



ClearWater Academy

Discovering Strengths. Creating Hope.

a school for children with learning differences
a 501(c)(3) charitable organization

Family and Student
POLICIES & PROCEDURES

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Tyrone, GA 30290
School Phone: 770-631-3650
School Fax: 770-631-3649
School Website: www.clearwater.academy**



Accredited since 2009

This handbook is not intended to be a complete and detailed listing of all school policies. It is provided as a general guide to families/parents of students at ClearWater Academy. The administration and Board of Directors reserves the right to formulate or change rules as deemed necessary.

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Mission Statement

Discovering Strengths. Creating Hope.

Vision Statement

As a non-profit organization, ClearWater Academy is a trendsetter, leader and pioneer in the state of Georgia and a national model for how students with learning differences beginning at age 6 through a high school diploma should be educated. ClearWater Academy is accredited by the Georgia Accrediting Commission (GAC) and dedicated to creating a school that exceeds all expectations. Our trained staff, therapists, community partners and corporate sponsors will support each student's academic, social/emotional and therapeutic needs in a positive learning environment. We continually seek to offer cutting edge, researched-based instruction unique to every student. Our ultimate goal is to create an environment that respects individual differences, promotes communication, and supports all areas of the student while preparing *each* for productive adulthood.

General Philosophy

ClearWater Academy is a “Best in Class” school providing:

- A sensory-sensitive environment
- An individualized learning plan that considers interests, strengths, and preferences, as well as strategies to address targeted academic areas
- Thematic instruction, integrated curriculum, Multiple Intelligence Theory, and authentic assessments to measure student understanding and performance of key skills
- An all-inclusive, unique blend of social/emotional regulation strategies
- Differentiated therapies during the school day
- Career planning/development with life skill training
- Assistive technology support
- Collaboration between the home, the school, and the community
- A safe, caring, respectful, and nurturing environment

School Responsibilities

1. To provide qualified, trained teachers and staff
2. To maintain a low student to teacher ratio during academic instructional times
3. To use researched-based teaching methods and resources aligned to meet the goals set in the Student Learning Plan
4. To keep parents informed of their child's progress
5. To maintain a structured environment conducive to learning
6. To provide support for parents and families
7. To communicate to families at least once a week through notes, emails, phone calls, etc.

Parent Responsibilities

1. To have your child to school on time and to be promptly picked up at dismissal time
2. To support your child's teachers and therapists in order to provide a unified approach with the school
3. To attend scheduled parent/teacher conferences
4. To attend scheduled parent meetings such as Curriculum Night
5. To assist in fundraising projects and other school activities
6. To be financially responsible by making prompt payment of tuition and fees
7. To refrain from gossip or talking negatively with other parents about the school or its staff
8. To be supportive of school policies, procedures, and mission
9. To be actively engaged in a collaborative partnership with ClearWater Academy. Parents who have concerns or disagreements about any classroom or school policies, events, personnel, etc. are expected to discuss their concerns with the appropriate teacher, therapist, Educational Administrator, or Executive Director. Parents are to refrain from gossip or discussing negative feelings or concerns with other parents or staff members not directly involved in the concern. Parents who consistently stir up dissension or gossip may be asked to withdraw their child/children from the school. (Adapted from Trinity Christian School –Parent/Staff Handbook.)

Academics

All core subject areas (English/Grammar, Reading, Written Expression, Math, Science, and Social Studies) are taught using research-based curriculum in line with current studies and best practices on how children develop and learn. The Common Core/Georgia Standards of Excellence provide the direction used to ensure academic success. At CWA, students receive the proper academic remediation and acceleration in addition to intentional social skills/thinking training, strategy supports, and other social experiences during Morning/Advisory Meetings. High school age students also receive career development and community-based learning opportunities aligned with their individual strengths and interests.

Accreditation

ClearWater Academy is an accredited school. In March 2009, the Georgia Accrediting Commission (GAC) audited the school and recommended the accreditation of ClearWater Academy. Since that time, we continue to be accredited with an audit every five years under the category of Educational Agencies with Special Purposes. For more information about the GAC accrediting process, visit <http://www.coe.uga.edu/gac/>. Additionally, CWA is a member of The Georgia Association of Private Schools for Exceptional Children (GAPSEC) and Georgia Independent School Association (GISA). For more information visit <http://www.gapsec.org> or <https://www.gisaschools.org/>.

Admissions

ClearWater Academy welcomes all families interested in applying for admission. At this time, we offer a rolling admissions process which consists of a parent/guardian visit/tour/interview, completion of an application and fee including all necessary student documentation/evaluations, and a student visit to the school including time in the classroom to interact with students and staff in addition to time spent in the afternoon at Outdoor Recreational Therapy. Following the initial review by the Admissions Committee, the parents will be notified if a student visit is recommended. The parents will then be notified that the student has been invited for a school visit and a date will be established. Following the student visit, the Admissions Committee will make final recommendations and the Director will notify the family of the admission decision, and if applicable, provide an offer of acceptance and an enrollment agreement. Applications are available at CWA or online.

Arrival and Dismissal Procedures

We operate a staff-supervised car pool line at the rear entrances of the school. Parents are to drop off and pick up their students in the car pool line. Students may enter the building at 7:30am (until then, students must remain in their vehicle). Students must be in their classrooms by 7:45am. Students arriving after 7:45am must be signed in by an adult. Students are marked tardy after 7:45am. Dismissal is at 2:55. Students may not cross the parking lot, unattended, to enter a vehicle. A parent/guardian signature is required for students picked up after 3:10pm. After five (5) incidences of late pick up (after 3:15pm), parents will be assessed a \$25 fee. Parents may arrange after school care with Ms. Harper if needed. Arrival and departure times are not conducive for unscheduled parent-teacher conferences as teachers are responsible for the greeting and the supervision of students.

Attendance

Georgia law requires that students attend a public or private school or home study program from their seventh through their sixteenth birthdays. Pursuant to O.C.G.A 20-2-690-2-STUDENT ATTENDANCE PROTOCOL COMMITTEE. ClearWater Academy encourages regular and on-time school attendance so that students may take full advantage of all learning opportunities. Parent/guardian support in this area helps establish the importance of individual accountability. Students are also expected to be in attendance for the full school day. **We ask parents/guardians to submit a signed and dated written note explaining any student absences.** If you are aware in advance of late check-ins or early check-outs, please notify your child's homeroom teacher and the school office, so they may plan accordingly.

Tardies (arrival after 7:45am) is discouraged. **Students arriving after 7:45am must be accompanied into the school building by a parent/guardian to sign in the student.** Late arrivals disrupt classroom dynamics and cause anxiety and stress to the student arriving late as he/she must rush to join classmates and he/she is responsible for making up missed work/activities. Morning arrival is an important organizational and social time for students. Excessive tardies may affect a student's eligibility for re-enrollment.

*Acceptable notes for absences or tardies are parent/guardian hand written notes or emails and notes generated by a physician's office. **NO texts to teachers or administrators are accepted as communication of absence or tardy.***

Birthdays

Parents may choose to send in treats to celebrate their child's birthday after lunch. Parents must contact their homeroom teacher in advance. Unless parents invite the entire student body to a child's home birthday party, please send invitations through the mail or on-line rather than handing them out at school, as this can be upsetting to those students who are not invited.

Civility Policy

Members of ClearWater Academy staff will treat parents and other members of the public with respect and expect the same in return. We are committed to keeping the school building and grounds free from disruptions and to preventing unauthorized persons from entering the building or grounds. Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction will be directed to leave school grounds immediately.

Coffee with an Administrator

Once a month, a time will be set aside for Coffee with an Administrator. Either Mrs. Johnson or Mr. Collins will host a morning coffee/chat with parents who may have questions or concerns they would like to address. This will be an open forum and any questions that are not held as confidential will be answered during the coffee/chat time. Parents are encouraged to bring forward any ideas for improvement or enhancement to the table so that CWA can work in a collaborative approach with our families.

Confidentiality/Privacy Policy

It is the policy of ClearWater Academy that staff members and all other persons who are authorized to have access to files, records, and electronic data respect the confidentiality of this information, particularly individually identifiable financial and medical information concerning the students served and their families. Verbal discussion about an individual's clinical/behavioral/personal information in a public setting (on or off school grounds) is strictly prohibited, as well. Only those staff members directly involved in teaching or supervising of an individual should discuss or share this information. Parents are also asked to keep information regarding records, financial and/or medical information concerning their own child private and confidential.

Electronic Devices and Toys

ClearWater Academy provides iPads and Chromebooks for student use at school. Students do not need to bring other electronic devices to school. The use of cell phones is discouraged at school. If a student has a cell phone for communication with family or for instructional purposes, phones are to only be used at the discretion of the teacher or administration. Please refrain from allowing your child to place toys, balls, and other items of distraction in their backpacks. ClearWater Academy will not be responsible for broken, lost, stolen or misused items.

Emergency Procedures

ClearWater Academy creates and maintains readiness plans to safeguard your child in the event of an emergency. In case of inclement weather, listen to WSB TV, Channel 2, or check their website at www.wsbtv.com for school closing information. If Fayette or Coweta Schools close, we will do the same. An email will be sent to parents as soon as possible in the event of a school closure. In the event of a catastrophic event or severe weather during a school day, parents will be notified via phone, email and/or text message of the situation and pick up information for students. Therefore, it is extremely important that all information on the student information sheet is accurate and current. Please contact the school with any corrections or changes.

Enrollment/Re-enrollment

ClearWater Academy accepts students beginning at age 6 through a high school diploma. Re-enrollment will be offered in February of each year. A \$1,000 deposit is required to complete the enrollment/re-enrollment process and secure a spot for the student for the following year (see Tuition Policy). All new students are issued a provisional acceptance based on the understanding that if, at any point, the program does not meet the child's needs, ClearWater Academy and the parents will explore alternatives together. The decision to revoke acceptance is one that is typically made within the first three months of enrollment.

Extracurricular Activities

ClearWater Academy provides opportunities for growth and exploration such as Student Safety Patrol, high school career development, community service projects, Special Olympics, running club, drama, etc. Students are required to observe all school rules while participating in extracurricular activities whether on or off campus.

Field Trips

Throughout the year, students will participate in field trips for academic and/or entertainment purposes. Field trip costs have been included in the Student Activity Fee. Extended or overnight field trips will be assessed separately, and costs will be communicated in advance. Parents/guardians are discouraged from attending Extended or Overnight Field Trips as these trips are planned and designed, in part, to foster independence, self-sufficiency and confidence in students. Written permission and permission to participate in special activities will be required. ClearWater Academy staff members will accompany and supervise students on all field trips. Students are required to observe all school rules while on any field trip. At the Upper School level, parents/guardians are discouraged from attending field trips as it causes disruptions in the classroom dynamics and inhibits students from exercising independence. Upper School parents/guardians will, however, be encouraged to attend other student presentations and activities at the school.

Fire Drills & Tornado Drill Procedures

By order of the Fayette County Fire Marshall, ClearWater Academy conducts monthly fire drills.

ClearWater Academy observes annual community tornado/severe weather drill.

Tornado Watch or Warning

1. Announcement will be made to initiate campus tornado/severe weather procedures.
 - Students and staff outdoors should move inside to the main building, if at all possible to do so safely.
 - Move class to pre-designated safe areas.
 - Kneel facing the interior wall with head down and hands protecting the back of neck and head.
 - Seat students in one row whenever possible, facing interior walls. If needed, seat students in multiple rows being sure they are facing the interior walls.
2. Initiate accountability procedures
 - Upon reaching designated area, teacher should check class rolls
 - Staff will check all areas to ensure every student has been located
3. Follow instructions given by administrator
4. Maintain control, keeping students and staff quiet and calm
5. Do not let any student leave without proper authorization.
6. Encourage parents/guardians not to take child off-campus if severe weather conditions exist. Instead invite parents/guardians into the building to be with their child.

Forgotten/Lost Items

If your child forgets an item at home or in the car (lunch, book bag, assignments, etc.), please decide if it is something that can be brought to school the next day. If not, please deliver the item to the school office. Your child and his/her teacher will be notified that the item is waiting for pick up in the office. Parents/guardians will not be allowed to deliver items to classrooms as it causes disruptions. Additionally, it is highly suggested that all sweaters, sweatshirts, rain jackets and other outdoor wear have the child's initials or name written inside on a label. CWA will not be responsible for lost items that do not have the child's name in them.

Georgia Special Needs Scholarship

If accepted and enrolled, families should access the following website to determine if their student is eligible for the Georgia Special Needs Scholarship/SB-10 (school choice option) funding. Eligible students must be enrolled by mid-September (with additional dates requiring supplemental paperwork in mid-December and early March each year). At the end of the year, if it is determined that the state provided a scholarship more than estimated, and the family pays their tuition in full, a refund will be provided at the end of the year. If the family has received CWA Scholarship funding or tuition assistance and the amount of the GSNS is more than estimated, the additional funds will be applied to the student's tuition account and in turn will reduce the amount of CWA scholarship or tuition assistance applied at the beginning of the year. Those funds applied to your tuition account will revert to the CWA Scholarship Fund to off-set the scholarship or tuition assistance received by CWA so that the total support will remain the same as agreed upon in Scholarship and Award Agreement.

<https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-Calculator-OFFLINE.aspx>

Grading and Reporting

ClearWater Academy provides progress reports four times per year. We also plan for two parent-teacher conferences during the school year. Teachers and therapists provide periodic feedback on progress and recommendations. Students eligible for a high school diploma may receive pass/fail or numerical grades. A grade point average will be calculated for each semester for our middle school and high school students. Grading scale: A=90-100, B=80-89, C=70-79, D=60-69, F=59 and lower. Lower School students will receive a rating based on specific areas of evaluation per CWA reporting instrument. Additionally, all students will receive detailed comments the 2nd and 3rd reporting periods.

Homeroom Parents

Each homeroom class will have a homeroom parent support person. The Homeroom Parents will be organized by our co-chairs Mrs. Temples and Mrs. Giddens. Homeroom Parents will be responsible for assisting their child's teacher with party arrangements, special events, and other classroom projects.

Hours of Operation

The school day is from 7:45am until 2:55pm. Students may arrive as early as 7:30am and parents/guardians should pick up students by 3:10pm. A fee of \$25 will be assessed for every five days a student is left at the school beyond 3:15pm (see Arrival and Dismissal Procedures).

Hygiene

Appropriate hygiene is expected of all students. Students should have daily, routine grooming habits including dental hygiene, nails trimmed and clean, and use of deodorant or powder as necessary to control body odor. Students are discouraged from wearing strong scents, body sprays or perfumes as many students have upper respiratory difficulties, sensory challenges, and/or allergies.

Illness/Injury at School

Many illnesses are most communicable during the first few days of symptoms and one or two days before symptoms appear. Parents/guardians and teachers working together can help prevent the spread of disease. All outbreaks of communicable diseases must be reported to the school office as soon as diagnosed. Any of the following signs may indicate the beginning of an acute illness, and you should keep your child at home until all symptoms are gone. If a school staff member observes symptoms, we will contact you to pick up your child for his/her own protection and the protection of classmates.

Signs and Symptoms of Illness

- Continuous and excessive sneezing and coughing that a child is unable to reliably contain
- Flushed face, not related to exercise or physical activity
- Runny nose, sore throat, earache, swollen glands
- Watery or glassy appearance of eyes
- Unexpected sweating, pallor, blueness of lips or fingernails
- Rash, "bumps" or other skin changes, including discharge such as pus

- Body temperature above 99.6 degrees Fahrenheit orally and on repeated checks
- Abdominal pain, nausea, vomiting and diarrhea
- Pain on urination
- Painful and stiff neck, accompanied by fever,
- Sudden onset of severe headache

Please note that the following communicable diseases must be reported to your child's homeroom teacher and Ms. Harper, *as soon as they are diagnosed*:

Chickenpox	Intestinal Parasites	Rubella
Conjunctivitis	Lice and Nits	Salmonella
Fifth Disease	Measles	Scabies
Giardiasis	Meningitis- bacterial	Shigella
Hepatitis A	Meningitis- viral	Strep Throat
Impetigo	Mumps	Scarlet Fever
Infectious Mononucleosis	Ringworm of the Body	Tuberculosis
Influenza	Roseola	Whooping Cough

[Boldface Type indicates an illness, which requires a written physician's statement before your child may be re-admitted to his or her classroom.]

Children who have **not** been immunized and have been exposed to Chickenpox, Measles, Mumps, Rubella, or Whooping Cough must be kept at home until the risk of infection has passed. Depending upon the illness, the length of quarantine may be from 14 to 26 days.

Responsibilities of ClearWater Academy:

- Observe children daily for signs of illness.
- Send children immediately to the office when symptoms of illness are identified, and contact parents for immediate pick-up.
- Communicate to parents of the class where a communicable disease has been diagnosed. Provide guidelines for home treatment/return to school practices.
- Promote hand washing as an important practice in prevention.
- Encourage students to cover the mouth and nose with a tissue when coughing or sneezing. Dispose of tissues in an appropriate manner.

Responsibility of the parent/guardian:

- Notify Ms. Harper and your child's teacher if your child has been diagnosed with any of the diseases listed above.

- A child with a fever over 99.6 degrees Fahrenheit should remain at home until the temperature has been normal for **24 hours**.
- Keep sick child at home until they are well and free of diarrhea, vomiting and/or fever for **24 hours**.
- Pick up the sick child from school immediately following notification from the school. If you are generally unable to leave work during the day, please indicate to Ms. Harper your alternative arrangements of who will be available to pick up your sick child.
- Obtain a physicians statement for re-admission (if noted above in boldface type)
- If your child has not been immunized and is exposed to any of the diseases listed above, keep your child at home until the risk of infection has passed.

Minor Injury Policy

In case of minor injury, teachers or Ms. Harper will notify parent by the end of the day and complete an Accident/Incident Report detailing the event, first aid, and time of day. The form will be initialed by Ms. Harper and will need to be signed by the parent; originals will be kept in the child's file and copies will be sent home the day of the incident.

Major Injury & Head Injury Policy

Parents are notified immediately when the incident involves a head injury (of any severity), joint swelling, limping or avoidance of using a limb, or if a child is inconsolable following an injury. In these cases, parents may be advised to pick up their child immediately. An Accident/Incident Report will be completed prior to the parents' arrival to pick up their child. The proper authorities will be contacted if any injury requiring immediate attention and parents will be called immediately.

Immunizations

Each student is required by Georgia Law to have satisfied one of the following requirements prior to admittance/enrollment:

- A current, completed Certificate of Immunization from the Georgia Department of Human Resources (Form 3231) on file in the school office (Parents/Guardians can get this from their physician.)
- A current, completed Affidavit outlining religious exemption on file in the school records.
- The Official Code of Georgia provides for exemptions from immunization requirements due to medical conditions or religious beliefs. If parents/guardians are claiming an exemption they should familiarize themselves with this policy. All Certificates of

Immunization and Affidavits for exemptions will be on file and available for inspection by health officials.

Internet Usage

(See Computer and Internet Acceptable Use Policy – requires student and parent/guardian agreement and signature.)

Lunch and Healthy Snacks

Students should bring a **healthy snack**, lunch and water bottle to school each day. **Water is the only liquid allowed in the classroom.** We recommend you use reusable food containers, water bottles, and insulated lunch bags. Lunches should contain all necessary utensils, condiments, and drinks. On your child's **Outdoor Recreation Adventures** day, students must have a lunch that **does not require heating** and includes all necessary utensils, drinks, and condiments as students eat lunch away from the school. Due to the many special diets and/or food allergies present, students are not allowed to share snacks or lunch items. In the event a food item will be used in an academic lesson or school activity, your child's teacher will notify you at least one day in advance so that you may provide an alternate food for your child. Communicate your child's food requirements/allergies to his/her teacher and Ms. Harper. Additionally, we are a peanut free school. Please note that students will not be allowed to consume chips or cookies as a snack. Please be sure your child is aware of their snack option for the day in order to prevent disruptions to your child's day.

Medication Policy

It is ClearWater Academy's policy for staff members to administer medication if it is not feasible for the parent or legal guardian to administer the medication at home. In the event the administering of medication to a student during school hours is necessary, ClearWater Academy will provide appropriate control and assistance in the administration of the medication.

1. The Ms. Harper or an Administrator shall be responsible for administering, documenting, and secured storing of all medications.
2. The parent or legal guardian must complete and sign a School Medication Authorization for the administration of any medication at school. This authorization will include the student's physician name, medication's name, dosage, and frequency. For a prescribed medication, a duly licensed, Georgia physician must also sign the School Medication Authorization detailing the medication's name, dosage, time of administration, and potential side effects. The school will administer the medication only in accordance with the written

medication instructions from the prescribing physician. The parents or legal guardians shall authorize the staff member assisting with the administration of medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary. The school will contact the parent/guardian as soon as possible if this should occur. Only medical information related to this instance shall be discussed.

3. A parent or legal guardian or other designated adult must bring all medications accompanied by the School Medication Authorization, to the school clinic.

4. All over-the-counter and prescription medications must be FDA-approved **and in their original containers** with unexpired dates and labeled in English. Parent or legal guardian must provide over-the-counter medications to the clinic. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Prescription medication at school shall be limited to no more than a 30-day supply.

5. Under certain circumstances, a student who has a serious condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication (such as inhaler, glucose tablets, Epinephrine injection, or internal insulin pump) on his or her person. Such permission will only be granted in response to a written statement from the student's physician and parent or legal guardian that such a need exists based on a serious condition on a completed and signed School Medication Authorization form; otherwise emergency items will be secured in the school clinic and travel with the child upon leaving school property, under the supervision of a staff member.

6. All over-the-counter and prescription medications require an appropriate completed and signed School Medication Authorization by a parent or legal guardian and/or physician each new school year.

7. Any student not complying with this policy and possessing any medication will be asked to surrender the medication to an administrator and the student's family will be notified.

8. It is imperative that any medication changes/missed dosages be reported to Ms. Harper immediately **and** documented in your FACTS enrollment account.

Non-Discrimination Policy

ClearWater Academy does not discriminate on the basis of gender, race, color, ethnic or national origin, religion, or family structure in the administration of its educational policies, admissions policies, scholarship programs, therapies and other school-administered programs.

Parent – Teacher Communication

Teachers communicate information with parents in multiple ways to include weekly emails, monthly newsletters, or daily notes. Parents/guardians should check their child’s backpack daily for communication requiring your attention, signature, etc. Parents can arrange conferences with teachers through the school’s administrator. Email should be the primary tool for communication. We will respond within 24 hours during the work week. Any emails after 12 PM on a Friday will be responded to on Monday morning. Texting should be only for quick “I wanted to let you know” type messages. Teachers are able to return emails and phone calls during their planning times or after school. Parents should not drop by teachers’ classrooms before, during, or after school unannounced. These times are reserved for teachers to work with students or prepare lessons. Your child’s teacher will provide his/her school email address for electronic communication. Teachers may choose to communicate by cell phone, but please be mindful that contacting teachers via text should be done in emergency cases unless the teacher has reached out to you first. All communications regarding late arrivals or absences should be communicated through the front office via phone call or email.

Records Requests/ Transcripts/Student Evaluation Forms/ Withdrawal Forms

All students must have a zero balance on their accounts in order to receive any records. All requests for records/transcripts/evaluation forms must be requested with a signature from the parent to Ms. Harper. ClearWater Academy will transfer transcripts/documentation to other schools with appropriate transfer request form signed by a parent/guardian. The first request and transfer will be executed as a courtesy to the requesting family at no charge. Additional requests for documentation and/or for additional schools will be executed for a \$25 fee payable before transcripts/documentation can be transferred. Only CWA-generated documents will be transferred. Transcripts/documentation will be transferred as sealed, confidential communications directly to the requesting school; not to parents/guardians. Any forms needing a teacher evaluation or office information must be presented to Ms. Harper first. Parents are asked **not to present** any forms directly to their child’s teacher. All documentation is to be generated through the office. Ms. Harper will get the forms to the necessary staff members, seek to have them completed, and return the forms to the appropriate persons via mail or fax. If a student is withdrawn from CWA during the school year or due to not re-enrolling the following year, the parent is responsible for seeing Ms. Harper for a signed Withdrawal Form in person. Withdrawal Forms will not be emailed to parents. It is the responsibility of the parent to officially withdraw their child from CWA before the child will be removed from the CWA

role or Georgia Special Needs Scholarship database. If you have any questions, please ask Ms. Harper or an administrator.

Sexual Harassment and Bullying:

All students have a right to an education free from sexual harassment and bullying. If a student feels his or her rights have been violated, he/she should report the complaint to an administrator or a teacher. All complaints will be investigated immediately and thoroughly. Appropriate action will be taken to correct the problem.

Student Code of Conduct

We have established school-wide rules to define expectations and encourage behavior that benefits learning and respect for all people. We also foster a culture of care and concern for all people, especially those in our school circle. Various strategies are used to encourage and give students practice in solving problems independently. We desire to provide a safe physical and emotional environment. We use Grab the Wheel developed by Bryan Anderson to promote independent exploration of problems, consequences and mutually-satisfying solutions. Students will know the terms “Strong Words,” “Say How You Feel,” “Listen,” and “Try Something Different” as we work through challenging situations. ClearWater Academy’s Student Code of Conduct fosters the following basic tenants of respecting the rights, dignity and safety of all people:

1. Treat yourself, others and property with respect and kindness.
2. Use kind words, good manners, school-appropriate language and gestures.
3. Listen when teachers and peers are speaking.
4. Follow directions the first time.
5. Do your personal best and be honest.
6. Give your quiet attention to the speaker when you hear “Give Me Five”

Students are given many opportunities to practice positive behavior choices and collaboratively solve problems. Our staff is committed to guiding students in self-monitoring and identifying emotions and making positive behavior choices for themselves without parental involvement. If, however, a student chooses to engage in a “non-negotiable” behavior, our regular guidance and strategies will be offered, however parental involvement will be included in the student’s consequences.

Strategies and Consequences include:

- Student will be asked to identify his/her emotion, label it, and describe its intensity using

the “emotion thermometer.”

- Student will be asked to move to a neutral location away from other students.
- Student will be guided through the Grab the Wheel process and may be asked to participate in recording the process.
- Student may be asked to write an appropriate letter of apology to the offended person/people. Letter(s) will be copied to parents. As needed, appropriate consequences will be required to improve damaged school culture, property, etc.
- Supervising staff will notify parents of offense, problem-solving strategy used and solutions as needed.
- Parents will be required to review the incident with their student, sign and return documentation.
- The administration may make a follow-up phone call with parents to review situation and solutions.
- All communications/documentation will be recorded in student’s permanent school file.

Non-negotiable actions follow and may require a parent to pick up their child:

1. Striking or aggressive physical contact with the intent to threaten or cause harm or pain to any individual during school hours or at any school-related activity.
2. Using language intended to threaten, ridicule or cause violence to another individual during school hours or at any other school-related activity; bullying behavior.
3. Intentional and excessive gestures, noises or words that offend other individuals during school hours or at other school-related activities.

Excessive violations of the Student Code of Conduct’s Non-Negotiable offenses may result in suspension (in-school or out of school), expulsion and/or ineligibility for re-enrollment by the Disciplinary Team. The Disciplinary Team reserves the right to make all decisions based on individual student needs and challenges.

Romantic involvement among students is not allowed at ClearWater Academy. ClearWater Academy is a small, intimate environment not conducive for romantic relationships. Students must maintain mutually respectful relationships with each other to preserve the academic and social dynamics and culture of the school.

Tuition/Fees

(see current Tuition Policy) Upon acceptance and enrollment, families should access the

following website to determine if their student is eligible for the Georgia Special Needs Scholarship/SB-10 (school choice option) funding. Eligible students must be enrolled by mid-September (additional dates in mid-December and early March require supplemental paperwork). For specific dates and further information, visit <http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>. A \$350 activities and materials fee is required per student, in addition to a \$275.00 technology fee, and a \$300.00 building fee. A \$1,000 enrollment/re-enrollment deposit is also due at time of enrollment/re-enrollment and is deducted from total tuition due.

Uniform Policy/Dress Code

The CWA Uniform Policy is in effect on all school days unless the student is attending Therapeutic Riding, ORA, Fitness day, or it is a designated Spirit Day. Students are required to wear a solid colored collared, short or long-sleeve golf-type shirt in dark navy blue, light blue or white embroidered with the CWA logo. Khaki or navy blue pants, shorts or full-wrap skort, skirts (biking shorts underneath) must also be worn. Cargo shorts that fit neatly may also be worn. Solid colored blue, black or white socks along with shoes of your choice (closed toe only) are mandatory. **Outer wear worn all day MUST** be navy blue only and appropriately embroidered.

- **Dress code:** Students are to wear our school uniform from arrival until dismissal times, unless it is a Therapeutic Riding, ORA, Fitness day, or designated Spirit day. On these days, students are to dress in their CWA t-shirt and comfortable, appropriate shorts/jeans (with no holes) suitable for these activities. All uniforms must be clean, fit appropriately, and be in good repair at all times. Only shirts with embroidered logos are acceptable (no heat/screen printed logos). Socks are to be worn at all times. Closed-toe shoes or sneakers should be worn on riding and ORA days. Hats or caps or beanies may not be worn in class (unless approved as a sensory strategy). Shirts should be tucked in and a belt worn if pants/shorts have belt loops. Girls may wear appropriate makeup. There should be no visible piercings aside from girls' post-type earrings. Modest bows, clips, and bracelets that are not distracting are allowed. Appropriate under garments should be worn at all times.
- **Hair policy:** All hair must be kept neat and well groomed. Radical styles including unusual shapes and/or colors are not permitted for boys or girls. Boys' hair must be cut

above the eyebrows, not to cover more than ½ of the ear and above the collar. Boys should groom facial hair as needed.

- **Dress Code Violations:** Wearing appropriate CWA clothing is encouraged each day. While some days are not as formal as others (jeans/CWA T-Shirts), it is still school policy to wear CWA approved clothing. Outerwear worn in class must have the CWA logo on it. Outerwear worn outside of school is at the parent's discretion. We ask that you be cognizant of this policy and encourage proper attire from a home perspective also. The administration reserves the right to rule on the appropriateness of the uniform and hair style, and a parent may be called to bring a change of clothing if deemed necessary.
- **Required Uniform:** Uniform items may be purchased from J & R Clothing Uniform Store, Lands' End Uniform Catalog or Wear Me in Fayetteville. Please keep in mind that J&R Clothing and Wear Me will allow proper fitting before purchase and embroidering.

Uniform Resources:

- **J&R Clothing Uniform Store** - 1307 Georgia Highway 85, Fayetteville, Ga 30214 Phone: [770-461-3440](tel:770-461-3440) or online <http://www.jandrclothing.com/>
- **Lands End Uniform Catalog** - Phone: [1-800-469-2222](tel:1-800-469-2222), Fax: [1-800-332-0103](tel:1-800-332-0103) - use catalog order form, order online www.landsend.com/uniforms, or Mail: Lands' End for School, 2 Lands' End Lane, Dodgeville, WI 53595-0001
 - ClearWater Academy's preferred school number is TBD (amendment to info will be sent via email upon availability). The logo number is TBD (info to follow). The logo application price is \$5.50. Use the size chart in the center of catalog to help you order the proper size. They will also hem items. If you need help with sizing, call 1-800-469- 2222, 7:30am – 12:00pm CST and request assistance in sizing.
- **Wear Me** – Hudson Plaza Shopping Center, 47 Hudson Plaza Place, Fayetteville, GA 30214. Phone: 770-719-8511. Shirts in-stock (navy blue, light blue, white). Shirt purchase includes logo embroidery. Wear Me will embroider logo (\$7.00) on items bought elsewhere.

Visitors

ALL visitors are to sign in at the front table. Students may have visitors during his/her lunch period only. Family members are welcome to join their student for lunch and enjoy eating

together in the Safe Room, outdoor gazebo, or galley kitchen downstairs. Parents/guardians and visitors are not allowed to join students in the cafeteria due to limited space for students and supervising staff. Parents/guardians are encouraged to limit visits to special events, birthdays, etc.

Weapons

ClearWater Academy follows the Weapons Law Notice (O.C.G.A. 16-11-127.1)

It is unlawful for any person to carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school sponsored function or activity, on any school van, vehicle, or other transportation furnished by the school, or in a private vehicle parked on school property.

The term "weapon" means and includes the following: any pistol, revolver, or weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches; any straight-edged razor, any spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, any disk of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; scissors not issued by school for use in school activities; any stun gun or taser; any bat, club or other bludgeon type weapon; or any other weapon as such term is defined by school principal or board.

Consequence for violation of this policy may be suspension, expulsion and/or criminal prosecution as determined by administration.

Parent/Guardian Note:

Your electronic signature in FACTS during the re-enrollment/enrollment process is confirmation that you read, understand, and reviewed this handbook with your child.