NOT call the school during these times. Arrangements for transportation need to be made in advance. We cannot deliver messages to students after 2:00 pm.
- If you would like to speak to your child's teacher, the drop-off/pick-up lanes are not the place to do this. Please contact the teacher by email and arrange a meeting.
- We have purposely created a parking area where you are free to park if you need to come in the building. Please do not leave your car in a drop-off/pick-up lane and come in the building and do not park in the reserved spaces. Remember – you will not be able to come into the building and meet with your child's teacher during drop-off or pick-up; you will need to schedule a meeting with the teacher.
- Please have the ACE Carpool Decal displayed in the right /passenger side window so that ACE Faculty will recognize your car. This decal should remain in your window from the time you enter campus until you leave campus. If you have made arrangements for someone other than yourself to pick up your child, they must have your ACE Carpool Decal in the right front window of their vehicle. We will not release any child to anyone other than those authorized to pick them up. Failure

to display the carpool decal will result in the parent/guardian parking and coming into the school with a picture I.D. Note: Only the CURRENT SCHOOL YEAR decal will be recognized. Do not use decals from previous years.

### **Arrival and Dismissal**

Please remember that the first week will be somewhat chaotic as everyone learns the routine. After the first week of school we reserve the right to make adjustments to the carpooling procedures. It is very important to remember the following:

- ✓ As you enter the property, please note the signage directing you to your drop-off/pick-up spot. It is advisable that you note this prior to the first day.
- ✓ Be alert to other cars or students who might dash out in front of you. We will make every effort to monitor this, but in the first days it will be important for us all to be on high alert.
- ✓ We ask that parents remain in their car while waiting for their student to be released. (If you wish to talk with other parents or have scheduled a meeting with your child's teacher, please park in the designated area.)
- ✓ When arriving, do not pass cars that are unloading. The line will proceed promptly as cars are unloaded.
- ✓ Please be sure that your ACE Carpool decal is visible.
- ✓ Please refrain from doing anything that distracts your attention from watching for your child or other children. This would include talking on a cell phones, texting, reading, etc.
- ✓ Please remember that ACE is a Smoke Free Campus. No smoking is allowed on the campus.
- ✓ If you are picking up your child from an After School Program, you will receive instructions on a pick-up location.
- ✓ The speed limit while on campus is 5 miles per hour.
- ✓ Students should enter their parent/guardian's vehicle on the passenger side of the vehicle.
- ✓ All students will be dismissed by their carpool number. Your child must know their number.

## **C**OMMUNICATION

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Our goal is to provide parents with clear and concise information. Email, as well as our website and Facebook page, will be used for providing school-wide information. Please make sure you have a viable email address and that you check it frequently (remember to check the spam/junk folder).

- Each of our teachers has a school email address.
  - Parents are asked to use email to communicate with teachers rather than calling the school. Keep in mind however that teachers will NOT be checking email or voicemail continually throughout the day. If it is an emergency, do NOT rely on email; call the main number of the school and speak with office personnel.
- Make sure the school has current demographic information on file for your child: address, home phone number, cell phones number, work number, and email addresses for both parents. If any information changes, you will need to complete a change form with our registrar. If you move to a new location, you will need to provide two forms of proof of address.
- We have purchased a school messenger system that allows us to make phone calls and send mass emails to all of our parents/guardians.
  - In the event of an emergency, you will receive a phone call AND email. If you receive a phone call and do not answer the call, please check your email or voicemail before calling the school. From past experience, we have found that parents will flood our switchboard to inquire what the call was about. If it's an emergency, we can't field all of those phone calls as our focus will be on ensuring that our students are safe.
- Parents will have access to their child's attendance and grades at all times as well as email directly to their child's
  - teacher.
- Students will also receive progress reports on a very specific schedule, which parents will find listed on the school calendar and in this handbook.
- We encourage constant communication between ACE and our parents and will do whatever we can to make this possible. In the event that you would like to schedule a meeting with your child's teacher, please email that teacher directly so a meeting date and time can be scheduled. We ask that parents not engage teachers in discussions about their child while in the presence of other parents or children.
- Parents should not expect an immediate response to an email. Many teachers do not have time to check email until the end of the school day. We have instructed teachers not to feel obligated to respond to emails or text messages after 5:00 p.m. because we believe that teachers should have family time as well.

## COMMUNITY SERVICE

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High School seniors wishing to earn the ACE Honor Diploma must complete 20 hours of community service prior to May 1st of their senior year.

## DEBTS

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All debts must be paid before the last day of the school year including After-School fees.

## EARLY DISMISSAL

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In the event a parent needs to take their child out of school before the end of the school day, the parent should come to the appropriate school office and sign him/her out. Your child will be called to the office at that time. For the safety of our students, parents are not allowed to go directly to a classroom to get their child. We ask that ALL parents abide by this policy. **Students will not be checked out after 2:30 p.m.** If your child has a medical/dental or any appointments late in the afternoon, please sign him/her out before 2:30 p.m. Students will NOT be sent to the office for dismissal until the parent is present for check-out. Please do not email teachers requesting that they release students. Please remember that early dismissals are documented just as absences or tardies. We ask that these be kept to minimum. For more information parents should refer to page 10 of this handbook under the section entitled "Attendance."

## EELECTRONIC DEVICES

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With the exceptions outlined below, the ACE policy prohibits the use of the following electronic devices on the school campus: cell phones, Fit-Bits, iPods, iPhones, iWatches, smart watches, CD players, digital cameras, electronic games and toys, Fidget Spinners, laser pointers, laptop computers, tablets, iPads or **any other electronic devices that connects to the Internet** (unless a child's I.E.P. requires the use of such a device).

The ACE policy does not allow students to use an electronic communication device from the time they exit their parent's vehicle until the time they return to that vehicle. Students must adhere to the school's established communication devices/cell phones protocol as directed. Failure to adhere to the policy established will result in the confiscation of the device. Chronic issues of failure to adhere can result in a referral for expulsion from ACE.

### Exception for Cell Phones

#### **Communication Devices/Cell Phones Protocol (Note: all communication devices will be referenced as "cell phones")**

We understand that many parents feel safer when their child has a cell phone in their possession. Older students who participate in after-school athletics, music or activities may need their cell phone to contact their parent when directed by the coach, teacher, or after-school personnel. This is the only exclusion to the ACE Cell Phone Policy.

In order to protect the integrity of the educational environment, students are specifically prohibited from using any cell phones during school hours. School hours are defined as beginning with the student's arrival on campus and ending when the student has entered their parent's car to leave for the day. Students shall turn off and secure their cell phones in their book bag during the school day. Students should not "show" their phones to their peers or pull them out for any reason (i.e. checking the time). ACE cannot be held liable for lost or stolen phones. If it becomes necessary for a student to use the cell phone for any reason, the child must get permission from school personnel and use the phone in the presence of school personnel. **Parents, PLEASE do not ask your child to call or text you from a cell phone during school and please do not text or call your child on his/her cell phone during the school day.** Should you have an emergency, please call the front office (478-238-5757) and leave a message with Mrs. Lumpkin.

Faculty and staff who observe a violation will confiscate the cell phone and notify an administrator. The cell phone will be locked in a file cabinet in the administrative office. If a student refuses to turn over the cell phone when directed, the parent will be contacted immediately. Once confiscated, the cell phone will be held for five school days. The parent may pick up the confiscated cell phone at the end of the school day one week from the day it was confiscated. For example, if the phone is taken up on Tuesday, the parent may pick up the phone at the end of the day on the following Tuesday. When Monday is a holiday, the phone may be picked up after school the next day (Tuesday).

If the device/cell phones is confiscated a second time, it will be held for a two-week period of time. If the device is confiscated a third time, it will not be returned until the end of the school year.

Please remember that there may be instances when a teacher may have a project that involves the use of a cell phones if a student has one. The teacher will communicate in advance to parents and the administration so that everyone understands the use of that device in conjunction with the lesson.

## **E**MERGENCIES

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In the event of an emergency, the school will utilize the School Messenger System to contact (by phone and by email) all parents with any pertinent information. It is very important for parents to check their email and/or voicemail if they miss the phone call before calling the school. During an emergency, our focus is on insuring the safety of our students, not answering the telephone.

## **E**MERGENCY EVACUATION

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Your child's safety is paramount. We must always be prepared for the unexpected. We will hold monthly fire-drills, quarterly lockdowns, and extreme weather procedures for all students and staff. Under extreme circumstances should we need to evacuate the building, the local police will assist us in determining the location the students would be held.

Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. To inform parents during such an emergency, we will make every effort to use the phone system to keep you informed as well as our school web page and Facebook page. We understand that as parents your first inclination is to get to your child in the event of an emergency. We ask that you please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. Please remember that children will be released to a parent/guardian only (or a designated emergency contact) and that parent/guardian must have a picture ID in order retrieve the child.

## **E**XAM EXEMPTION

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Students in grades 10-12 may exempt their final exam (NOT the End-of-Course Test if given) of the school year if they meet the following qualifications:

- Has 4 or less absences for the year (excused or unexcused) in that class period
- No more than 3 unexcused tardies in that class period
- Has no debts
- Has no disciplinary referrals
- Has a 93 average in the class in which the exemption is sought
- If the final exam is a project, there will be a written exam component included. The student may exempt the written final exam but NOT the project.

## **E**QUAL OPPORTUNITY AND NON-DISCRIMINATION

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It is always ACE's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information, or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid, or employment. Inquiries regarding ACE's Equal Opportunity policies, Title VI, VII, IX, Georgia Equity in Sports, EEO, and Section 504/ADA may be referred to the school administrators.

# **E**XTRA-CURRICULAR ACTIVITIES

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## EXTRACURRICULAR AND ATHLETIC PARTICIPATION

Interscholastic extracurricular programs are a vital part of the total educational program and a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. ACE encourages participation in a variety of extracurricular activities.

*School Clubs:* Information on school clubs is located on page 52.

*Athletics:* Information on athletic teams is located on page 53.

## CODE OF SPORTSMANSHIP

Sportsmanship can be defined in one word: RESPECT. Respect for ourselves, our school, and guests to our school helps build a positive image not only with the community, but also with all those who participate in competitive activities in our schools.

Responsibilities of participants and parents/guardians:

- Use appropriate language.
- Treat opponents with the respect due them as guests or hosts.
- Exercise self-control at all times.
- Respect the officials' judgment and interpretation of the rules.
- Respect the coaches' judgment and authority.
- Accept the responsibility of representing your school in a positive manner.
- Act in a manner that will create a positive attitude in the audience.
- Failure of parents/guests to behave in a civil manner can result in the parent/guest being asked to leave the event and/or prevented from attending future events.

It is our expectation that parents and students will be respectful to other players, coaches, and referees/umpires during all sporting events (either home or away). In the event that GHSA fines the school for the actions of an individual, that individual will be required to reimburse the school.

## ELIGIBILITY for ATHLETICS

\* Contact Coach Josh McLendon to clarify questions concerning eligibility ([josh.mclendon@acemacon.org](mailto:josh.mclendon@acemacon.org))

### **Junior High School (6<sup>th</sup>-8<sup>th</sup> grades)**

- Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the student is physically approved for participation. A physical examination is good for twelve (12) months from the date of the exam. (EXCEPTION PER GHSA: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year.)
- **Students must be passing all academic subjects during the grading period prior to and including the playing season.** (Coaches will check academic progress throughout a season. Students MUST be passing their classes in order to participate in athletics AND they must be exhibiting good character at all times!)
- A player must not reach his/her 15th birthday prior to May 1 preceding their 8th grade year. A player must not reach his/her 14th birthday prior to May 1 preceding their 7th grade year.
- An eligible student can participate in each sport, once in the 7th grade and once in the 8th grade.
- Students must adhere to all rules and regulations outlined in the Athletic/Extracurricular Code of Conduct and/or specific written guidelines developed by the coach and/or school administration.
- The Academy for Classical Education assesses a fee of \$200 per athletic per sport (with no family exceeding \$400 for one sport).

### High School (9<sup>th</sup>-12 grades)

- Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the student is physically approved for participation. A physical examination is good for twelve (12) months from the date of the exam. (EXCEPTION PER GHSA: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year.)
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Sub-varsity competitors must meet all eligibility requirements.
- To be eligible to participate, practice, and/or try out for interscholastic activities, a student must be academically eligible.
  - First year ninth grade students. (In other words, ALL first year 9th graders are eligible to participate in athletics.)
  - Students participating in junior varsity or "B" team competition must meet all scholastic requirements.
  - For schools offering courses with yearlong grading, eligibility must be computed for each semester.
  - At the end of the first semester, the school must determine that the student has a grade of 72% or higher in at least 3 academic classes.

Students gain or lose eligibility on the first day of the subsequent semester. (In other words, the grades at the end of the first semester of high school, are calculated and a student must be passing 5 of his/her 7 classes (all academic subjects) in order to participate in athletics for the second semester. ALSO NOTE: At ACE, we will have some conversation with the athlete and his/her parents to ensure that participating in athletics is truly the best use of the student's time if they appear to be struggling in their classes.)

Additionally, ALL ACE Scholar Athletes are expected to comport themselves as ladies and gentlemen at all times when representing ACE on the competition field. Any negative or rude behaviors will result in the athlete being removed from competition for the duration of the game/match/event and potentially the season. Student athletes must be present at school on the day of a competition, match, or event.

The Academy for Classical Education assesses a fee of \$200 per athletic per sport (with no family exceeding \$400 for one sport).

Concussion Management: ACE has a written Concussion management plan that each coach has access to at all times. Any student athlete who is suspected of having a concussion will be evaluated by a health-care professional and removed from the playing field. No student athlete will return to practice or play without clearance from a health care professional prior to resuming practice. These guidelines apply to practice and scrimmage situations as well.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over 18 years of age or an emancipated minor under State Law ("eligible students") certain rights with the respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the educational records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own educational records. Parents/guardians or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school to amend a record, parents/guardians or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the school decides not to amend the record, it will notify the parents/guardians or eligible students of the decision and inform them of their right to a hearing before the governing board. Additional information regarding the hearing procedure will be provided with the notification of the right of the hearing.

3. The right to file a complaint with the United States Department of Education concerning the alleged failures by ACE to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is  
Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, SW,  
Washington, D.C. 20202-5920

4. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a member of the governing board; a person with whom the school has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent/guardian or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll. In addition, attendance and disciplinary information will be shared with the Georgia Department of Driver Services, pursuant to Sec. O.C.G.A. 40-5-22.

## **F**IELD TRIPS

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Often field trips provide students with a perfect opportunity for extended learning. There may be times during the school year that teachers plan field trips. Parents may be asked to serve as chaperones on these trips. Parents who serve as chaperones may not have other children or adults accompany them. Parents may count the time involved as volunteer hours.

- Parents serving as chaperones on school trips must have a background check completed and approved a minimum of two weeks before the trip. Chaperones are not allowed to bring guests or small children.
- Prior to a field trip, information will be sent home to parents, and this will include a form or forms for the parent to complete and return to the teacher within a specific period of time. Please remember that a student's participation in a field trip is a privilege. Students on field trips serve as representatives of the school and as such must exhibit excellent behavior and conduct during the trip just as they do at school. Students who miss 3 or more consecutive days leading up to the field trip will not be allowed to participate.
- Students must wear their school uniform on all field trips unless otherwise specified.
- There are often fees associated with these trips, so parents are urged to understand this when giving approval for their child to participate in the trip. There will be NO refunds for field trip fees.
- Written information and permission paperwork will be sent home to a student's parents prior to the trip. Money required for the trip as well as the permission forms should be returned to a designated teacher (not the main office) by the established deadline.
- In the event that the field trip is cancelled, money will be returned to the parent in the form of a school check. In the event the student fails to attend the field trip, for any reason, the money will not be returned to the parent.
- Students attending field trips are responsible for missed assignments. Students must make arrangements with all of his/her teachers prior to missing class and be prepared to turn in assignments upon returning.

## FOOD AND DRINKS

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Our custodial staff works diligently to ensure that our building is clean and free of pests. Food and drinks are prohibited in the classrooms. Water is allowed in the room provided it is contained in a clear water bottle – absolutely no colored drinks. Students should take extra caution with water around textbooks and computers/Chromebooks. Parents will be charged the replacement cost of textbooks/computers if damaged. Food brought in during the morning for breakfast (i.e. McDonald's, etc.) must be eaten in the dining hall. NO beverage containers or bags should be taken down the hallway and into the classrooms. Food or drinks left on top of the lockers will be discarded by the custodial staff.

## GOVERNING BOARD

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ACE is an independent public school. Policies that guide the school are established by the Governing Board.

- ❖ The basic responsibilities of ACE's Governing Board align with the following areas of decision-making authority as identified in The Charter Schools Act of 1998: personnel decisions, financial decisions, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations.
- ❖ ACE's Governing Board will uphold the mission and vision of the Academy for Classical Education through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of ACE students and will connect the school to the broader local and state communities.
- ❖ The Board will provide expertise to the school, assist with fundraising, and drive key governance functions and legal responsibilities including management oversight, strategic planning and policy-making, and fiduciary requirements.
- ❖ The ACE Governing Board will work to ensure there are adequate resources and local partnerships; serve as a support mechanism on personnel, community, and grievance matters; and support the school and its staff in accomplishing performance goals set forth in the charter application. Information about our Governing Board can be found on our webpage.
- ❖ The ACE Governing Board will meet on the 3<sup>rd</sup> Monday of each month at 7:00 PM at the school. Meeting information and the agenda will be posted on the ACE website 24 hours in advance of the meeting. Anyone is welcome to attend these meetings.

## GRADING

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A	93-100	<ul style="list-style-type: none"><li>• Parents and students are reminded that teachers will give <u>specific due dates for work given</u>. Any work not submitted by the due date will be given the grade of zero (0) unless prior arrangements have been made. Please see information regarding work missed due to absence on page 27.</li><li>• There are no "re-takes" or "do-overs." If a student fails a test, the grade will stand.</li><li>• Teachers do not issue extra-credit work. Students are expected to do their best work, the FIRST time.</li></ul>
B	83-92	
C	72-82	
F	0-71	

Progress reports will be sent home every six (6) weeks in the Wednesday folder:

September 19	(cumulative grades through 9/12)
November 7	(cumulative grades through 10/31)
January 9	(cumulative grades through 12/19)
February 27	(cumulative grades through 2/13)
April 17	(cumulative grades through 4/10)

Our grades are cumulative, NOT for a six-week block of time. For example: the progress report you receive on November 1st, will be all grades averaged from August 1 through October 27.

Report cards (with final grades) for Kindergarten – 5<sup>th</sup> grade will be sent home on May 24. Report cards (with final grades) for 6<sup>th</sup> – 12 graders will be mailed home by May 29.

# GRADUATION REQUIREMENTS

Subject/Content	ACE Diploma	ACE w/Distinction Diploma
English/Language Arts <ul style="list-style-type: none"> <li>• 9<sup>th</sup> Grade Lit./Composition</li> <li>• 10<sup>th</sup> Grade World Literature</li> <li>• Am. Literature or AP Lang.</li> <li>• British Lit. or AP Lit.<sup>1</sup></li> </ul>	4 units	4 units
Mathematics <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Algebra II</li> <li>• Geometry</li> <li>• Advanced Level Math</li> </ul>	4 units	4 units
Science <ul style="list-style-type: none"> <li>• Biology</li> <li>• Physical Science or Physics</li> <li>• Chemistry</li> <li>• Advanced Level Science</li> </ul>	4 units	4 units
Social Studies <ul style="list-style-type: none"> <li>• Geography</li> <li>• World History</li> <li>• U.S. History</li> <li>• Gov't (1/2)</li> <li>• Economics (1/2)</li> </ul>	4 units	4 units
Personal Fitness	1 unit	1 unit
PATHWAY	3 units <sup>2</sup>	3 units <sup>2</sup>
Modern Language/Latin <sup>3</sup>		2 units
Electives	4 Units	3 units
Completion of 2 Advanced Placement Courses		Minimum of 2 AP classes
20 hours of community service		Required
<b>TOTAL UNITS</b>	<b>24 units</b>	<b>25 units</b>

## Additional Information:

1. Students must complete 3 units in the same pathway.
2. Although it is not required for graduation (except to earn the ACE Diploma with Distinction), students must complete 2 years of the same foreign language for admission into a Georgia public college/university.
3. ACE Scholars are required to take all state mandated assessments.
4. Gifted/Accelerated content courses have 3 additional points added to the final grade.\*
5. Advanced Placement courses and college courses have 5 additional points added to the final grade.\*
6. College courses (Dual Enrollment) have 5 additional points added to the final grade.\*

\*The Georgia Student Finance Commission removes these additional points before calculating eligibility for the HOPE Scholarship.

## PATHWAYS

<p><b>Audio-Video Technology &amp; Film</b></p> <ul style="list-style-type: none"> <li>• Audio &amp; Video Tech &amp; Film I</li> <li>• Audio-Video Tech &amp; Film II</li> <li>• Audio-Video Tech &amp; Film III</li> </ul> <p><b>Graphic Design</b></p> <ul style="list-style-type: none"> <li>• Intro. to Graphics &amp; Design</li> <li>• Graphic Design &amp; Production</li> <li>• Advanced Graphic Design</li> </ul> <p><b>Sports Marketing</b></p> <ul style="list-style-type: none"> <li>• Marketing Principles</li> <li>• Intro. to Sports &amp; Entertainment Marketing</li> <li>• Adv. Sports &amp; Entertainment Marketing</li> </ul> <p><b>World Language</b></p> <ul style="list-style-type: none"> <li>• Three units in one world language OR</li> <li>• Two units in one world language PLUS an additional unit in AP French, Spanish Lit, German, Latin, Chinese or Japanese</li> </ul> <p><b>Adv. Academic Pathway in Mathematics</b></p> <ul style="list-style-type: none"> <li>• Four units of credit in mathematics; AND</li> <li>• One of the four units must be an Adv. Placement course or one post-secondary enrollment course AND</li> <li>• Students need to complete two units of sequential course credit in one world language.</li> </ul> <p><b>Adv. Academic Pathway in Social Studies:</b></p> <ul style="list-style-type: none"> <li>• Three units of credit in social studies; AND</li> <li>• One of the four units must be an Adv. Placement course or one post-secondary enrollment course AND</li> <li>• Student must complete two units of sequential credit in one world language.</li> </ul>	<p><b>Fine Arts – Journalism</b></p> <ul style="list-style-type: none"> <li>• Journalism I</li> <li>• Journalism II</li> <li>• Journalism III/Photography/Graphics</li> </ul> <p><b>Fine Arts – Orchestra</b></p> <ul style="list-style-type: none"> <li>• Three units in the area of Orchestra</li> </ul> <p><b>Fine Arts – Chorus</b></p> <ul style="list-style-type: none"> <li>• Three units in the area of Chorus</li> </ul> <p><b>Fine Arts – Band</b></p> <ul style="list-style-type: none"> <li>• Three units in the area of Band</li> </ul> <p><b>Fine Arts – Visual Art</b></p> <ul style="list-style-type: none"> <li>• Three units in the area of Visual Arts</li> </ul> <p><b>Adv. Academic Pathway in Science</b></p> <ul style="list-style-type: none"> <li>• Four units of credit in science; AND</li> <li>• One of the four units must be an Adv. Placement course or one post-secondary enrollment course AND</li> <li>• Students need to complete two units of sequential course credit in one world language.</li> </ul> <p><b>Adv. Academic Pathway in English Lang. Arts</b></p> <ul style="list-style-type: none"> <li>• Four units of credit in English/Lang. Arts AND</li> <li>• One of the four units must be an Adv. Placement course or one post-secondary enrollment course AND</li> <li>• Student must complete two units of sequential credit in one world language.</li> </ul>
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**EARLY GRADUATION:** Early graduation is available for those students who have completed the requirements for graduation. However, we strongly encourage students interested in this to use the Dual Enrollment program their senior year. Students who participate in early graduation forfeit the right to participate in any school activities (this includes, but is not limited to prom, graduation, senior trip, participation in extra-curricular activities, athletics, etc.).

**DUAL ENROLLMENT:** Dual Enrollment is an opportunity offered to Georgia high school students to take college classes for both high school and college credit. Students must meet the Dual Enrollment admissions requirement specified by each college. This will be a specific GPA and SAT/ACT score. As well, students need to be on track to complete all high school graduation requirements. Students must be enrolled in at least one course on the ACE campus. It is the student's responsibility to keep up with information regarding school activities, graduation, etc.

## GRIEVANCE POLICY

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If a student/parent believes that they have a grievance or complaint concerning a teacher, a situation at school or the school in general, we ask that the following protocol be followed:

1. Determine the problem and be certain that you have all of the facts.
2. Request a meeting with the teacher if it is a teacher or classroom related concern.
3. If you do not believe a resolution has been achieved, request a meeting with the administrator.
4. If after meeting with an administrator you believe a resolution has not been achieved, request a meeting with the complex principal.
5. If after meeting with the complex principal, you do not believe a resolution has been achieved, contact the Chairman of the Grievance Committee on the Governing Board. The Chairman will convene the Grievance Committee to hear the grievance in order to resolve the matter. All decisions of the Grievance Committee are final.

## HALLWAY BEHAVIOR

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Students are reminded of the following behaviors when moving to and from class:

- ✓ Always walk on the right side of the hallway.
- ✓ If someone drops his/her belongings, stop and help the student gather those belongings.
- ✓ Talk quietly as you move up or down the hall.
- ✓ Do not engage in public displays of affection while in the hallway.
- ✓ Be respectful of those in the hallway as well as those in class.
- ✓ Students should not congregate in the hallway or in the locker area. Get what you need and move on.
- ✓ NEVER go to the door of a class and attempt to get the attention of a student in that class.
- ✓ ACE students are NOT allowed in the hallway unattended.
- ✓ Quietly welcome guests to our building.
- ✓ Do not knock on the doors of any classroom or office as you pass by the room.
- ✓ NEVER open an exterior door to allow an individual to enter the building.

## HEALTH & SAFETY

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### **SCHOOL MEDICATION ADMINISTRATION**

- The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school. For prescription, homeopathic, or supplement medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization or Health Care Plan available on the website or from your school nurse.
- A parent/legal guardian or other designated adult must bring all medication, accompanied by the School Medication Authorization.
- ❖ All over-the-counter, prescription, homeopathic, and supplement medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.
- ❖ If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the student's physician and parent/guardian on the School Medication Authorization or Health Care Plan.
- Saline eye drops, antibiotic ointment, lotion to control itching (i.e. Calamine lotion, Hydrocortisone Cream), alcohol, peroxide, petroleum jelly (i.e. Vaseline), oral Benzocaine (i.e. Anbesol), topical wound dressing (i.e. QR or Styptic Pencil), un-medicated throat lozenges/cough drops, aloe vera gel and lotion are routinely used in the school clinic unless instructed differently by the parent/guardian.

## **STUDENT ILLNESS/INJURY**

The main reasons for keeping your student home from school are because he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other students' parents and school staff may be alerted of the symptoms.

### Reasons Your Child will be Sent Home from School

1. Fever >100 degrees F or 37.8 degrees Celsius\*  
Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea.  
(\*Based on CDC Recommendations)
2. Vomiting or Diarrhea  
Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
3. Drainage from a wound, rash or eyes  
Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. Head Lice or Scabies  
Student should stay home until after treatment is complete and there is no sign of lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.
5. Unexplained Rash  
Student should stay home with an unexplained rash. Call your doctor for treatment.

## **IMMUNIZATIONS**

The School will comply in full with the provisions of G.S. 130A-155 that requires all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of the student's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, the School will follow the process outlined in the law for obtaining the certificate or not permitting the student to enroll and/or continue enrollment.

The immunization requirements apply to children who attend a school or childcare facility daily, part time or once in a while. Children attending both a school and childcare facility (including after-school programs) must have valid documentation at each location. In the event that there are two locations where documentation is needed, copies of these forms are acceptable.

### ***Students must present the following documents at the time of school enrollment:***

- Georgia Certificate of Immunization (Form 3231) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs
- Georgia Certificate of Immunization (Form 3231) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs
- Children entering grades K-12 for the first time must show proof of vaccination or immunity to varicella
- Children entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR)
- Hepatitis B vaccine is now required for all students enrolling in school at any age
- Eye, Ear, and Dental Certificate Requirements – All new students must have completed certificate of ear, eye and dental examination (Form 3300) at the time of enrollment.
- A 30-day waiver may be granted for new students from out-of-state to obtain this information.

A "new entrant" is any child entering any school or childcare facility in Georgia for the first time or after having been absent for more than 12 months or one school year.

- When a new entrant enrolls, the responsible official of any school or childcare facility may grant a 30-calendar-day waiver of the certification requirement for a justified reason. Upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school or childcare facility unless a certificate of immunization is provided.
- If the child withdraws and then returns, the parent is not allowed another 30 days to provide a certificate or affidavit.

## Exemptions

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

### ❖ *Medical exemption*

- Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines.
- A medical exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.
- A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked “medical exemption” should be one year from the date of issue and never be longer than one year.

### ❖ *Religious exemption*

- There is no standard form for the affidavit of religious exemption. The parent or guardian must give the school or childcare facility a signed and dated notarized affidavit stating that immunizations are against the family’s religious beliefs.
- This affidavit of religious exemption should be filed instead of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.
- Educate parents that in the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending the school or childcare facility

## HOMWORK

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Homework is an extension of classwork and might be a prelude to what a student will be working on in class the next day. Homework should be completed neatly and brought back to class the next day. **Homework is the student’s responsibility.** Students and parents must understand that teachers assign homework to reinforce the work the student is doing in class. Failure to complete homework undermines the level of work a student is expected to do in class.

Parents are asked to support the efforts of the teacher and the student in homework and can do so in the following ways:

- ✓ Show an interest in the work your child is doing both in class as well as outside of class.
- ✓ Establish a place and time for your child to do his/her homework that is quiet and free of distractions.
- ✓ Review your child’s work and encourage neatness and completeness in the work.
- ✓ Help your child when needed by drilling spelling words, math facts, etc.
- ✓ If you have concerns about the quantity or quality of your child’s homework, discuss them with the teacher rather than with your child.
- ✓ Remember that homework is for the child to complete, not the parent.
- ✓ Homework should be completed and submitted by the due date; **no late work will be accepted.**

## **I**NJURIES

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ALL injuries must be reported to the main office and an Injury Report completed as soon as possible after the injury has been treated or stabilized. If a student is injured, the following will occur:

- ✓ If the injury is minor, the teacher will call the office to alert them that a student is coming with a minor injury. The nurse will then be alerted.
- ✓ If the injury is more severe, the teacher will call the office and ask that the nurse come to the classroom, gym, and field or wherever the student is located.
- ✓ The nurse will then determine the level of care necessary and will alert the main office.
- ✓ The main office will attempt to contact a parent and advise them of the situation. In the event a parent cannot be reached, the nurse will advise the administrator on the appropriate action. (It is very important that the parent list any and all numbers that can be called in the event of an emergency on the Emergency Contact Information Sheet, which will be kept on file in the main office.)
- ✓ If the student's condition requires it, an ambulance will be called and the nurse or an administrator or other faculty member will accompany the student to the hospital.

## **I**NSTRUCTIONAL EQUIPMENT, BOOKS, MATERIALS & SUPPLIES

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All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students must understand that books and materials are expensive and that they should be cared for properly. Students will be instructed where to print their name and their teacher's name in their books. Books must not be written in or on unless they are consumable books and the teacher has directed that they may be written in. All hardback books **MUST** be covered. Charges will be made for damaged or lost books and/or materials. Students are responsible for the care of personal and school materials.

- ❖ Students will be held accountable for the condition of the textbooks they are assigned.
  - Fine will be assessed for damaged books. These fines are meant to discourage the damage of or deliberate defacing of school items. If a book is no longer able to be used by another student the fine will be the replacement cost of that book.
  - Parents and students are asked to check the books assigned each year and to record any damage found as well as to report that damage to the teacher. Any damage found once the book is turned in that has not been previously reported will be charged to the student.
  - If a textbook is lost, parents will be required to reimburse the school for the cost of the book. We ask that all textbooks be covered in order to protect and preserve the covers of the book.
- ❖ Students will be held accountable for any damage to technology (i.e. classroom computers, Chromebooks, cameras, etc.)

Parents must provide all basic supplies such as writing paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher and provided in the form of a Supply List at the beginning of each year. Grammar school parents are asked to please help their child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush.

## **L**ABELS

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Parents are asked to **label all of their children's belongings**. This includes sweaters, jackets, book bags, pencil cases, notebooks, lunch bags or boxes, rain wear, etc.

## **L**OCKERS

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Students in grades 6-12 may rent a locker for \$5.00. Student may not share lockers and the student renting the locker will be held responsible for any items in his/her locker. Lockers may not be decorated with any stick-on material that cannot be removed. Any damage or cost of cleaning the locker will be the responsibility of the student's parent. There should be no decorations on the outside of the locker. Students should NEVER leave food or drink in their lockers or on top of their lockers. Students may not congregate in the locker area. Get what you need and move on to class.

## **L**OST AND FOUND

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Any item left in a common area, will be turned in to the building office where it was found. If your child is missing an item, please check there first. Labeling items belonging to individuals makes it much easier to return missing items. Four times during the school year, items that have not been claimed, will be donated or discarded.

## **M**AKEUP WORK

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When returning from an absence, students have until the following Monday to turn in missed work or make up tests/quizzes. It is the responsibility of the student to request that work or schedule to take a missed test/quiz. Make-up work is NOT accepted for unexcused absences.

## **M**EDICATION

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In order for medication to be administered or dispensed (including non-prescription medication) to students by employees of ACE, parents must complete the ACE medical form.

- Medication will be kept in the clinic and will be administered by clinic personnel (the school nurse) or a designated staff member.
- Students are not allowed to have any medication (not even over the counter medication) in their possession. In the event that a student must have a medication in their possession, a doctors' note is required stating the name of the prescription and dosage.
- Parents must pick up and drop off medicine in the main office. The nursing staff will be responsible for administering the medication. Parents cannot administer medication to students.
- If medication expires, it is the parents' responsibility to replace it. Parents will be notified the last week of school to come and pick up their student's medication from the clinic and sign for it. Any medication not picked up by the last day of school will be disposed of by the clinic staff.

## **M**ORNING ROUTINE

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Each day we will all stand for the National Anthem, recitation of the Pledge of Allegiance Pledge of Allegiance (§20-2-310 (2005)) and the ACE Declaration followed by Moment of Silence (Moment of Silence O.C.G.A. § 20-2-1050) to reflect upon the anticipated activities of the day.

- Students are reminded that the word "**silence**" is important during these 60 seconds as well as during any announcements being made.
- If parents/students/visitors/staff are in the hall when this takes place, we ask that you stop, and either participate or remain in place and silent.
- If a religious reason prohibits your child from participating in these activities, please communicate this privately with your child's teacher. We do however, ask that ALL children stand and be silent even if they are not reciting.
- All students are required to recite the ACE Declaration.

## NON-PERMITTED ITEMS

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The following items should NOT be brought to school – toys, games, Fidget spinners (or other types of gadgets). Fidget spinners are not allowed unless the student has an IEP or 504 indicating the need for this type device. Students should not bring dolls, stuffed animals, rubber bands, rubber balls, video games, trading or playing cards to school for any reason unless it is part of a teacher-led lesson. Students should not bring blankets or shawls to school.

## NURSE

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ACE will have a licensed nurse on duty each day (8:00 AM – 3:00 PM). If medical issues arise the nurse will make contact with the parent. Any medical concerns can and should be shared with our school nurses.

## PARENT VOLUNTEERS

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At ACE, we strongly encourage our parents to volunteer at the school or in school activities. We believe that when students see their parents active in the school environment it reinforces the connection between school and home.

With that said, it is also important for parents to remember that school personnel, particularly school leadership must protect the educational environment. Our goal at ACE is to work together to promote the school. We hope that you will appreciate the fact that we want the classroom experience for each child to be sacrosanct. Nothing must stand between the work that is being accomplished by the teacher and students. We hope that parents understand that we have established the vision and the mission of this school and will not allow it to be distracted for any reason. Please do not use volunteer hours as an opportunity to meet with a teacher or other staff member concerning your child.

As such, we have attempted to find as many ways for parents to volunteer as possible. Anyone who volunteers in a capacity that directly involves our students must be fingerprinted for a background check. **We will identify a variety of times throughout the year to provide this opportunity.**

Parents will have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced throughout the school year.

**All parents are strongly encouraged to volunteer a minimum of 20 service hours per school year. Please remember that anyone associated with a family can volunteer on behalf of a child.**

## PARENT/TEACHER ORGANIZATION (PTO)

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ACE has an extremely active parent/teacher organization. More information will be shared during Open House and on our website/Facebook page. Join the ACE PTO and be a part of a group who truly get things done!

## PATIO

The only students allowed on the patio (adjacent to the large dining hall) are juniors and seniors on designated days. Students are reminded to clean up after themselves when using the patio and they may NOT have lunch delivered to them on the patio. Failure to keep the patio clean or follow the rules will result in students not be allowed to use the patio.

## PROM

Only those students classified as an 11<sup>th</sup> or 12<sup>th</sup> grader may attend prom. Underclassmen may attend only as the date of a junior or senior student enrolled at ACE.

## PROMOTION/RETENTION

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Retention can often be a very difficult discussion to have with parents and students. Research can be shown that suggests both sides of the argument for and against retention. At ACE, we understand this can be painful but we also know that for far too long, students particularly in the lower grades, are moved on when they are not academically ready to be successful in the work required in the next grade level.

ACE students must meet specific criteria in order to be promoted to the next grade. At ACE, we expect students to work hard and in the process, to learn.

ACE Policies require the following for a student to be promoted:

<b>Grades K-8</b>				
<ul style="list-style-type: none"> <li>• Students must have no more than 10 unexcused absences for the school year</li> <li>• Students must pass ALL academic classes</li> <li>• Parents may appeal this process by submitting a letter to the counselor within 5 days after the last school day. The counselor will convene the Placement Committee who will meet with the parent and review all records for the previous year to make a determination in the best academic interest of the child.</li> <li>• Students in grades 3, 5 and 8 will be required to meet certain Milestone Test criteria for promotion.</li> </ul>				
<b>Grades 9-12</b>				
To be promoted to the 10 <sup>th</sup> grade and classified as a Sophomore:	Student may have no more than 10 unexcused absences IN EACH COURSE for the school year.	Student must have earned a total of 6 Carnegie units	Of the 6 Carnegie units earned, 3 units must have been earned in academic courses (English, Math, Social Studies, Science)	In addition to the 3 units earned in academic courses, the student must also have earned at least 3 additional units in any other courses (academic or elective)
To be promoted to the 11 <sup>th</sup> grade and classified as a Junior:	Student may have no more than 10 unexcused absences IN EACH COURSE for the school year	Student must have earned a total of 12 Carnegie units	Of the 12 Carnegie units earned, 6 units must have been earned in academic courses (English, Math, Social Studies, Science)	In addition to the 6 units earned in academic courses, the student must also have earned at least 6 additional units in any other courses (academic or elective)
To be promoted to the 12 <sup>th</sup> grade and classified as a Senior:	Student may have no more than 10 unexcused absences IN EACH COURSE for the school year	Student must have earned a total of 18 Carnegie units	Of the 18 Carnegie units earned, 9 units must have been earned in academic courses (English, Math, Social Studies, Science)	In addition to the 9 units earned in academic courses, the student must also have earned at least 9 additional units in any other courses (academic or elective)

## **R** REQUEST FOR RECORDS

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Our office staff must have 3 business days' notice for any type of school records (i.e. request for records, work permit, attendance certificates, copies of report cards, or any student record).

## **R** RETURNED CHECKS

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Checks returned to ACE are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payment for the returned check must be made in cash or money order. The payment and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events, etc.

## **RTI** – RESPONSE TO INTERVENTION

An RTI is a systematic and purposeful process to provide support for struggling students. Students identified as having academic difficulties will be referred by the teacher as needing targeted instruction and progress monitoring. Parents are always included in the RTI process.

# SCHOLARSHIP

The Academy for Classical Education will hold an end-of-the year Scholar Ceremony. The average in each course as of the April 17 Progress Report will be used to determine award recipients. Averaged to the 2<sup>nd</sup> decimal place.

<b>Grammar School (Grades 1-5)</b>	
<ul style="list-style-type: none"> <li>• <b>Top Scholar Award</b> is given to the student in each homeroom with the highest overall average when all academic subjects are averaged together.</li> <li>• <b>Principal's Scholar Award</b> is given to students in each homeroom who have an average of 97 or higher when all academic subjects are averaged together.</li> <li>• <b>Academic Scholar Award</b> is given to students in each homeroom who have an overall average of 93-96 when all academic subjects are averaged together.</li> <li>• <b>ACE Good Citizen Award</b> is given to a student in each homeroom who has best embodied "the best version of myself" throughout the school year.</li> <li>• <b>Gryphon Scholar Award is given to the student in each grade level who has the highest overall average when all academic subjects are averaged together.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Most Improved Scholar Award</b> is given to the student in each homeroom who has worked diligently to make the most progress and as a result has improved his/her academic standing.</li> <li>• <b>Outstanding Attendance Award</b> is given to students in each grade level who have no absences (excused or unexcused) and no more than two tardies/early dismissals in the current school year.</li> <li>• <b>Perfect Attendance Award</b> is given to students in each grade level who have 0 absences (excused or unexcused) and 0 tardies/early dismissals in the current school year.</li> <li>• <b>Exceptional Attendance Award</b> is given to the students in each grade level who have achieved Perfect Attendance recognition for consecutive years.</li> </ul>
<b>Junior High/High School (Grades 6-12)</b>	
<ul style="list-style-type: none"> <li>• <b>Top Scholar Award</b> is given to the student in each grade level with the highest combined average when all academic subjects are averaged together.</li> <li>• <b>Principal's Award</b> is given to the student who has an average of 97 or higher when all academic subjects are averaged together.</li> <li>• <b>Academic Achievement Award</b> is given to the student in each grade level who has an average of 93 or higher when all academic subjects are averaged together.</li> <li>• <b>ACE Good Citizen Award</b> is given to the student in each grade level who has best embodied "the best version of myself" throughout the school year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Outstanding Attendance Award</b> is given to students in each grade level who have no absences (excused or unexcused) and no more than two tardies/early dismissals for the current school year.</li> <li>• <b>Perfect Attendance Award</b> is given to students in each grade level who have 0 absences (excused or unexcused) and 0 tardies/early dismissals for the current school year.</li> <li>• <b>Exceptional Attendance Award</b> is given to the students in each grade level who have achieved Perfect Attendance recognition for consecutive years.</li> </ul>

## Senior Scholarship Awards – Grade 12

<p style="text-align: center;"><b>Valedictorian</b></p> <ul style="list-style-type: none"> <li>• Student must be a candidate to earn the ACE Diploma w/Honors</li> <li>• Student must have the highest combined average:               <ul style="list-style-type: none"> <li>○ All academic subjects are averaged together</li> <li>○ Final grades in all academic courses from grades 9, 10, and 11 AND averages in academic courses as of the 31 ½ week progress report in the 12<sup>th</sup> grade</li> <li>○ The numerical average shall be rounded to the third decimal place – for example: 93.1234 would be rounded to 93.123</li> </ul> </li> <li>• Student must have been enrolled at the Academy for Classical Education for his/her 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years.</li> </ul>	<p style="text-align: center;"><b>Salutatorian</b></p> <ul style="list-style-type: none"> <li>• Student must be a candidate to earn the <b>ACE Diploma w/Honors</b></li> <li>• Student will have the second highest combined average               <ul style="list-style-type: none"> <li>○ All academic subjects are averaged together</li> <li>○ Final grades in all academic courses from grades 9, 10, and 11 AND averages in academic courses as of the 31 ½ week progress report in the 12<sup>th</sup> grade</li> <li>○ The numerical average shall be rounded to the third decimal place – for example: 93.1234 would be rounded to 93.123</li> </ul> </li> <li>• Student must have been enrolled at the Academy for Classical Education for his/her 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years.</li> </ul>
<p style="text-align: center;"><b>Summa Cum Laude</b></p> <ul style="list-style-type: none"> <li>• Student must be a candidate to earn the ACE Diploma w/Honors</li> <li>• Cumulative grade average of 92.000 or higher               <ul style="list-style-type: none"> <li>○ All academic subjects are averaged together</li> <li>○ Final grades in all academic courses from grades 9, 10, and 11 AND averages in academic courses as of the 31 ½ week progress report in the 12<sup>th</sup> grade</li> <li>○ The numerical average shall be rounded to the third decimal place – for example: 92.1234 would be rounded to 92.123</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Magna Cum Laude</b></p> <ul style="list-style-type: none"> <li>• Student must be a candidate to earn the ACE Diploma</li> <li>• Cumulative grade average of 92.000 or higher               <ul style="list-style-type: none"> <li>○ When all academic subjects are averaged together</li> <li>○ Final grades in all academic courses from grades 9, 10, and 11 AND</li> <li>○ Average in academic courses as of the 31 ½ week progress report in the 12<sup>th</sup> grade</li> <li>○ The numerical average shall be rounded to the third decimal place – for example: 92.1234 would be rounded to 92.123</li> </ul> </li> </ul>

- **Cum Laude**
  - ❖ Student must be a candidate to earn the ACE Diploma
  - ❖ Cumulative grade average of 92.000 or higher
    - When all subjects (academic and non-academic) are averaged together
    - Final grades in all academic courses from grades 9, 10, and 11 AND
    - Average in academic courses as of the 31 ½ week progress report in the 12<sup>th</sup> grade
    - The numerical average shall be rounded to the third decimal place – for example: 92.1234 would be rounded to 92.123
- **Outstanding Attendance Award\*** is given to students in each grade level who have no absences (excused or unexcused) and no more than two tardies/early dismissals for the current school year.
- **Perfect Attendance Award\*** is given to students in each grade level who have 0 absences (excused or unexcused) and 0 tardies/early dismissals for the current school year.
- **Exceptional Attendance Award\*** is given to the students who have achieved Perfect Attendance recognition for consecutive years.

\*Attendance is taken in EACH of the 7 periods for junior high/high school students. To receive this award, the student must have perfect attendance in EVERY class.

## SCHOOL ID'S \_\_\_\_\_

PARENTS, WE NEED YOUR HELP WITH IDs. All ACE students will be issued a school ID. Students in grades K-2 are required to have the ID attached to their book bag. Students in grades 3-12 are required to wear the ID attached to their collar DAILY. We ask that parents supervise this in order to maintain safety and security for our students. If a student reports to school without an ID they will be issued a temporary ID. After the first temporary ID, we will begin charging .50 for each one after that. Parents may want to purchase an extra ID. If custody is shared by both parents and the student resides at two addresses at various times of the week/year, we suggest that you purchase several IDs.

**The school ID should not be damaged or modified in any way. Students may not cover the information with stickers, cut the corners, chew the corners, etc. In the event that this happens, the parent will be required to purchase another ID at a cost of \$5.00.**

## **S**SCHOOL SAFETY

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### Disruption of Public Schools (O.C.G.A. 20-2-1181)

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

### Emergency Preparedness Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

### Loitering on School Property (O.C.G.A. 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

### Student Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons/guardians and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

### Tobacco –Free Schools

School policy prohibits the use of all tobacco products everywhere, by everyone, 24 hours per day, seven days per week on any school property.

### Visitors Sign-In Upon Entering Schools – (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers or other public safety officials in the performance of an emergency call, shall sign in at the designated location, as stated on posted signs of any school building, between the official starting and dismissal times and provide a reason for their presence at the school.

The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person, who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation, may face criminal prosecution of a misdemeanor of a high and aggravated nature.

## **S**ENIOR ACTIVITIES

Only those students classified as a 12<sup>th</sup> grader, and who have paid senior dues, will be allowed to participate in senior activities.

## **S**EVERE WEATHER INFORMATION

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In the event of severe weather, we will make every effort to use our phone calling system to alert our parents. None-the-less, please watch the local news, check your email, and visit our website/Facebook page for updates.

If school is cancelled, that day becomes a digital learning day. Students should log into D2L and continue with their assigned work.

## **S**OCIAL MEDIA

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Almost everyone utilizes social media such as Facebook to share information about themselves and/or their family. Organizations use social media (like Facebook) for the same reason: to share information about the organization. There have been many, many incidences over the last few years of young people disseminating hurtful information via Facebook. ACE will

use Facebook and other forms of social media to enable our school community to exchange information with our stakeholders about events at the school and to enable our stakeholders and community to communicate with us. Our ACE Facebook page will not be used as an opportunity to bash our school, our students or our teachers and we reserve the right to delete or block individuals who post negative or hurtful comments. At ACE, we want to model respectful behavior and civility at all times and this is as true with our behavior on social media as it is with personal communication.

## SOLICITATION

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Students are not allowed to solicit funds for personal/religious related events on school property. Nothing should be sold on campus unless it is sponsored by a school staff member.

## STUDENT RECORDS

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The Family Education Rights and Privacy Act (FERPA) requires that student records be maintained confidentially and provides parents and students various rights with respect to student records. In addition, FERPA allows certain types of personally identifiable information, known as "Directory Information" to be released by ACE without the consent of a parent or student. Students and parents can review their rights under FERPA at ACE's website found at: [www.academyforclassicaleducation.org](http://www.academyforclassicaleducation.org). Parents may request that ACE not release any directory information regarding his or her student by notifying **Kristen Peterec**, in writing, no later than **August 24, 2018**.

## STUDENT DRIVERS

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Students who have a legal driver's license may drive to and from school and may utilize the parking lot at ACE designated for student drivers. For safety purposes, all student vehicles must be registered with the school. An ACE Parking Decal must be displayed on the designated area of the vehicle. The vehicle must be properly parked in the parking spot. Parking Permits are non-transferrable and only the individual purchasing the Parking Permit may use the permit. Violations of this will result in the revocation of the parking privilege. Parking Permits will be issued to students who possess a valid Georgia Driver's License, provide proof of insurance and complete the registration form. Please understand that driving a car and parking at ACE is a privilege and not a right. As such, student drivers must:

- Drive onto the ACE property with care and caution.
- Radios/CD players should not be played loud enough to be heard outside of the car.
- Students must exit their car immediately after parking and report to the designated area of the building.
- Student drivers are dismissed at 3:15 p.m.(via the Silent Dismissal System). No student should go to their car before this time without specific permission from an administrator. Students leaving should report to their car and exit the property quietly and carefully.
- Student drivers who also transport siblings, must pick up the sibling from their designated area and walk them to the student parking lot.
- Students who have activities after school may go to their car to get equipment or clothing and to leave their books/bookbags. They must report to the designated area immediately after this.
- ACE is not responsible for lost or stolen items in or around the vehicle.
- ACE is not responsible nor will we be held liable for any violation of state law regarding young drivers.
- Student drivers who accumulate 10 tardies will lose driving privileges for two weeks. If the student has no tardies during that two week period, he/she will have driving privileges reinstated. After 20 tardies, the student driver will be denied driving privileges for the remainder of the school year.
- Additionally, it is not ACE's responsibility to monitor student drivers and the individuals they transport.
- If a student is riding home with a student driver, the rider must have a note from their parent/guardian with the following information: rider's name, parent's name, driver's name and valid phone number for the parent/guardian.
- Parking on campus without a valid parking permit will result in a \$10 fine per day.

## **S** STUDENTS' RIGHTS

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- ❖ All Students have the right to feel safe from threats and bodily harm while at school. Disruptive behaviors are never acceptable, and when they occur, will result in the appropriate consequences and/or disciplinary action including having a parent come to the school to take the student home.
- ❖ Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the administration.
- ❖ At no time may parents approach a child not their own, directly.
- ❖ All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment, misuse of internet (FACEBOOK, or other electronic social media) or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary. Please review policy on BULLYING (page 42) for more information.

## **S**USPENSION

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Students who are suspended have been removed from the regular school setting because of their failure to comply with rules. While we encourage students to keep up by using D2L, they will receive zeros for the work that is missed during the time of the suspension. Any tests or projects assigned prior to a student's suspension and due while the student is on suspension may be turned in upon their return from suspension (i.e. the day of returning). Students who have multiple suspension will be required to meet with the administration and their parents to determine if ACE is the best placement for that student. ACE does NOT hold In-School-Suspension.

## **T**ARDIES – TO SCHOOL & CLASS

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After 8:00 a.m parents must walk students into the office and sign them in. A tardy is unexcused unless the child had a doctor or dental appointment and documentation is provided. We understand that sometimes families have car trouble or other things that can cause a tardy; that's why we are allowing 3 unexcused tardies with a warning. Anything beyond 3 tardies is excessive.

<b>Students in grades K-5</b>	<b>Students in grades 6-12</b>
4 <sup>th</sup> Unexcused Tardy – Parent Contact by classroom teacher	1 <sup>st</sup> Unexcused Tardy to class – warning 2 <sup>nd</sup> Unexcused Tardy to class – warning 3 <sup>rd</sup> Unexcused Tardy to class – warning 4 <sup>th</sup> and all future tardies – SILENT LUNCH to be served the next day
5 <sup>th</sup> and future tardies – conference with administration.	A parent conference may be requested due to excessive tardies.

Note: If a student (in grades 6-12) is late to two classes on the same day, he/she will receive a lunch detention the next day and the day after (for example: tardy to 2<sup>nd</sup> period doesn't mean that since the student already has lunch detention, he/she can be late to 3<sup>rd</sup> – 7<sup>th</sup> periods).

The traffic situation here at ACE will not be accepted as an excuse for being tardy.

## **T**ELEPHONE

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The telephones in the main office or in any of the offices are for school business and must be used as such. Again, we ask parents not to call or text his/her child and we ask students not to use their cell phone in the bathroom or other areas to contact a parent. ACE faculty and staff are happy to contact parents.

## **T**ESTING

ACE complies with state requirements to administer end-of-grade and end-of-course testing each spring.

# UNIFORMS (Dresscode)

The use of a uniform provides a common element upon which the culture of a school is built. At ACE, we want our students to be known by the content of their character and their abilities, rather than by fashion.

- Students in Kindergarten and 1<sup>st</sup> grade must have an emergency uniform. Under garments, shirts and pants should be placed in a gallon-size zip-loc bag and turned in to their teachers.
- Athletic shoes are for daily wear as children will be going outside for recess and physical education. However, we have provided an option for a dress shoe. Remember – a dress shoe is dressy (canvas slip-on styles and boat shoes are **not** acceptable styles) and must be able to be polished. In other words, it must be a leather type material.
- Monogramming is NOT required. Macon Monogramming located on Forsyth Road and Embroidery Plus located on Vineville Avenue have our selected monogramming logos and crest. We will NOT release our art work to the public. Please keep in mind, if you choose to duplicate our artwork and monogram on your own and the color or design varies, we reserve the right to consider it a dress code violation.
- **An important part of the uniform is the school issued ID. All ACE Scholars will be issued one school ID and it must be worn every day. Please encourage your child to place his/her ID in his/her book bag once they get into the car so that the ID is ready to put on prior to getting out of the car the next day. Replacement ID's can be purchased for \$5.00.**

The personal grooming of students should be in accord with the standards set by the uniform dress code. Students should be clean and neat when at school.

## 2017-2018 Uniform Policy – ALL STUDENTS

Tops (The ACE logo MAY be placed on shirts, jackets, etc. but no other logo will be allowed.)	
Polo/golf- type colored shirt (long or short sleeve)	<ul style="list-style-type: none"> <li>• Must be white or navy blue only</li> <li>• Must be plain or have school logo only (no Izod, Polo or other brand emblems)</li> <li>• Long sleeve may not be worn under a short sleeve unless it is the same color or white</li> <li>• Sleeves must not extend past the wrist</li> <li>• If an undershirt is worn, it must be white or the same color of the top shirt</li> <li>• Shirt must be tucked into pants</li> </ul>
Oxford-type shirt (collared, button, long or short sleeve)	<ul style="list-style-type: none"> <li>• Must be white only</li> <li>• Must be plain or have school logo only</li> <li>• Long sleeve may not be worn under a short sleeve</li> <li>• Sleeves must not extend past the wrist.</li> <li>• If a shirt is worn underneath, it must be white.</li> <li>• Shirt must be tucked into pants</li> </ul>
Turtle Necks	<ul style="list-style-type: none"> <li>• Navy or White only</li> <li>• Sleeves must not extend past the wrist</li> <li>• Shirt must be tucked into pants</li> </ul>
Girls Dress	<ul style="list-style-type: none"> <li>• Navy, Khaki, Evergreen or Evergreen plaid only (*no red in the plaid)</li> <li>• Must be plain or have school logo on top left chest area only</li> <li>• Note: If a girl would like to wear bloomers or shorts under a dress, then the bloomers/shorts must be the same color as the dress (navy or green)</li> </ul>
Pull-Over Sweater	<ul style="list-style-type: none"> <li>• Navy or white only</li> <li>• No hoods</li> <li>• May have school logo (ONLY) on left chest area</li> <li>• <b>Child's name MUST be on the label.</b></li> </ul>
Cardigan Sweater	<ul style="list-style-type: none"> <li>• Navy or white only</li> <li>• No hoods</li> <li>• May have school logo (ONLY) on left chest area</li> <li>• <b>Child's name MUST be on the label.</b></li> </ul>

Sweatshirt	<ul style="list-style-type: none"> <li>• Navy or white only</li> <li>• No hoods</li> <li>• May have school logo (ONLY) on left chest area</li> <li>• <b>Child's name MUST be on the label.</b></li> </ul>
Vests	<ul style="list-style-type: none"> <li>• Navy or white ONLY</li> <li>• Shirt must be worn underneath vest</li> <li>• May have school logo (ONLY) on left chest area</li> <li>• <b>Child's name MUST be on the label.</b></li> </ul>
Zipper Fleece	<ul style="list-style-type: none"> <li>• All Navy or white only (no piping or trim with other colors)</li> <li>• May have school logo (ONLY) on left chest area</li> <li>• May not be hooded</li> <li>• <b>Child's name MUST be on the label.</b></li> </ul>
<b>Bottoms (logo not required)</b>	
Pants	<ul style="list-style-type: none"> <li>• Khaki or navy blue</li> <li>• Must be cotton twill, chino material or corduroy</li> <li>• Capri pants are acceptable for girls</li> <li>• Regular length pants should reach the top of the shoe (no longer)</li> <li>• Must fit correctly at waist</li> <li>• Must not contain leg zippers, must not have tapered legs or contrasting top stitching</li> <li>• If pants have belt loops, belt (navy blue, brown or black only) must be worn</li> <li>• Shirt must be tucked in</li> <li>• Cargo and denim are <b>not</b> allowed.</li> <li>• Leggings are NOT allowed.</li> </ul>
Shorts	<ul style="list-style-type: none"> <li>• Khaki or navy blue only</li> <li>• Must be cotton twill or chino material</li> <li>• Must fit correctly at waist</li> <li>• Must be no more than 2 inches from the top of the knee</li> <li>• If shorts have belt loops, belts (navy blue, brown or black only) must be worn and shirt must be tucked in</li> <li>• Must not contain leg zippers or contrasting top stitching</li> <li>• Cargo and denim <u>not</u> allowed</li> </ul>
Skirts/Skortts All grade levels	<ul style="list-style-type: none"> <li>• Navy Blue or Khaki, or Evergreen Plaid (no red in plaid)</li> <li>• Must be worn no more than 2 inches from the top of the knee (Length will be strictly enforced). <b><u>We do not suggest purchasing skirts from LandsEnd because the length is TOO short.</u></b></li> <li>• Girls should NOT roll the skirts up so as to make them shorter.</li> <li>• If wearing shorts or bloomers under a skirt, the shorts or bloomers must be the same color as the skirt.</li> </ul>
<b>Shoes, Socks, Belts</b>	
Shoes for daily wear (boys)	<ul style="list-style-type: none"> <li>• Solid white or solid black athletic shoes (soles, shoe and laces must be all white or all black)</li> <li>• No high tops or mid-tops</li> </ul>
Shoes for daily wear (girls)	<ul style="list-style-type: none"> <li>• Solid white or solid black athletic shoes (soles, shoe and laces must be all white or all black)</li> <li>• No high tops or mid-tops</li> </ul>
Shoes for <u>dress</u> (boys)	<ul style="list-style-type: none"> <li>• Black or brown</li> <li>• May be loafer or lace-up</li> <li>• No high tops or mid-tops</li> <li>• No boots</li> <li>• Heel must not exceed 1 inch</li> <li>• No clogs, platforms, rollers or sandals</li> <li>• No shoes that light up</li> <li>• Any type of cloth shoe is not permitted – Shoes MUST be polished and cloth cannot be polished.</li> </ul>

Shoes for <u>dress</u> (girls)	<ul style="list-style-type: none"> <li>• Black, brown or navy only</li> <li>• May be loafer, lace-up or Mary Janes. (Low-heeled pump, no more than 2 inches high, may be worn in grades 8-12)</li> <li>• No high tops or mid-tops</li> <li>• No boots</li> <li>• Shoes must be polished</li> <li>• No clogs, platforms, rollers or sandals</li> <li>• No shoes that light up</li> <li>• Must not be backless or open-toed</li> <li>• Approved styles include Mary Janes, Penny Loafers, Oxfords (one color), plain pumps</li> <li>• Wallabees are NOT permitted</li> <li>• Any type of cloth shoe is <u>not</u> permitted – the shoe must be able to be polished</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• White, navy or black. If wearing brown dress shoes, tan/brown socks are allowed.</li> <li>• Single color knee socks allowed</li> <li>• No designs, accessories, beads or charms permitted</li> </ul>
Tights	<ul style="list-style-type: none"> <li>• Navy or white only</li> <li>• Leggings and Jeggings are <b>NOT</b> permitted</li> </ul>
Hose	<ul style="list-style-type: none"> <li>• Nude or navy only (Grades 8-12)</li> </ul>
Belt	<ul style="list-style-type: none"> <li>• Black, brown or navy</li> <li>• Should not have large or ornate buckle, studs or chains</li> </ul>
<b>Accessories</b>	
Hair	<ul style="list-style-type: none"> <li>• Hair should be neat, clean and not distracting.</li> <li>• Hair bands and hair ornaments must be white, navy blue, Evergreen or Evergreen plaid</li> <li>• Boys should be clean shaven. No facial hair.</li> </ul>
Jewelry (other)	<ul style="list-style-type: none"> <li>• Jewelry should be kept to a minimum.</li> <li>• Students may wear a watch, bracelet (but NOT multiple bracelets), necklace, ring (but NOT multiple rings) so long as the look is neat and non-distracting.</li> <li>• Girls may wear one stud earring in each ear (must be either gold/silver/pearl and no larger than a quarter). Boys may not wear earrings.</li> <li>• No ankle bracelets.</li> <li>• The school has the authority to ask students to remove jewelry that distracts from the learning environment. (This is at the discretion of school leadership.)</li> </ul>
Make-up	<ul style="list-style-type: none"> <li>• No make-up allowed in grades K-5</li> <li>• Grades 6-12: ACE Scholars are young ladies and should wear minimal amounts of make-up. <ul style="list-style-type: none"> <li>○ Excessive make-up such as false eye lashes, bright or neon-colored eye shadow, etc. will not be allowed.</li> <li>○ Lipstick/Lip Gloss should be light in color and in the red/pink/coral color range. No bright/dark colors, no blues, greens, purples, etc.</li> </ul> </li> <li>• Girls may wear clear or light-colored pink (no fluorescent colors) nail polish in grades K-12; nails should be trimmed to a natural length (not filed to a point).</li> <li>• Due to unknown allergies by other students and staff all students and staff are asked to refrain from scented lotions or perfumes while at school.</li> </ul>
Neck Ties	<ul style="list-style-type: none"> <li>• Girls and boys may wear neck ties with an oxford-type shirt.</li> <li>• Ties must be navy blue or plaid. Plaid must be purchased from Parker Uniforms or LandsEnd.</li> </ul>
Bookbag	<ul style="list-style-type: none"> <li>• Must be navy blue only. (Black or brown leather on the bottom is acceptable for reinforcement.)</li> <li>• Parents should place a luggage tag on the book bag for identification purposes.</li> <li>• Parents can have the students' initials or name on the book bag in white lettering if they choose.</li> </ul>
Lunch Box	<ul style="list-style-type: none"> <li>• A parent may select any kind of lunch box or bag for their child to bring lunch to school. A brown paper bag is equally appropriate. Make sure you write your child's name in the lunch box with a permanent marker.</li> </ul>

Out-door Wear	<ul style="list-style-type: none"> <li>There are no specific guidelines for heavy coats or raincoats. However, these items must be removed upon entering the building. Any coat, sweater, or pullover that will be worn throughout the day, <b>MUST BE NAVY BLUE OR WHITE.</b></li> </ul>
Lanyard	<ul style="list-style-type: none"> <li>Students are required to wear his/her student I.D. (except Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> whose I.D. should be attached to his/her bookbag).</li> <li>Students may either use a clip (provided by the school) or a lanyard. Lanyards must be solid navy blue or an ACE Lanyard purchased from Scholar Pointe.</li> </ul>

**Non-Permitted Items:**

- Tattoos or writing on skin
- Hats of any kind or hooded sweatshirts are not permitted in the building
- Dark glasses worn for fashion or dark glasses that would normally be worn outside
- Any distracting jewelry
- Piercings in areas other than ears (girls). No piercings for boys.
- Overly large clothing that sags below the waist area
- Rhinestone, silver ringed, studded or belts with designs. Plain belts only.
- Extreme hairstyles (Natural colors only; no neon pink, blue, purple, etc.)
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership or any derogatory or demeaning remark, comment, sign or symbol are prohibited.
- Blue jean material, knit pull-on pants, jogging pants, cargo pants, biker pants, jeggings, leggings, or extremely tight pants/shorts are not permitted.
- No shoes with wheels, airbrushing, house slippers, or flip flops are permitted on school grounds.
- Extreme makeup (false eyelashes, neon eye shadow, etc.)
- Shorts or skirts that are too short.
- Pajamas, boxer shorts, slippers, cut-off sweat pants
- Revealing shirts
- Pants with holes whether by design or wear
- Exposed underwear
- Unfastened belts
- Chains or other items dangling from clothing
- Monogramming clothing with your child's initial is fine provided the stitching is either white or navy blue. We do NOT recommend monogramming your child's name on any clothing.
- Facial hair

**The administrative staff reserves the right to deny any type of clothing, accessory, haircut/color that disrupts the learning environment.**

**NOT PERMITTED:**

Wallabees	Mid-top Tennis Shoes	High-top Tennis Shoes
		

## VARSITY LETTERMAN JACKETS

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Varsity Letterman jackets can be purchased through the school, by students who have participated in specific GHSA sanctioned activities and who meet a specific benchmark established by the organization. Students interested in purchasing a letterman jacket should speak with the coach or director of the organization.

## VISITORS

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Visitors, INCLUDING PARENTS, are not permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Georgia Drivers' License to the front office personnel to obtain a Visitor's Pass. Visitors must sign in and out, state with whom they are visiting, and the purpose of the visit, before obtaining a pass. Visitors are not allowed to randomly visit classrooms because this disrupts the instructional work being done. Teachers will be in contact with parents on a routine basis and will be available to meet with parents. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

## WEAPONS

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Although House Bill 60 that went into effect July 2016 allows people with a license to carry a gun into a school safety zone, school functions or on school provided transportation with the approval from the appropriate school official, we have decided that only licensed police personnel will be allowed to carry a gun/weapon onto the property of the Academy for Classical Education or to any school function off the campus.

## WITHDRAWAL

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If it becomes necessary for a student to withdraw from ACE, the parent must come to the Registrar's office and complete a withdrawal form. Records will not be forwarded to another school until the parent goes through the withdrawal process. Books will need to be returned, any fees owed must be paid, etc. Once withdrawn, a student may not re-enrolled at ACE without going through the application/lottery process.

### Youth/Religious Groups

Individuals representing various youth/religious community organizations visiting ACE during school hours are required to submit documentation from their organization identifying them as a part of that organization. These individuals must also submit a background check prior to their visit. Permission to visit the campus should be granted by an ACE administrator.

**Please note: The Administrative Staff of the Academy for Classical Education reserves the right to make changes/additions to this handbook as the need arises. Parents will be notified of any changes via email.**

**The ACE administration cannot foresee every situation that may come up during the school year. However, if behavior interrupts the operation of the classroom, the hallway or the school in general, the results could be as simple as a warning or as serious as an expulsion.**

# *Academy for Classical Education*

## STUDENT CODE OF CONDUCT

The mission and vision for The Academy for Classical Education is to build the foundation of knowledge and critical thinking skills necessary for children to become independent learners for life. In order to accomplish this, we must have a learning environment **where teachers can teach and students can learn.**

Throughout the process leading to the opening of ACE, we have made every effort to explain to parents that behaviors that disrupt the learning environment cannot and will not be tolerated. Parents are reminded that ACE is a school of choice. By choosing to attend ACE, parents have chosen to agree to the most basic of all rules and that is that they will send their child to school, ready and willing to learn, and ready and willing to be respectful of the total school environment and the people in it. It is the responsibility of each of us as parents, to instill within our own children a respect for others and a respect for school. The responsibility of the school is to educate each child to that child's highest ability. When school employees are forced to assume responsibility for teaching a child how to behave or forced to stop teaching in order to redirect or remove a child from class, valuable instructional time is lost for others. Further, during our first year, we repeatedly heard from our students how much better they felt about school once distractions and misbehaviors were removed. We intend to continue to work to have no interruptions in the academic school day as a result of a student's misbehavior regardless of the reason.

Thus, at ACE, no teacher will be expected to teach any child how to behave while at school, or to stop teaching others in order to correct a child's behavior. Further, at ACE we do not have individuals hired solely to provide discipline nor do we have an In-School Suspension Program. Students who refuse to comply with this most basic request - to arrive at school willing to learn and willing to behave - will have the opportunity to return home so that these expectations can be reinforced by their parent.

The following expectations for conduct will enable all ACE Scholars and families to understand what we anticipate of each student while at school, while at school-sponsored activities, as well as in activities that are non-school related. Students who are involved in activities at school or outside of school that endanger the health, safety, and well-being of others or disrupt the learning environment will be subject to possible expulsion and could potentially face involvement with our local law enforcement.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

We will contact a child's parent when a disciplinary event occurs because we respect the parents' right to know of behavioral issues. We know that a parent is the best teacher for their child in matters of student behavior.

# EXPECTATIONS FOR STUDENT BEHAVIOR

ACE Scholars shall:

- Attend school regularly and be punctual.
- Be respectful to adults and fellow students at all times.
- Obey the expectations of the school, its teachers and staff and all adults employed at ACE.
- Be honest in all that they say and do.
- Complete all assignments to a high level.
- Not engage in behavior that disrupts or injures others at ACE or elsewhere.
- Show pride in themselves and ACE by dressing neatly and being well-groomed.
- Show pride in their school by taking care of the facility, books, furniture and all instructional materials.
- Work well with others and if problems occur, seek advice or help from others.
- Protect the learning environment against all interruptions by reporting to their teacher or the administrators if problems arise.
- Always treat everyone at ACE with respect and courtesy.

At ACE:

- We want all students to have a positive educational experience free from the negative behaviors that sometimes can be brought into a classroom by students who are ill-mannered, poorly behaved, or aggressive in nature.
- We ask that all parents send their child or children to school with the understanding that they will NOT disrupt or hijack the learning environment in any way. We say this as clearly and concisely as we can here in our Student Handbook/Code of Conduct and will continue to say it at parent meetings.
- In the event a student of any age, creates a situation in a classroom where other students or the teacher feels uncomfortable, marginalized or threatened, we will immediately remove that child from the classroom and contact the parent.
- Students with special needs will have their rights protected under the law; however, the same will be true in the event other students or teachers feel threatened. At such time an IEP meeting will be convened to discuss the appropriateness of the IEP, its accommodations and the child's best possible placement.

## DISCIPLINARY ACTION

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The word “discipline” comes from a Latin word meaning “instruction” or “to teach”. Thus, discipline should be used to enable an individual to reflect and acknowledge wrong-doing, receive the appropriate consequences for that wrong-doing, and have an understanding so that the event does not occur again. We recognize that the first and BEST teachers of our ACE Scholars for all things are their parents. Unfortunately, sometimes young people do make mistakes when they are away from their parents. ACE Faculty and Staff will work tirelessly to provide an environment where teachers can teach, and students will truly want to learn. Students who fail to recognize that what they are doing is negatively impacting them as well as the school community will face the sanctions imposed by the school and ultimately risk their placement at ACE. Remember, at ACE a student is **always** an **ACE Scholar** and the behaviors exhibited will **always** reflect on the student, their family, and their school! Discipline will be handled in a progressive manner with each infraction building toward a more severe consequence. Below (pages 46-51) are the levels of misconduct and their possible consequences. Students and parents should recognize that a student accused of a Tier III or Tier IV infraction risks being removed from ACE.

## **D**ISCIPLINARY HEARING POLICY

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Any ACE student accused of committing a Tier IV offense may be referred for a Disciplinary Hearing to determine whether a long term suspension or expulsion is appropriate. A long-term suspension means that the student will be recommended to the Bibb County Alternative School for a designated period of time.

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

A decision to impose a long-term suspension will be the result of a Disciplinary Hearing before an independent hearing officer(s). The purpose of the Disciplinary Hearing is to receive and evaluate testimony and other evidence concerning the disciplinary violation. The school principal or his/her designee will present the case for suspension or expulsion to the Hearing Officer(s).

Parents/guardians will receive written Notice of Hearing which will include information relevant to the issue.

## **B**ULLYING

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**Children of all ages have negative interactions with other students from time to time. It is important that we as adults teach children how to deal with adversity. At ACE, we have three guidance counselors with whom they can speak about issues that arise. Not all negative interactions rise to the level of bullying.**

**ACE prohibits the bullying or intimidation of a student by another student at all times.** It is very important that information in all situations be weighed and evaluated, but bullying has become an issue in schools that severely compromises the well-being of the student(s) involved. In the event a student has been accused of or committed the offense of bullying or has been the victim of bullying, the school will notify the parent(s), guardian(s), or other person(s) having control or charge of such student.

As per Georgia Law regarding bullying:

- Upon a finding that a student in grades K-12 has committed his/her first or second offense of bullying in the current school year, said student will be subject to the penalties and consequences of Tier II or III respectively.
- Upon a finding that a student in grades K-5 has committed his/her third or fourth offense of bullying in the current school year, said student will be asked to withdraw from ACE.
- Upon a finding that a student in grades 6-12 commits a 3<sup>rd</sup> bullying offense in the current school year, the student will be referred to the governing board for expulsion.

We are including below information in this section on bullying, taken from the Georgia Department of Education. It is important for all of us to know and understand just what bullying is as well as the consequences for this act. In every setting – school, work and life in general – people do things to one another that might be construed as bullying. Thus, we believe that by educating everyone regarding Georgia Law concerning bullying, we will all be better informed.

*What Is Bullying?* (Information taken from GADOE website) Georgia Law **O.C.G.A. 20-2-751.4** defines bullying to mean an act that is: **(1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate (a) causes another person substantial physical harm; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; (d) has the effect of substantially disrupting the orderly operation of the school.** You can learn more about this from the DOE site at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Bullying-Prevention-Toolkit.aspx>

In addition, GADOE has added cyberbullying to this issue as a result of the 2015 passing of House Bill 131 known as “The End of Cyberbullying Act.” HB 131 modifies the definition of bullying to include acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originate on school property or with school equipment.

*When Can My Child Be Disciplined for Bullying?*

Bullying is not limited to acts that occur on school grounds. Your child may be disciplined for bullying that occurs on school transportation (if available), on transportation made available for school purposes, and at school-related functions or activities.

With the advent of technology, your child may also be disciplined for “cyber-bullying” that takes place through a computer, computer system, computer network, or other electronic technology of a school system.

#### *Investigation and Parental Notification*

We have urged parents whose children have been targeted on social media, Instagram, etc. to contact the local Sheriff's Department and file a complaint. This has been the most effective tool in fighting this issue. However, it is VERY important for all parents to monitor their child's use of social media at all times! We cannot emphasize this enough. Young people can lead very different lives on their social media sites and others can easily take advantage of them through various sites. Children in grades Kindergarten through 8<sup>th</sup> grade should have no or very limited access to social media.

#### *Discipline and Punishment*

Georgia has some of the strongest punishments for bullying. Penalties may vary from school to school. Some of the recently revised school codes provide that disciplinary action will be taken, ranging from counseling, in-school suspension, short-term suspension, and long-term suspension, to expulsion or referral to an alternative school. Please remember that at ACE, we do not have ISS. Students who are accused of bullying may be suspended up to 10 days or referred for a Hearing with the Bibb County BOE for placement at the Alternative School or possible expulsion depending on the severity of the situation.

#### *How Can I Help My Child?*

The consequences to bullying are serious both for the individual bullying as well as for the victim. You can help your child by reviewing our Code of Conduct to understand what is considered bullying and what is at stake in terms of disciplinary action. Talk to your child to discuss how to avoid engaging in bullying behavior.

You can read more about the Georgia Department of Education's rules on Bullying by going to <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Bullying-Prevention-Toolkit.aspx>

You can also help us by reporting behaviors that you feel are of a bullying nature to your child's teacher immediately or by contacting the parents of the individual doing the bullying. It is important to remember that some behaviors are age-related. Children do tend to pick on one another at various times in the developmental process. Our job as adults is to both teach children who are picking on others how to interact more positively as well as to teach children how to cope with negative situations while at the same time, being able to recognize negative behaviors that have an impact on a child's well-being. In the end, if as a parent, you feel your child is at risk as either a person who treats others negatively or who is treated in a negative fashion, please make us aware of the situation so that we can monitor it here at school.

# LEVELS OF MISCONDUCT AND DISCIPLINARY ACTIONS

## Tier I Misconduct

This level of correction is used when the behavior engaged is of a minor but consistent action warranting intervention on the part of the teacher or other school staff. These actions create a breach in the teacher being able to teach and the student being able to learn. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident.

<p><b><i>Examples of these actions might be but are not limited to the following:</i></b></p> <ul style="list-style-type: none"> <li>- Violations of classroom rules</li> <li>- Uniform issues (failure to follow the uniform policy)</li> <li>- Bringing toys or items from home to school that are unrelated to the lesson taught.</li> <li>- Bringing cards, trading cards, etc.</li> <li>- Loud talking, loud laughing or use of a tone that disrupts the learning process in the classroom, hallway, cafeteria, etc.</li> <li>- Arguing with another student or the teacher that interrupts the learning environment</li> <li>- Leaving books or other materials strewn about in the classroom creating an unsafe area to walk</li> <li>- Failing to stay in an assigned area of the classroom after being asked to remain in an area</li> <li>- Lying to a teacher</li> <li>- Failure to follow directions given by an adult</li> <li>- First incident involving cell phones</li> <li>- Putting hands on another student – pushing, shoving, kicking, biting, pinching, slapping, etc.</li> <li>- Going to your car during the school day without a pass from an administrator.</li> </ul>	<p><b><i>Tier I Disciplinary Actions may include but are not limited to the following:</i></b></p> <ul style="list-style-type: none"> <li>- Immediate removal of the student from the classroom or area where the infraction occurs and request made for parent to come to the school.</li> <li>- A written or verbal warning by the teacher, counselor, media specialist, custodian, lunch room staff, administrative support staff or administrator.</li> <li>- Teacher conference with the student and the parent.</li> <li>- Student placed on behavior contract.</li> <li>- Student required to remain for teacher detention.</li> <li>- Any other disciplinary action deemed appropriate by the assigned administrator.</li> <li>- Cell phones confiscated</li> </ul>
<p>Parents please remember: We do not tolerate student disruptions during class time. Regardless of the age of the child, a student who disrupts class by blurting out repeatedly, moving about the classroom so as to remove the attention of the students from the teacher, fails to follow classroom rules, argues or belittles other students, throwing things, hitting, pushing or shoving others will be removed from class and the parent will be called to come and get the child.</p>	

**The ACE administration cannot foresee every situation that may come up during the school year. However, if behavior interrupts the operation of the classroom, the hallway or the school in general, the results could be as simple as a warning or as serious as an expulsion.**

## Tier II Misconduct

This level of correction is used when the behavior engaged is persistent and repeated and interferes with the smooth operation of the instructional environment or in the running of the school program. These actions can occur in the classroom, in the gym, in the cafeteria, outside of the school building or at school sanctioned or even non-school events. This might include but is not limited to repeated acts of minor misconduct as seen in Tier I; of actions of a student against another student, adult or ACE property that does not seriously endanger the health, safety, or well-being of others but does disturb the learning environment or the school climate. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident.

<p><b><i>Examples of these actions might be but are not limited to the following:</i></b></p> <ul style="list-style-type: none"> <li>- Repeated violations of Tier I misconduct.</li> <li>- Disruption and interference with the normal operation of school             <ul style="list-style-type: none"> <li>o (This includes pulling a fire alarm, blocking the entrance to a classroom so that students or teachers could not enter, disorderly conduct, refusal to give a school employee their name, urging other students to violate the rules of the school, using a cell phone in a bathroom or other part of the school to make contact with others.)</li> </ul> </li> <li>- Talking back, shouting or defiance directed at any adult employed by ACE.</li> <li>- Continued failure to follow the uniform policy (shirt, pants, skirt, skort or dress that are not in the school colors, shoes that are incorrect for the outfit (casual or dress), shoes not included in the uniform policy, shirt untucked, failure to wear a belt when the pants or skirt have belt loops, etc.)</li> <li>- Academic dishonesty (cheating which may include turning in someone else's work, copying answers from the student seated near you, plagiarism using another student's work or materials from the internet, etc.).</li> <li>- Taking items that belong to another student or adult.</li> <li>- Using a cell phones or any electronic device on school property (unless with the permission of and in the presence of school personnel).</li> <li>- Being in possession of devices such as fidget spinners or other attention devices without a 504 or an IEP requiring that device.</li> <li>- Destruction of school property such as consumables, crayons, markers, stapler, pencil sharpener, hand sanitizer machine, student ID, books or other classroom materials, etc.</li> <li>- Tampering of any kind with school technology.</li> <li>- Visiting any inappropriate site on school technology. An inappropriate site is ANY site that is not related to what is going on with the lesson at hand.</li> <li>- Disrespectful or demeaning language directed at another student or adult.</li> <li>- Disrespectful behavior to a staff member or any adult.</li> <li>- Vulgar, profane or discriminatory language or behavior directed at another student or adult.</li> <li>- Public displays of affection-kissing, hugging or touching one another inappropriately (1<sup>st</sup> offense)</li> <li>- Threatening another student or adult either by word or behavior (this includes pushing, shoving, tripping, etc.).</li> <li>- Bullying on the first offense, harassment, cyber-bullying, or intimidation as defined in Georgia law O.C.G.A. § 20-2-2751.4.</li> <li>- Any act that disrupts the learning environment or the orderly process of the school operation.</li> <li>- Second incident involving cell phones.</li> <li>- Bringing a laser lighter to school for any reason.</li> <li>- Cutting class (not reporting to class, going to the bathroom and remaining there during the class period, going to another teacher's classroom, going to the library, going to the lunchroom, etc. are all considered cutting class)</li> <li>- Leaving school without permission (i.e. not signing out through the main office).</li> </ul>	<p><b><i>Tier II Disciplinary Actions may include but are not limited to the following:</i></b></p> <ul style="list-style-type: none"> <li>- Immediate removal of the student from the classroom or area where the infraction occurs and request made for parent to come to the school.</li> <li>- Mandatory Administrative detention; student must provide written apology to the individual with whom the event occurred.</li> <li>- Restitution of stolen or broken item.</li> <li>- Grade penalty of an assigned "0" if infraction is for academic dishonesty.</li> <li>- Referral to Counselor</li> <li>- Any other intervention or consequence deemed appropriate by teacher, counselor, parent or administrator.</li> <li>- Cell phones confiscated</li> <li>- Parents are required to purchase a replacement ID.</li> <li>- Possible suspension from school</li> <li>- Possible referral for expulsion</li> </ul>
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## **Tier III Misconduct**

This level of correction is used when the student's misbehavior is repeated but the offenses may not be related; however, the smooth operation of the instructional environment or the running of the school program may be impeded. These actions can occur in the classroom, in the gym, in the cafeteria, outside of the school building or at school sanctioned or even non-school events. This might include but is not limited to repeated acts of misconduct as seen in Tier I and Tier II; of actions of a student against another student, adult or ACE property that could endanger the health, safety, or well-being of others and may also disturb the learning environment or the school climate. These behaviors are of a serious nature and may result in a student's suspension from school and school activities. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident.

### ***Examples of these actions might be but are not limited to the following:***

- Any behaviors from Tier I or Tier II that are repeated and are not corrected by discipline administered. (This would include a 5<sup>th</sup> or more offense of failure to wear an I.D.)
- The fourth failure to comply with the uniform policy.
- Second infraction involving academic dishonesty.
- Second infraction of public displays of affection
- Refusing to follow directives given by an administrator involving a disciplinary consequence.
- Lying (committing perjury), falsifying, omitting information, misrepresenting or erroneously reporting information regarding instances of alleged inappropriate behavior by any ACE student toward another student in regard to an incident that has occurred.
- Bullying on the second offense, harassment, cyber-bullying, or intimidation as defined in Georgia law O.C.G.A. § 20-2-2751.4.
- Inappropriate or unwanted touching of another student or adult.
- Grabbing, touching, pinching, or slapping a student while on campus, school-sponsored events, including athletic fields.
- Using vulgar/profane or aggressive language toward another student or adult including disrespectful language or behavior directed at a teacher, administrator or any ACE school personnel.
- Defacing, damaging or destroying the property of another individual.
- Defacing, damaging or destroying the property of ACE.
- Encouraging others to become involved in acts that are prohibited or disrupt the learning environment or the school environment at large.
- Taking still or video pictures of any individual while on school property without their clear and express permission. This includes taking pictures of other students and/or staff members.
- Visiting any site that includes pornography, profane music and/or lyrics, indecent pictures of individuals, graphic behaviors including fighting, etc.
- Posting comments via social media, websites, chat rooms, etc. about the school, teachers, students or parents of a disparaging, rude or vulgar nature.
- Placing vulgar or inappropriate pictures on websites and encouraging students to visit those websites either at school or at home.
- Sending vulgar texts, Instagram posts, etc. to any individual at ACE including students, teachers or other personnel.
- Having vulgar, profane or sexual pictures, texts, etc. in possession or sharing such with any other student particularly younger students.
- Using sexual or explicit language with any other students or in the presence of students, particularly younger students.
- Sexting or the sending of any type of sexual explicit or implicit message using a cell phones or other technological device.
- Placing pictures of other individuals on social media with derogatory commentary about their personal characteristics, sexual orientation, ethnicity, etc.
- Third incident involving cell phones
- Having any type of cigarette, (nicotine, marijuana or any smoking device), matches, rolling papers, drug paraphernalia or any smoking/vaping device on campus.
- Creating any disturbance that disrupts or distracts from the learning environment and potentially inhibits the smooth operation of the school/classroom.
- Public display of affection (including but not limited to: hand holding, frontal hug, kissing, or inappropriate touching.
- Disrupting the testing environment.
- Second infraction of tampering with school technology in any form or fashion.
- Tampering with technology so as to remove evidence of inappropriate online activity.
- Engaging in larceny/theft of school property regardless of the value.
- Engaging in larceny/theft of another student's property regardless of the value.
- Accessing/altering school/teacher records.

- Compromising test security of any standardized test
- Making reference to a staff member in a negative, sexual, or racist fashion or making threatening or aggressive comments via any social media platform.

***Tier III Disciplinary Actions may include but are not limited to the following:***

- Immediate removal of the student from the classroom or area where the infraction occurs and request made for parent to come to the school.
- Second grade penalty of an assigned "0" if infraction is for academic dishonesty.
- Restitution to individual or to the school.
- Suspension from school of no less than 1 day and no more than 10 days.
- Community service as determined by the administrator.
- Any other intervention or consequence deemed appropriate by teacher, counselor, parent or administrator.
- Cell phones confiscated and held for the remainder of the school year.
- Referral for expulsion.
- Possible involvement of local law enforcement.
- Any other intervention or consequence deemed appropriate by teacher, counselor, parent or administrator.

## **Tier IV Misconduct:**

This level of correction is used with the behavior that is of a serious nature. Tier IV Misconduct is of such a serious nature that the student will be removed from the classroom or the area where the act takes place immediately and will be subject to long term suspension or expulsion as well as a possible involvement of local law enforcement.

### ***Examples of these actions might be but are not limited to the following:***

- Making oral or written communication, creating a document, or making a symbolic gesture or contact of a threatening, undermining, or provoking nature to any student or school employee at ACE. This includes, but is not limited to, disrespectful conduct, insults, use of profanity, ethnic, racial, sexual, disability, or religious slurs, or harassment that includes a "hit list," "people to kill, shoot, injure..." or a statement of any kind about bringing a weapon to school and injuring people.
- Verbal assault including the threatening of violence to other students or staff of ACE as well as to any individual on the ACE campus.
- Physical assault directed at or to other students or staff of ACE as well as to any individual on the ACE campus.
- Trespassing on ACE campus after hours or when suspended from school.
- Defacing ACE campus.
- Third act of bullying, harassment, cyber-bullying or intimidation as defined in Georgia law O.C.G.A. § 20-2-2751.4.
- Fighting or physical violence towards another student whether it causes harm or otherwise.
- Sexual harassment in any form.
- Having possession of, sharing or distributing obscene or pornographic material in print or computer, flash-drive, CD, DVD, etc.
- Having possession of or attempting to sell or give bullets or shells, paint cartridges for paint ball guns, BB's, or any type or part of a firearm.
- Having possession of a knife, blade, box cutter or any cutting device that could cause harm.
- Engaging in any type of behavior in the community that requires placement at a YDC facility or requires the use of a monitoring device.
- Engaging in any type of behavior or conduct that is punishable as a felony or is a delinquent act which would be a felony if committed by an adult including, but not limited to:
  - Aggravated assault
  - Aggravated battery
  - Sexual battery or aggravated sexual battery
  - Rape or statutory rape
  - Sodomy or aggravated sodomy
  - Child molestation or aggravated child molestation
  - Enticing a child for indecent purposes
  - Cruelty to children
  - Murder, felony murder, or voluntary manslaughter
  - Kidnapping
  - Robbery
  - Burglary
  - Arson
  - Terroristic threat
- Selling, giving, delivering to another person, or possessing, using, or being under the influence of marijuana (including but not limited to marijuana suckers, candy, etc), any controlled substance, any medication not prescribed to the taker, or any dangerous drug while on campus or at any school function.
- Selling, giving, delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; possessing, using, or under the influence of alcohol prior to attending school or while at school; possessing, using, or under the influence of alcohol prior to or during a school-related activity.
- Engaging in conduct which contains the elements of an offense relating to abusing glue or aerosol paint, or relating to volatile chemicals.
- Engaging in conduct that contains the elements of public lewdness.
- Engaging in sexual conduct on campus or at a school sponsored activity.

- Engaging in conduct that contains the elements of the offense of criminal damage to property in the first or second degree, either on or off campus.
- Stealing, extorting, gambling, or possessing stolen property.
- Using, exhibiting, or possessing a firearm.
- Using, exhibiting, or possessing another weapon
- Using, exhibiting, or possessing fireworks of any kind whether homemade or purchased.
- Discharging or participating in the discharge of a fire extinguisher.
- Discharging or participating in the discharge of a fire alarm anywhere within or on the ACE school campus.
- Engaging in serious and persistent offenses that disrupt or materially interfere with the orderly process in the classroom, the school or any school-related activity.
- **Fighting will not be tolerated. Any students involved in a fight will be suspended for up to 10 days of school and will possibly be referred for a Disciplinary Hearing.**

***Tier IV Disciplinary Actions may include but are not limited to the following:***

- Students involved in any of the above situations will be referred for long term suspension or expulsion to the Governing Board.
- The student may also be subjected to any other appropriate consequences as required or recommended by school administrator or law enforcement.

**VIOLENCE AGAINST TEACHERS OR OTHER SCHOOL OFFICIALS OR EMPLOYEES**

**ACE will have zero tolerance for any kind of intentional violence inflicted on an ACE school official or an ACE employee.**

Students shall not inflict violence on ACE teachers or other school officials or employees. Physical violence shall include:

- o Category 1 - intentionally making physical contact of an insulting or provoking nature with the person
- o Category 2 - intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of him or herself

*Consequences for committing physical violence against a school official:*

In the event a student is charged with violence against a school employee the student may be subject to the following consequences based on the level of the charge:

- o Category 1: The student will be disciplined by expulsion and criminal charges filed.
- o Category 2: The student will be disciplined by expulsion and criminal charges filed.

## **S**EXUAL HARASSMENT \_\_\_\_\_

**ACE will have zero tolerance for any kind of harassment including sexual harassment.** It shall be a violation of this policy for any ACE student to sexually harass another student or school employee.

Examples of Sexual Harassment

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

- Touching or grabbing an individual's body or clothes in a sexual way.

**State Mandated Process for Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

- o Any student who has been the victim of an act of sexual abuse or sexual misconduct by an ACE student, teacher, administrator, or other school system employee or ACE student is urged to make an oral report of the act to the counselor, or administrator at his/her school. Parents or friends of victimized students who have knowledge of sexual abuse or sexual misconduct by an ACE student, teacher, administrator, or other school system employee, are also urged to make an oral report of the act to the counselor, or administrator his/her school. The individual reporting the event must provide their contact information to the individual to whom they are reporting the incident.
- o Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Chairman of the Governing Board or the Chairman's designee.
- o Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority.
- o Pursuant to ACE procedures, upon receipt of a report under this policy, the principal shall immediately contact the Chairman of the Governing Board, which will initiate an investigation into the allegations.
- o Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the Professional Standards Commission Ethics Division.
- o When it is determined that reports should be made to various outside agencies, the Complex Principal will notify the Chairman of the Governing Board and the Complex Principal will contact appropriate police authorities, and will coordinate with the appropriate authorities to make a report to the appropriate child welfare agencies, and will coordinate with the Chairman of the Governing Board to make a report to the Professional Standards Commission.

## WEAPONS

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It is the policy of ACE that a student shall **not** possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

- a pistol;
- a revolver;
- any weapon designed or intended to propel a missile of any kind;
- any dirk, bowie knife, switchblade knife, ballistic knife;
- any knife having a blade of two or more inches;
- a straight-edge razor, or razor blade;
- a box-cutter
- a spring stick, "brass"knuckles (i.e., whether made from metal, thermoplastic, wood, or other similar material);
- blackjack, bat, club, or other bludgeon-type weapon;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g. nun chuck, shuriken, or fighting chain
- any disc (e.g., throwing star or oriental dart), of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled or any weapon of like kind;
- any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106.

Students who possess firearms on campus shall be subject to expulsion from ACE pursuant to the Student Discipline Process and will be referred to law enforcement officials. ACE retains the authority to modify such expulsion requirement on a case-by-case basis.

**The Academy for Classical Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing or staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors.**

## EXTRA CURRICULAR ACTIVITIES – CLUBS/ATHLETICS

Name of Club/Organization	Description of Club/Organization
Show Choir	Show Choir is an auditioned group open to male and female students in grades 7-9 who are enrolled in chorus during the school day. The focus of this group is performance of popular and Broadway style music with choreography. Students are required to purchase concert uniforms. (Grades 8-11) Sponsor: Taylor Rodgers ( <a href="mailto:taylor.rodgers@acemacon.org">taylor.rodgers@acemacon.org</a> )
Jr. High Choir	Students in grades 6-8 will have the opportunity to audition to perform in the Jr. High School Choir. Students in this choir will be introduced to choral music in several forms and will memorize songs for public performances. (Grades 6-8) Lea Anne Walters ( <a href="mailto:Leanne.walters@acemacon.org">Leanne.walters@acemacon.org</a> )
Grammar School Choir	Students in grades 4 and 5 will have the opportunity to audition to perform in the Grammar School Choir. Students in this choir will be introduced to choral music in several forms and will memorize songs for public performances. (Grades 4-5) Sponsor: Brianna Pylant ( <a href="mailto:Brianna.pylant@acemacon.org">Brianna.pylant@acemacon.org</a> )
Drama Club	Students explore the performing arts through dramatic expression. The Drama Club will have two productions for the 2015-2016 school year. Students involved will have the opportunity to audition for parts. Those students not interested in acting but enjoy the “back stage” features of the dramatic arts are also encouraged to become involved. Students whose interests are in these areas will be involved in learning how to set up sound systems, lighting, props, stage management, etc. Sponsor: Shelby English ( <a href="mailto:Shelby.english@acemacon.org">Shelby.english@acemacon.org</a> )
ACE Chess Club	The chess club meets weekly depending on the skill level of the players. Beginning chess players meet on Monday mornings, intermediate players meet on Wednesday mornings and more advanced players meet on Friday mornings. Intermediate and advanced players also work with the beginning players. Space in this club is limited. (Grades 5-11) Sponsor: Valerie Reed ( <a href="mailto:valerie.reed@acemacon.org">valerie.reed@acemacon.org</a> )
Student Government	Student representatives are selected from each homeroom class to present student concerns, develop protocols for school improvement and organize student charitable and extra-curricular activities such as canned food drives and student vs. teacher kickball games. Cabinet officials (officers) meet monthly to develop the agenda for the monthly student government meetings. The full council also meets once a month. Council members are nominated and elected from each homeroom and officers are elected by a school-wide vote. (Grades 6-10) Sponsor: TBD
Academic Bowl High School	Students interested in competing against other students to answer intellectually challenging questions and problems. Competitions test a student’s academic knowledge in several areas such as history, literature, science, math, arts and entertainment. Students must apply for a position on the Academic Bowl team and selection is based on past and current grades, standardized test scores and teacher recommendations. (Grades 9-11) Sponsor: TBD
Academic Bowl Junior High	Students interested in competing against other students to answer intellectually challenging questions and problems. Competitions test a student’s academic knowledge in several areas such as history, literature, science, math, arts and entertainment. Students must apply for a position on the Academic Bowl team and selection is based on past and current grades, standardized test scores and teacher recommendations. (Grades 6-8) Sponsor: Amber (Molnar) Mersch ( <a href="mailto:amber.molnar@acemacon.org">amber.molnar@acemacon.org</a> )
Junior Beta Club 4 <sup>th</sup> -5 <sup>th</sup>	The Junior Beta Club is a service organization for students in grades 4 <sup>th</sup> -5 <sup>th</sup> that promotes the ideals of achievement, character, leadership and service. The motto for Junior Beta is “Let Us Lead by Serving Others.” Students are invited to join Junior Beta Club who have an average of 93. Sponsor: Lydia Lyon ( <a href="mailto:Lydia.lyon@acemacon.org">Lydia.lyon@acemacon.org</a> )
Junior Beta Club 6 <sup>th</sup> -8 <sup>th</sup>	The Junior Beta Club is a service organization for students in grades 6 <sup>th</sup> -8 <sup>th</sup> that promotes the ideals of achievement, character, leadership and service. The motto for Junior Beta is “Let Us Lead by Serving Others.” Students are invited to join Junior Beta Club who have an average of 93.

Senior Beta Club	The Junior Beta Club is a service organization for students in grades 4-12 that promotes the ideals of achievement, character, leadership and service. The motto for Junior Beta is "Let Us Lead by Serving Others." Students are invited to join Junior Beta Club who have an average of 93. Rising 9 <sup>th</sup> -11 <sup>th</sup> graders must have an average of 93 in the four core subjects (English, math, science and social studies.) An induction ceremony is held each year to induct new members. (Grades 9 <sup>th</sup> -11 <sup>th</sup> ) Sponsor: Sharon Ferrel (Sharon.ferrell@acemacon.org)
Science Olympiad-Grammar School	The grammar school Science Olympiad organization will enable students interested in science to prepare for team events that require hands-on, group participation to solve science problems and to improve the quality of science education and interest in science. (Grades 3-6) Sponsors: Andrea Smith, Brittany Mulvaney & Amy Lowe (andrea.smith@acemacon.org)
Math 24 Team	Math 24 is a card game in which students find different ways to make the number 24 using the basic operations of addition, subtraction, multiplication, and division. All 4 <sup>th</sup> and 5 <sup>th</sup> graders will learn how to play during the first semester. The competition team will be selected, attend practices and compete during the second semester. (Grades 4-5) Sponsors: Candi Davidson, Ryan Plumstead & Kelly Collins (candi.davidson@acemacon.org)
Math Team	The math team for the grammar school will prepare students to solve math problems individually and as a team. (Grades 4-5) Sponsor: TBD
Math Team High School	Students currently enrolled in Algebra I and higher are eligible to apply for membership to the high school math team. Students will participate in the Georgia Math League contests (six) and area math tournaments hosted by Middle Georgia State University. (Grades 7-11 if enrolled in Algebra I or higher) Sponsors: Robby Jones & Mitchel Wachtel (robby.jones@acemacon.org)
French Club	The French Club offers the opportunity for students to enhance their language skills and Francophile interest in fun, after-school activities. Activities may include watching films, playing games, or trying new French Recipes. (Grades 6-11) Sponsor: Joyce Farmer (joyce.farmer@acemacon.org)
Book Club	The Book Club is based on a passion for reading and a desire to share with others. This club will plan a community service project such as a book drive to help those in need. (Grades 9-11) Sponsor: Joyce Farmer (joyce.farmer@acemacon.org)
Tri-M Music Honor Society	The Tri-M Music Honor Society is a student organization for music students who excel in music, academics, and leadership. Sponsor: Dan Tyner (dan.tyner@acemacon.org)
Marching Band	The Gryphon Marching Band is comprised of those band students interesting in both marching and performing at athletic events and parades. Sponsor: Dan Tyner (dan.tyner@acemacon.org)
Ultimate Frisbee	Ultimate Frisbee is a fun extra-curricular event for high school students. Typically the students meet with Mr. Wachtel on Friday afternoons to play. Sponsor: Mitchel Wachtel (mitchel.wachtel@acemacon.org)
ACE Writing Club	Students are invited to join the ACE Writing Club to share ideas, to learn and practice new techniques, and to critique each other's work. (Grades 6-11) Sponsor: Roban Johnson (roban.johnson@acemacon.org)
Quill & Scroll	Quill and Scroll is an international high school journalism honor society that recognizes and encourages both individual and group achievements in scholastic journalism. Inductees must be recommended for membership. (Grades 9-11) Sponsor: Roban Johnson (roban.johnson@acemacon.org)

Baseball	Baseball is for any young man interested in playing the sport. Interested gentlemen must try out in late fall for this sport. This is a competitive sport and will play in the GHSA. (Grades 6-11) Coach: Josh McLendon (josh.mclendon@acemacon.org)
Softball	Softball is for any young lady interested in playing fast pitch softball. Ladies must try out in the spring of each year to participate in the fall. This is a competitive sport and will play in the GHSA. (Grades 6-11) Coaches: Randi Rea (randi.rea@acemacon.org)
Soccer	Soccer is a competitive sport for both girls and boys at the Junior High (6 <sup>th</sup> – 8 <sup>th</sup> ) and Junior Varsity Level (9 <sup>th</sup> -11 <sup>th</sup> ) Boys' Coach: Robby Jones (robby.jones@acemacon.org) Girls' Coach: Jeff Grissom
Cheerleading	Cheerleading is for girls in grades 6-9 who are interested in developing skills in stunts, jumps, etc. and who enjoy dancing and chanting to support their school. Cheerleaders are often the face of the school and entertain spectators at games or school events and cheer on the athletes on the field. There is a great deal of physical effort in this activity. (Grades 6-11) Coach: Kimberly Sheheane (Kimberly.sheheane@acemacon.org)
Cross Country	Cross country is for boys and girls who prefer running long distances. The 1 ½ to 3 mile courses include running up and down hills and through fields. High school student athletes are expected to be able to run 3 miles. Practice starts at the beginning of August and ends in late November. (Grades 6-11) Coach: Mitchell Wachtel (Mitchel.wachtel@acemacon.org)
Swimming	Student Athletes interested in swimming may participate in this program with practices being held at the Swim Macon pool on Northside Drive. Coaches: Lisa Hayes & Kelli Daniels (lisa.hayes@acemacon.org/kelli.daniels@acemacon.org)
Fellowship of Christian Athletes	The purpose of the Fellowship of Christian Athletes organization is to unite faith and athletics for interested student athletes. Student athletes meet weekly to read and discuss biblical topics appropriate to the age of the student athlete. (Grades 6-11) Sponsor: Jason Stephens (jason.stephens@acemacon.org)
Tennis	The ACE tennis program is made up of students in grades 9-11. Tennis is played by as a singles or doubles competition. Practice is normally held at the John Drew Tennis Center. Dates and times TBD. Coach: Lisa Hayes (lisa.hayes@acemacon.org)
Golf	The golf program will be coached by Adam Hand. Student athletes in grades 8-12 may try out for a spot on the golf team. Practice is normally held at the Barrington Hall golf course. Dates and times TBD. Coach: Adam hand (adam.hand@acemacon.org.)
Basketball	Basketball will begin in November of the 2018 school year as a non-competitive sport. Dates and times TBD Coach: Tam Smith (tam.smith@acemacon.org)
Football	Students interested in playing junior varsity (GHSA level) football should speak with Coach Jason Stephens. Workouts have begun for this sport. Coach: Jason Stephens (jason.stephens@acemacon.org)