



**PARENT STUDENT
HANDBOOK**

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GENERAL SCHOOL INFORMATION

Mission

Brookhaven Innovation Academy will provide students with an education that maximizes the realization of their individual talents and prepares them for success in a technology and information driven 21st century economy.

Beliefs

At Brookhaven Innovation Academy we believe the following:

- Every student in the school, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve at high levels.
- The future of our nation and community depends on students possessing the skills and knowledge to be lifelong learners and effective, contributing members of society.
- A school culture of honor, respect and caring are essential to the learning process.
- Technology enhances and deepens the learning process.
- Parents/guardians have a right and an obligation to participate in their student's schooling.
- The ability of students to learn is affected by social, health, and economic conditions and other factors outside the classroom; however, these factors can be mitigated by effective classroom practices.
- Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
- The diversity of the student population and staff enriches the learning experience for all students.
- A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
- The community provides an essential resource to the BIA educational program.
- Effective communication with all stakeholders helps build support for the schools.

Goals

Brookhaven Innovation Academy will be committed to continuous improvement based on the following school-wide goals upon which all decisions will be made:

1. During each year of the charter term, 100% of students will complete a project pursuant to the Project Based Learning framework.
2. During each year of the charter term, 100% of students will complete a coding program/course segment.
3. During each year of the charter term, BIA will increase the percentage of students absent 5 or fewer days per year by 2% each year over its baseline rate.

Admission Policy

The application of any eligible student who agrees or whose parent agrees for the student to be bound by the expectations and requirements of Brookhaven Innovation Academy 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 of the applications for that grade level will be placed in a lottery.

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, Brookhaven Innovation Academy 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.

Parents of currently enrolled students will be required to fill out an Intent to Re-enroll Form to indicate that they would like their child to continue at BIA for the following school year. Grade level openings will be determined after the Intent to Re-enroll forms are due from current families.

Admission Process:

All residents of the State of Georgia are eligible to enroll in BIA. BIA will serve students in Kindergarten through Seventh Grade during the 2017-2018 school year and Kindergarten through Eighth Grade in subsequent years.

Brookhaven Innovation Academy (BIA) will open its admission process for thirty (30) days in **mid January** of each year. All parents/guardians who wish to enroll their child(ren) at BIA should complete one Admissions Form for each child. If the number of applicants exceeds the capacity at any grade level by the initial application deadline, BIA will ensure that applicants have an equal chance of being admitted through a random-selection lottery.

To participate in the lottery, a student's Admission Form must be received prior to the initial application deadline. All individuals who have submitted an Admission Form will be notified in writing by that their form was received.

The lottery will be held in late February or early March of each year. The lottery will be open to the public and advertised on the BIA website in advance.

All Admission Forms received after the initial enrollment deadline will be assigned to a class on a first-come, first serve basis or added to the end of any wait list in the order it is received.

When a student is admitted into the school, a completed Registration Packet and supporting documents must be returned by the date indicated on the materials, or the student will forfeit their spot and move to the end of any wait list.

BIA will give enrollment priority to the following categories of applicants:

1. A sibling of a student enrolled at BIA
2. A student whose parent/guardian is a full time teacher, professional or other employee at BIA
3. A student whose parent/guardian is a member of the Board of Directors

Sibling by definition is a:

1. Biological (including half sibling)/adoptive sibling within the State of Georgia
2. Step sibling residing in the same household
3. Foster children residing in the same household

Admission Procedure:

Upon closing of the initial admissions period, all qualified students will be directly admitted into the school, unless the number of students enrolled exceeds the available spaces in a certain grade.

If the number of qualified applicants exceeds the number of available spots for any or all grade levels, a random selection lottery, which shall be open to the public shall be conducted. All qualified applicants will be contacted with the date, time and place of the lottery via e-mail and web posting.

Per the school's enrollment preferences, prior to the lottery, siblings of students currently enrolled in the school, children of Governing Board members and full time staff members will be placed in available spots in their respective grades.

For the grades that do not exceed the number of available seats, all qualified applicants will be placed on the school roster. The, any siblings of these directly enrolled students will be placed into the available spaces in their respective grades.

Parents are responsible for ensuring the information provided to BIA is accurate. If inaccurate information is provided regarding grade or sibling status, it is the parents'/guardians' responsibility to correct it PRIOR to the close of the Initial Admissions period in order for the student and/or sibling to be included in the admissions lottery.

Prior to the lottery, qualified students will be given a number one through the total number of applications received for that grade level. The assigned number will be recorded on an application roster along with the student's name, grade level, and siblings. Families will be contacted with their student's assigned number prior to the lottery. Families with multiple children will be assigned one number to identify all siblings applying for admission. This practice promotes a more equitable lottery across families and eliminates dilemmas for families in cases in which some children are selected while others are not.

Admissions Lottery:

It is not necessary for an applicant's parent/guardian to be present at the lottery in order for an applicant to participate in the lottery.

Withdrawal

If it becomes necessary for a student to withdraw from Brookhaven Innovation Academy, the parent must complete a withdrawal form. Records will not be forwarded to another school until the parent goes through the withdrawal process. Materials will need to be returned, and any fees owed must be paid prior to the release of records.

ARRIVAL/DISMISSAL & ATTENDANCE

Arrival Time/Dismissal Time

Instruction and learning activities will begin as soon as the school day starts and so it is important to arrive on time.

- Parents should not enter the building prior to 8:00 am unless they have a pre-scheduled meeting.
- All students should be picked up by 3:30 pm or the child will be put in the after-school program at the drop-in rate.
- For the 2017-2018 school year morning drop-off will be between 7:30 am – 8:00 am. Afternoon pick up will begin at 3:00 pm.

Carpool/Arrival and Dismissal

It is very important to remember the following:

- As you enter the property, please note the signs 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.
- Parents should remain in their car while waiting for their student to be released. If you 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 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 Brookhaven Innovation Academy is a Smoke Free 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.
- Please remember that as adults, it is our responsibility to model civil and courteous behavior when on campus, which includes pick up and drop off.

After School Program

Brookhaven Innovation Academy After School Program is a fee-based service and not a part of the regular school day.

- Program hours are from 3:30pm – 6:00 pm
- Students must be registered for the program – There will be a one-time registration fee
- Students in the after-school program must adhere to the rules/policies outlined in the Student Code of Conduct. Enrollment in the afterschool program is a privilege not a right. Repeated misconduct will result in permanent or temporary dismissal from the program.
- Fee schedules and enrollment information will be sent to parents prior to the opening of school in August.
- Parents who pick up students from the after school program are required to park and enter through the gym doors so that they can sign out their child(ren).

Attendance Policy

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 ages 6 through their 16th 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 classroom work, it is imperative that a student not miss school. Teachers and administrators will make contact with parents regarding excessive absences, but it is the responsibility of the parent to ensure that their child attends school each day.

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 Department of Education 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!

Tardy and 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:

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 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.

Students will not be dismissed thirty minutes prior to the end of the school day. If your child has a medical/dental or any appointments late in the afternoon, please sign him/her out at least thirty minutes before school ends.

Students will NOT be sent to the office for dismissal until the parent is present for checkout. Please do not email teachers requesting that they release students.

Please remember that early dismissals are documented just as absences or tardies.

The following actions will be taken place in the event of excessive absences:

Absences

3 Unexcused – Attendance Letter

5 Unexcused – Meeting with teacher and parent to create Attendance Contract as well as formal notice in accordance with OCGA 20-2-690.1

7 Unexcused - School social work referral will be generated listing specific school based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral.

10 Unexcused – Students and/or parents will be subject to a referral(s) to juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, District Attorney, Juvenile and/or Magistrate Court.

Tardies and Early Dismissals

5 unexcused Tardies or Early Dismissals – Attendance Letter

8 unexcused Tardies or Early Dismissals – Meeting to create Attendance Contract

12 unexcused Tardies or Early Dismissals – 12 unexcused Tardies or Early Dismissals will be treated as 5 unexcused absences and formal notice will be provided in accordance with OCGA 20-2-690.1

*A student's parent/guardian shall be notified of excessive absences via certified mail.

Absence from School

The following are the only reasons recognized by the Brookhaven Innovation Academy Governing Board as valid for excused absences:

1. Serious illness or hospitalization;
2. Serious illness or death in the immediate family, which would reasonably necessitate absence from school;
3. 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);

4. Court orders or mandates by order of governmental agencies, including foster care proceedings in accordance with OCGA 20-2-692.2;
5. Conditions rendering attendance impossible or hazardous to student health or safety;
6. Visitation of a parent/legal guardian who is in active military service prior to or during leave from a combat deployment (for up to five days in accordance with OCGA 20-2-692.1); or
7. Other circumstances where the parent/guardian obtains permission from an administrator at least two weeks in advance.

****Students serving as a page of the Georgia General Assembly shall be credited as a present by the school in the same manner as an educational field trip in accordance with OCGA 20-2-692.

The child must return to school with documentation as to why that student missed school.

- A signed note from a parent is required to excuse illness that creates an absence less than three days.
- An absence 3 days or longer requires a doctor's note for re-entry into school.
- Documentation from the medical office is required for medical appointments. Please make every effort to schedule routine appointments outside of school hours.

A written note should be sent to the school on the first day and no later than the second day the student returns to school. The note should include the reason the student was absent, date(s) of the absence, date the note was written and the parent's signature. Absences for which a note is received within the 2 day period will be excused based on a determination by school officials. Absences already coded as unexcused cannot be changed except under special circumstances and with administrative approval.

****Family vacations are not excused absences

Adopted 12/7/17

Student Illness

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 office so other students' parents and school staff may be alerted of the symptoms.

Reasons your child will be sent home or should stay home from School:

- Fever – If a student has a fever of 100 degrees or higher, parents will be notified and asked to pick up their child.
 - 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)
- Vomiting or Diarrhea
 - Student should stay home with ONE event of vomiting or diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
- Drainage from a wound, rash or eyes
 - Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
- Unexplained Rash
 - Students should stay home with an unexplained rash. Call your doctor for treatment.
- 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. Students will be rechecked by staff upon return to school.

STUDENT & SCHOOL SAFETY

Student Injuries

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 Head of School or designee will then be alerted.
- If the injury is more severe, the teacher will call the office and ask that the Head of School or designee come to the classroom, gym, and field or wherever the student is located.
- The main office will attempt to contact a parent and advise them of the situation. In the event a parent cannot be reached, the administrator will determine 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 an administrator or other faculty member will accompany the student to the hospital.

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 office.
- 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 unless instructed differently by the parent/guardian.
- Parents must pick up and drop off medicine in the main office. The staff will be responsible for administering the medication.
- 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 and sign for it. Staff will dispose of any medication not picked up by the last day of school.

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. 130A152. 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. (Also see Health & Safety, pg. 31)

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
- 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.

Immunization Exemptions Under GA Law

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.
- In the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending the school.

School Safety

- 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 Drills, Severe Weather Drills, and Lockdown Drills will be conducted according to the schedule required by the Georgia Department of Education. 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.
 - In the event of an emergency, the school will utilize the School Messenger System to contact (by phone and by text) all parents with any pertinent information. It is very important for parents to check their voice mail and text messages 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.
 - Under no circumstances will parents be allowed to pick up their child at school during a fire, extreme weather or lockdown drill or event. To inform parents during such an

emergency we will use our emergency calling and text system and post notices on the school web 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 or text message from the school telling you the location and procedure for picking up your child. Please remember that children will be released to a parent/guardian only and that parent/guardian must have a picture ID in order retrieve the child.

- 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.
 - 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. Our visitor check-in system includes a sexual offender alert system, by automatically checking all visitors against the National Database for Sexual Offenders. Visitors must sign in and out; state with whom they are visiting, and the purpose of the visit, before obtaining a pass.

Severe Weather Information

In the event of severe weather, we will alert parents of school closures or early dismissals using our emergency text and phone call system. Notices and updates will be posted on our website.

Money and Other Valuables

Students should not bring money, property, or other valuables to school. If money is required for any reason, students and parents will be notified. The school will not assume the responsibility for any lost or stolen items.

ACADEMIC PROGRAM

Philosophy

At Brookhaven Innovation Academy we believe that every child has gifts and talents that must be discovered and nurtured. We are relentless in ensuring that all children reach their highest potential. A BIA education is one that supports strong intellectual, physical, social and emotional growth.

Classroom Management

Each classroom has a clearly articulated code of conduct that connects to school-wide expectations. Classroom procedures are chosen with thought, taught carefully, and reinforced so that they become routine.

Morning Routine

Each teacher will establish a morning routine that includes the Pledge of Allegiance.

Grading

Brookhaven Innovation Academy will use a standards based grading system.

Standards-based grading is a method that reports progress in terms of how students are doing in meeting the learning goals for their grade as determined by the state's standards.

Standards-based report cards give a grade for each learning goal, so students receive multiple grades in each subject area. In 5th grade math, for example, you'll see the subject broken into several categories, such as operations/algebraic thinking and fractions. Under each category, you'll see a list of math skills your child should be able to do, as well as a grade showing how your child is doing.

Work habits are graded separately to provide an accurate picture of your child's academic achievement. Behavior includes aspects like completing tasks on time, going to class prepared, and contributing positively to class discussions.

Grades/student progress will be available for parents in the Haiku Learning Management System. Progress Reports will also be sent home at the end of each semester. However, grades will indicate knowledge and skills on specific standards covered during that quarter rather than a single grade for each content area. Please see the Parent Standards Based Grading Manual for more information.

Field Trips

Often field trips provide students with an opportunity to deepen 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.

- 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 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.
- 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 event the student fails to attend the field trip, for any reason, the money will not be returned to the parent.

Textbooks, Laptops, Tablets and Supplies

All textbooks, laptops, tablets and supplies are loaned to students for their use during the school year. Students are responsible for exercising care in the use of these materials. Students are required to return books and supplies to teachers at the conclusion of the course/school year. Students will be charged for damaged or lost books and supplies before replacements are issued. Please see the technology use agreement for more information.

School Supplies

Students are required to buy their own school supplies as determined by their teachers. These supplies include, but are not limited to: pens, pencils, notebook paper, spiral notebook, 3-ring binders, and folders. Students must bring their supplies to class every day. Please refer to your child's grade level supply list for specific school supplies needed.

Homework

Homework is an extension of classwork rather than new material. Homework should be completed and brought back to class the next day or submitted electronically to the teacher. Homework is the student's responsibility.

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.
- 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 will not be assigned to Kindergarteners through third graders unless specifically agreed to by parent and teacher.

Academic Support

Teachers in all grade levels will provide support for students who are in need of assistance. Teacher assistance 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. Students are expected to keep up with both classwork and homework throughout the year. If a student is experiencing difficulty at any time, he or she should first speak to their teacher who will then develop a plan of support.

Computer, Electronic Mail, And Internet Usage Policy

At Brookhaven Innovation Academy (BIA), we use technology as one way of enhancing our mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. With new opportunities come new responsibilities. We expect students to embrace the following principles so they may become responsible, digital citizens. These technologies may include, but are not limited to, school-- provided equipment as well as personal devices.

1. BIA technology is intended for educational purposes only.
2. All activity over the network or while using BIA technologies may be monitored and/or retained.
3. Access to online content via the BIA network will be filtered in accordance with our policies and federal regulations.
4. Users are expected to follow the school honor code and class norms online as well as offline.
5. Misuse of school resources can result in disciplinary action.
6. BIA makes every effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the school network or other technologies are expected to immediately alert teachers or administrators of any concerns for safety or security.

Acceptable Use Policy

In accepting this agreement, students acknowledge and agree to adhere to the following rules and conditions:

Internet Access

School Provided Access -- BIA provides its users with access to the Internet, including websites, resources, content, and online tools while at school. That access will be restricted in compliance with state and federal regulations and school policies. Internet activity may be monitored and records may be retained indefinitely.

- I understand that the internet filter is a mandatory and vital safety precaution. I will not circumvent the internet filter. I will follow the school protocol to alert my teacher or submit a site for review if a site is blocked and I believe it should not be. I will also follow school protocol to report sites that are not blocked, but I feel should be blocked.
- I understand that I represent BIA in all my online activities. Additionally, I understand that what I do on social networking websites should not reflect negatively on fellow students, teachers, or on the school.
- I will regularly back up my files.

Recognizing the benefits collaboration brings to education, BIA may provide users with access to websites or tools that allow communication, collaboration, and sharing. Availability and use may be restricted based on school or district policies.

- I understand that school provided email accounts should be used with care. Student email, files, photographs, app usage, etc. will be monitored and archived to meet legal obligations.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-- messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will not give out personally-identifying information online or offline, such as name, address, photo or other identifying information online, including username and password. Sharing inappropriate personal information or content is strictly prohibited.
- I will be cautious when opening files or following links from unknown or untrusted origin.
- I will communicate with appropriate, safe, mindful, and courteous conduct.

Personally-Owned Devices Policy

Student owned devices must be kept off and in backpacks or lockers unless directed otherwise by a teacher for a specific classroom or instructional activity. Students are not to have cell phones or other personal electronic devices on or in use during passing periods, before school or after school programs, or during lunch.

When using personal electronic devices, users are expected to take all reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a device is believed to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

- I understand that all school equipment, the school network, and my school account are property of Brookhaven Innovation Academy and can be monitored.
- I will not change or attempt to change the configuration of, install, or remove software or hardware. I will not remove or attempt to remove identification tags on the Lenovo Laptop or deface with stickers, marking pens, etc.
- I will not take pictures or video of others unless it is for an academic purpose and I am specifically directed to do so by school staff.

Downloads

Users may be able to download file types, such as images or videos; however, for the security of the school's network, such downloads should only be from reputable websites, and only for educational purposes and with a staff member's prior approval. Streaming non-school related video and audio is strictly prohibited during the school day unless directed otherwise by school personnel. Students may be selected at random to provide their device for monitoring and inspection.

Digital Citizenship and Personal Safety

Communicating over the Internet brings the risks associated with the lack of face to face contact. Users should carefully safeguard the personal information of themselves and others.

- I will always use the Internet, network resources, and online sites in a courteous and respectful manner.
- I recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.
- I will use technology resources productively and appropriately for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will not attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- I will never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
- I will never agree to meet someone that I met online in person in real life other than through school approved and supervised academic purposes.
- If I see a message, comment, image, or anything else online that makes me concerned for my personal safety or the safety of another student, I will bring it to the attention of school personnel immediately.

- I will not use my BIA-assigned technology device to record (audio/visual) others without their permission.
- I will not take photos of others without their permission.
- If permission is granted by staff to take pictures or video, it will not be posted on-line unless directed to do so by staff.

Plagiarism

I understand that all students are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.

- I will not take credit for content I did not create myself, or misrepresent myself as an author or creator of something found online.
- I understand that research conducted via the Internet should be appropriately cited, giving credit to the original author.
- I understand that I am prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

Cyber-bullying

The National Crime Prevention Council defines cyber-bullying as: "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."

Cyber-bullying can take many forms. Properly identifying and preventing cyber-bullying requires an understanding of the different ways technology can be used to hurt others.

- Online fights using electronic messages with angry or vulgar language
- Repeatedly sending nasty, mean, and insulting messages.
- Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
- Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
- Sharing someone's secrets or embarrassing information or images online.
- Tricking someone into revealing secrets or embarrassing information and then sharing it online.
- Intentionally and cruelly excluding someone.
- Repeated, intense harassment and denigration that includes threats or creates significant fear.

Source: "An Educator's Guide to Cyberbullying and Cyberthreats," by Nancy Willard DCS Position on Cyber-bullying and Digital Citizenship

Limitation of Liability

BIA will not be responsible for damage or harm to persons, files, data, or hardware. While BIA employs state and federal compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. BIA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

- I understand that I am responsible for monitoring all technology resources while they are in my possession. I am financially responsible for any damage to, or theft of technology equipment taken off the campus of Brookhaven Innovation Academy.

- I understand that I am only allowed to use my BIA-assigned technology device while on campus at BIA, and I am not allowed to take the device home or off campus.
- I will report loss/theft of the BIA-assigned technology device to parents, school and proper authorities (police) within 24 hours.

Appropriate use

- I will not use BIA resources for political advertising, lobbying, or campaigning.
- I will not use BIA resources for the promotion of commercial goods or services for personal gain.

I will use technology in accordance with the laws of the United States and the State of Georgia., which include the following:

- Criminal acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. Libel laws – Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism.

Violations of this Responsible Use Agreement

Violations of this policy may have disciplinary repercussions, including:

1. Restrictions placed on devices
2. Notification of parents
3. Detention or suspension from school and school-related activities
4. Loss of technology privileges
5. Legal action and/or prosecution
6. Financial Consequences

I understand that school administrators deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Examples of Responsible/Irresponsible Technology Use

Responsible:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online as offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion when using communicative or collaborative technologies.
- Alert personnel of threatening, inappropriate, or harmful content online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of everybody.
- Help to protect the security of school resources by reporting misuse or illegal activities.

Irresponsible Use:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find or create inappropriate images or content.

- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Downloading apps that are rated 12+ or higher, or explicit material.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally-identifying information, about others or myself.
- Agree to meet someone met online in real life.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Illegal installation or transmission of copyrighted materials.
- Use language online that would be irresponsible in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is inappropriate.
- Gaining access to other student's accounts, files, and or data.
- Listening or viewing media or books labeled "Explicit"

*This is not intended to be a complete list.

Handling and Care of Laptops

Students are responsible for the care and safety of the lap top assigned to them. Any damage will be the responsibility of the student to whom the device is assigned. Parents will be invoiced for damage or loss to the lap top.

General

- All devices must remain free of any writing, drawing, stickers, or labels that are not applied by the DCS technology team.
- Use the laptop or device on a flat, stable surface.
- Do not set books on BIA issued technology devices.
- Do not have food or drinks around BIA technology devices.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave devices exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Transport, Monitoring, and Supervision

- Students must keep the laptops in a book bag or protective sleeve when in transition between classes
- Users should walk while transporting technology devices.
- Do not carry devices on top of large stacks of books or other materials.
- Do not leave devices unattended in an unlocked classroom, a bathroom, or during afterschool program.
- Do not lend devices to a classmate, friend, or family member.
- You are responsible for the safety / security of all technology devices and any activity on the device at all times.

HONOR CODE AND SCHOOL DISCIPLINE

Honor Code

At Brookhaven Innovation Academy, we believe that we are responsible for both the academic and emotional growth of all students. Each of us, including our students, sometimes makes mistakes or errors in judgment. We believe that these mistakes provide an opportunity to teach productive behavior and in turn, to cause emotional growth.

All students and staff at Brookhaven Innovation Academy will abide by an honor code, which is intended to set the parameters for healthy, safe and productive behaviors. The Brookhaven Innovation Academy Honor Code is based upon the premise that a person's honor is his or her most cherished attribute. In a community devoted to learning, an atmosphere of honor must exist if that community is to thrive with respect and harmony. An Honor System is an ideal tool to assist us with understanding our responsibilities as members of a school family. With it, students and staff are afforded a freedom that otherwise may not be available. With this freedom comes each individual's responsibility to conduct him or herself in such a way that our spirit of mutual trust and respect is maintained.

Our honor code pledge:

"As a member of the Brookhaven Innovation Academy family, I pledge on my honor not to lie, cheat, or steal, or show disrespect for others through my academic or personal behavior. I understand that these actions are not in keeping with our Honor Code and damage our community of trust and caring. On all my work, my name affirms my honor".

Violations of the Brookhaven Innovation Academy include:

- Lying – giving false information with the intent to deceive another.
- Disrespect – Everyone in our school community should be valued and treated as worthy of consideration, recognition, care and attention simply because they are people. Disrespect is intentionally treating others without care or consideration.
- Stealing – knowingly taking another's property including the property of the school.
- Cheating – Cheating includes, but is not limited to copying from another's homework, quiz or test; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the teacher; taking or receiving copies of an exam without the permission of the teacher; or the use of "cheat sheets" in hard copy or on an electronic device.
- Plagiarism --- the practice of taking someone else's work or ideas and passing them off as one's own.

During the first days of school, students and teachers will spend time discussing the honor code and defining violations and examples to ensure understanding. All students will commit to the honor code.

Violations of the honor code may be reported to the classroom teacher or to school administration. For all matters that do not involve imminent harm to self or others, school discipline will be based on a system of restorative justice.

Restorative justice focused on these questions:

- 1 Who was harmed?

- 2 What are the needs and responsibilities of all affected?
- 3 How do all affected parties together address needs and repair harm?

The ultimate goal will be for BIA to develop an honor council made up of students to adjudicate violations of the honor code. In all instances, the BIA administration reserves the right to work with students to create and implement behavior plans and to work with students to develop plans to repair harm caused by behavior.

Suspension and Expulsion as Disciplinary Actions

BIA will regard suspension and expulsion as a last resort. Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law require additional or different procedures.

Mandatory Suspension: a student shall be suspended with a mandatory recommendation for expulsion where he/she is found to have possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.

Discretionary Suspension -- a student may be suspended for any of the following offenses:

- Possession, use, offering, arranging and/or negotiating to sell or provide of a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
- Possession, use, being under the influence of, offering, arranging and/or negotiating to sell tobacco, alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
- Theft of property including, but not limited to attempting to steal and/or receive stolen property and/or aiding or abetting in the same.
- Physical assault including, but not limited to aiding or abetting in the same.
- Damage to school or private property including, but not limited to attempted or caused damage.
- Sexual harassment.
- Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of "cyber-bullying."
- Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity
- Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
- Violations of BIA Information Technology policies, including, but not limited to transmitting computer viruses, using or attempting to use other's accounts, trespassing in another's folders or files, concealing or misrepresenting one's identity while using the IT system.

Mandatory Expulsion: a student shall be expelled when it is determined that the student possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.

Discretionary Expulsion --- a student may be expelled for any of the following offenses:

- Possession, use, offering, arranging and/or negotiating to sell or provide a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
- Possession, use, being under the influence of, offering, arranging and/or negotiating to sell tobacco, alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
- Theft of property including, but not limited to attempting to steal and/or receive stolen property and/or aiding or abetting in the same.
- Physical assault including, but not limited to aiding or abetting in the same.
- Damage to school or private property including, but not limited to attempted or caused damage.
- Sexual harassment.
- Threatening, harassing, bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of “cyber-bullying.”
- Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity.
- Violations of BIA Information Technology policies, including, but not limited to transmitting computer viruses, using or attempting to use other’s accounts, trespassing in another’s folders or files, concealing or misrepresenting one’s identity while using the IT system.

A student may receive consequences for those acts listed above as committed at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, (d) during, or while going to or from, a school sponsored activity; and, (e) during non-school time and while off campus if the school determines that there is a nexus between the action taken and the school community sufficient to warrant action by the school. If a student is arrested off campus, s/he may be suspended at that time or upon return to campus.

Authority to Impose Discipline

The Head of School (or his/her designee) may conduct an investigation of the facts and circumstances presented in case of a disciplinary offense or infraction. The investigation may include search(es), a review of evidence, consulting the student and interviewing affected parties, and potential witnesses as well as the involvement authorities.

The Head of School (or his/her designee) may consider the various disciplinary options available in any given set of circumstances, including whether alternatives to suspension or expulsion may be appropriate. The Head of School (or his/her designee) has the authority to determine whether or not to impose a suspension under this policy. Suspensions may be imposed: (1) Pending an investigation to determine whether further discipline, including the possibility of an expulsion hearing is warranted; or, (2) Companion to setting an expulsion hearing. The Head of School (or their designees) have the discretion to determine which form of suspension may be imposed.

If a student matter proceeds to an expulsion hearing, the Head of School (or his/her designee) shall have the authority to hear the matter and to determine whether or not to impose an expulsion. The decision of whether or not to expel a student remains at the sole discretion of the Head of School (or his/her designee).

Violence Against Teachers or Other School Officials

Brookhaven Innovation Academy will have zero tolerance for any kind of intentional violence inflicted on a Brookhaven Innovation Academy school official or a Brookhaven Innovation Academy employee. Students shall not inflict violence on Brookhaven Innovation Academy teachers or other school officials or employees. Physical violence shall include:

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

In the event a student is charged with violence against a school employee the student will be disciplined by expulsion and criminal charges filed.

Disciplinary Hearings

A student may be referred for a Disciplinary Hearing for determination as to whether a long term suspension or expulsion is appropriate as defined in the discipline policy. A long term suspension means denial to a student of the right to attend school and take part in any school function for any period of ten (10) school days or more. Expulsion shall mean removal of the student from enrollment at the School for the remainder of the school year or longer.

A long term suspension or expulsion will normally follow a short term suspension. There are exceptions, however, that could prompt the school 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). In order for a long term suspension or expulsion to take place, the following steps must be taken:

- (1) The school administrator recommending the long term suspension or expulsion will furnish to the Hearing Officer(s) a written statement of charges against the student, accompanied by any supporting statements or other relevant evidence identified in the tribunal dossier discussed below;
- (2) The administrator shall notify the student and his/her parent or guardian of the recommendation for long term suspension or expulsion; and
- (3) The Hearing Officer(s) shall notify the student and his/her parent or guardian with the following information:

Written Notice of Hearing: The notification shall include the following:

- a. A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
- b. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
- c. A copy of this document.
- d. The date, time and place of the hearing.

- e. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
- f. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
- g. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.
- h. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification: The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

Disciplinary Hearing

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

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

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

Appeal

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

Once a decision has been rendered, the student may appeal directly to the School's Board of Directors. To do so, he/she must inform the school administration of the intent to appeal within ten working days of the date of the Hearing Officer's decision. The school administrator will supply all records from the previous hearing including, if available, written statements, minutes and audio recordings of the Disciplinary Hearing. The Board of Directors will evaluate all information and will make a decision solely on the facts presented in the record from the hearing. The student and the school administrator may provide a written statement identifying any reasons why they believe the Hearing Officer's decision was valid or invalid based on the evidence presented at the Disciplinary Hearing. There will not be an

opportunity for additional testimony or argument. The Board will render its decision within 20 working days of receiving the appeal. Once the Board renders a decision on the appeal, the school administration will immediately mail a letter of decision to the family.

Sexual Harassment

Brookhaven Innovation Academy will have zero tolerance for any kind of harassment including sexual harassment. It shall be a violation of this policy for any Brookhaven Innovation Academy 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

- Any student who has been the victim of an act of sexual abuse or sexual misconduct by a Brookhaven Innovation Academy student, teacher, administrator, or other school system employee or Brookhaven Innovation Academy student is urged to make an oral report of the act to an administrator. Parents or friends of victimized students who have knowledge of sexual abuse or sexual misconduct by a Brookhaven Innovation Academy student, teacher, administrator, or other school system employee, are also urged to make an oral report of the act to the Head of School. The individual reporting the event must provide their contact information to the individual to whom they are reporting the incident.
- 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 to the school principal or principal's designee, and shall submit a written report of the incident to the Head of School or designee within 24 hours. If the Head of School 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.
- The Head of School or designee who receives 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.
- Pursuant to Brookhaven Innovation Academy 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.
- 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.

- When it is determined that reports should be made to various outside agencies, the Head of School will notify the Chairman of the Governing Board and the Head of School 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.

Dress Code

While attending school, all students must be in uniform daily. Uniforms must be neat and clean. Students should also practice good hygiene. If a child is out of uniform, parents will be contacted and required to bring the necessary items before students are admitted to class.

2017--2018 Dress Code:

- Bottoms – Khaki or Navy pants, shorts, jumpers or skorts. Cargo style is not allowed. Shorts, jumpers and skorts must be no more than three inches above the knee.
- Tops – White, Navy, or Kelly or Aqua Green polo or long-sleeved, button-down oxford with button collar.
- Optional Layer – Navy, green, white or aqua cardigan, sweater, or sweater vest.
- Outerwear – Outerwear jackets for cold weather should be worn to and from school and at outdoor recess; however, while in the school outerwear must remain in the student cubbie or locker.
- Fridays – Collegiate top, BIA spirit shirt with uniform pants.

Other Student/Family Issues

Cafeteria and Student Nutrition

Students will have the opportunity to purchase a school lunch from our school approved food provider. Information regarding this program is posted on the BIA website.

Students may bring their lunch to school. Parents are invited to join students for lunch on Fridays. A sign up will be posted on the BIA website. Space is limited in the cafeteria and there will be a set number of slots available each week.

Students may bring water bottles to classes.

In order to keep students with allergies safe and free from an atmosphere of distractions, BIA is a nut free school.

Communication

Our goal is to provide parents with clear and concise information. Email, as well as our website, 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 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.
- 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 case of emergencies.
- In the event of an emergency, you will receive a phone call and or text message. . If you receive a phone call and do not answer the call, please check your text messages before calling the school. Our focus during an emergency 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 every semester and parent teacher conferences will be held two times per year. In 2017-2018 all gradebooks will be available for parents to view on the Haiku Learning Management System.
- We encourage constant communication between Brookhaven Innovation Academy 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.
- The Head of School newsletter includes important information and notifications for all families and is delivered via e-mail. Please make sure that it does not go to your spam folder. BIA does not send home hard copies of newsletters.

Social Media

BIA will use social media to share information about the organization. Our BIA social media accounts will not be used as an opportunity to criticize our school, our students or our teachers and we reserve the

right to delete or block individuals who post negative or hurtful comments. At BIA, 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.

Volunteers

Volunteers must complete an application and a background check before beginning their volunteer service. The Head of School or designee will contact all volunteers upon clearance. Cleared volunteers will check in and out at the front desk upon entering and exiting the building each time.

Parent Council

Brookhaven Innovation Academy has an extremely active parent organization. For full information about this organization, please visit their website. A link to their site is on the front page of the BIA website.

Returned Checks and Debts

Checks returned to Brookhaven Innovation Academy are charged a \$25 returned check fee.

Payment for the returned check must be made in cash or money order.

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

Student Records

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 Brookhaven Innovation Academy without the consent of a parent or student. Students and parents can review their rights under FERPA at Brookhaven Innovation Academy’s website found at: www.brookhaveninnovationacademy.org. Parents may request that Brookhaven Innovation Academy not release any directory information regarding his or her student by notifying the Head of School, in writing, no later than August 15 of each school year.

Media

The media may choose to cover interesting events that occur at Brookhaven Innovation Academy throughout the year. If for any reason a parent does not wish his/her child to appear on video, photographs, print material or on television, you must submit a request in writing to the school office.

Asbestos Inspections

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

Equal Opportunity and Non-Discrimination

It is always Brookhaven Innovation Academy’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 Brookhaven

Innovation Academy's Equal Opportunity policies, Title VI, VII, IX, Georgia Equity in Sports, EEO, and Section 504/ADA may be referred to the school administrators.

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 Brookhaven Innovation Academy 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.

Grievance Policy

Equal Opportunity and Non-Discrimination

It is always Brookhaven Innovation Academy's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, 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 Brookhaven Innovation Academy's Equal Opportunity and Non-Discrimination policies, Title VI and Title VII of the Civil Rights Act of 1964, Title IX, Georgia Equity in Sports Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act may be referred to the school administrators.

If an individual feels they have been discriminated against or treated unfairly, he or she should immediately report concerns to the Head of School, teacher, counselor, or other school administrators. A formal complaint may be filed in accordance with the Student-Parent Grievance Process. Retaliation on account of filing a complaint at any level is strictly prohibited.

The following person has been designated to coordinate compliance efforts regarding the School's non-discrimination policies:

Ms. Terri Potter, Head of School
3159 Campus Drive
Norcross, GA 30071
(770) 538-1550

Student-Parent Grievance Process

The purpose of this grievance policy is to settle any complaint or grievance of a student enrolled in Brookhaven Innovation Academy for allegations of harassment, discrimination, or any other grievance for which a complaint or appeals process has not been defined elsewhere.

Level I – Informal Discussion

Students and parents are encouraged to seek resolution through an informal discussion with the appropriate school personnel prior to filing a formal complaint. If the grievance or complaint is related to classroom concerns, the student or parent should request a meeting with the teacher. Questions about appropriate school personnel in other matters should be directed to the Assistant Principal.

Level II – Formal Complaint

In the event that a satisfactory resolution cannot be reached through informal means, the aggrieved party must file a written complaint with the Head of School or his or her designee within 30 days of the alleged wrongful act or violation. The written complaint must, at a minimum, include the following information:

- The date(s) of the alleged wrongful action;
- The name(s) of the school employees and/or students allegedly involved in the wrongful act;
- A written statement detailing the specific allegations;
- The specific law or School policy allegedly violated;
- The names and contact information, if known, of any witnesses to the alleged wrongful acts;
- A clear statement of relief sought by the complainant.

Upon receipt of the written complaint, and any supporting documentation, the Administrator will determine the nature of the grievance and begin collecting all the relevant information and data. Following an investigation, the Administrator will make every effort to provide the complainant with a written decision within thirty (30) working days of the receipt of the complaint. If circumstances require additional time for investigation, then an update on the status of the investigation with the estimated time of completion shall be provided on this date.

Level III – Appeal

The original complainant may appeal this decision to the School’s Board of Directors within ten (10) calendar days of receiving the written decision.

The appeal, which will be limited to the matter under review, must be filed, in writing, with the Chair of the Board and state the reasons for the appeal, including the specific reasons for dissatisfaction with the initial decision. If needed, the Board may request additional written information from the grievant and/or other persons involved with the complaint.

The Board shall review the facts and findings of the investigation and, if practicable, issue a written decision within thirty (30) working days of receiving the request for appeal. The decision of the Board will be final.

Governing Board of Directors

Brookhaven Innovation Academy is a public charter school. The Governing Board establishes policies that guide the school.

- The basic responsibilities of Brookhaven Innovation Academy’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.
- Brookhaven Innovation Academy’s Governing Board will uphold the mission and vision of the Brookhaven Innovation Academy through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of Brookhaven Innovation Academy 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 policymaking, and fiduciary requirements.
- The Brookhaven Innovation Academy 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 Brookhaven Innovation Academy Governing Board will typically meet on the first Thursday of each month at 7:00 pm. Meeting information and the agenda will be posted on the Brookhaven Innovation Academy website 24 hours in advance of the meeting. Anyone is welcome to attend these meetings.