



# EAGLE ACADEMY

2019-2020

# STUDENT/PARENT HANDBOOK



**Robin Christian, Principal**

**Kenya Parmes, Program Director**

**RacQuel Bell, Site Coordinator**

Barack and Michelle Obama Academy

970 Martin St. SE

Atlanta, GA 30315

404-802-4265 Phone

This handbook contains important information concerning your involvement in the 21<sup>st</sup> Century Extended-day school at Barack and Michelle Obama Academy. I ask that you please read this information carefully and make sure that you have no questions concerning any information in this handbook. This is a set of guidelines and expectations to help make our program strive for excellence. Students and staff are expected to follow all Atlanta Public Schools policies, procedures and guidelines as outlined in the APS student handbook. The Eagle Academy handbook is an abbreviated version of highlighted points that were necessary to be reiterated. Parents, students, and staff should refer to the APS website ([www.atlanta.k12.ga.us](http://www.atlanta.k12.ga.us)) to review the extended version of all APS policies and guidelines.

This Staff Handbook and Student handbook is published on an **annual** basis. However, Georgia State laws, Georgia State Board of Education bylaws, and Atlanta Board of Education policies and administrative regulations enacted after the publication of the student handbook shall supersede the statements and references contained in the current publication.

## Contact Information

### **21<sup>st</sup> Century Community Learning Center—Eagle Academy at Barack and Michelle Obama Academy**

970 Martin St SE, Atlanta, GA 30315  
404-802-4200

#### **21<sup>st</sup> Century Program Personnel and chain of command:**

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# WELCOME

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## EAGLE ACADEMY

Barack and Michelle Obama Academy  
970 Martin St. SE  
Atlanta, GA 30315  
2019-2020  
Parent/Student Handbook



Dear Parents:

Welcome to the inaugural year of Eagle Academy (**EA**). The Eagle Academy is a federally-funded after-school/extended day school program through the 21<sup>st</sup> Century Community Learning Centers (CCLC) grant. **The goals of Eagle Academy are to increase student academic achievement, provide students with a plethora of extra-curricular enrichment activities, and to increase parent and family involvement in school-wide programs.**

During the extended-day school program, BaMO Academy will transform into a “learning center” that is fun and exciting for students. The Eagle Academy Program will provide opportunities for students and teachers to develop fun-learning relationships while students master academic skills taught during the regular school day.

Parents, Teachers, Paraprofessionals, Instructors, Vendors, and Administrators all play an integral role in student achievement. To ensure student success, we will strive to foster stronger parent-teacher relationships. Throughout the year, communication will be made through notes, telephone calls, emails, our website and EA flyers. During the school year there will be a variety of special activities and celebrations. You are encouraged to attend these intentional family functions whenever possible. Your support of school activities makes your child feel important and sends the message that you value school and the EAGLE ACADEMY Program.

It is important that students and their families understand and adhere to the following requirements presented in this Student/Parent Handbook to ensure fidelity and compliance with federal government funding conditions. **All students and parents are required to sign and return the Parent/Guardian and Student Agreements found on the last two pages of this handbook.**

Questions about this Handbook and/or the EA program should be directed to the program administrator listed below.

**Kenya Parmes**  
**Program Director**

kenya.parmes@atlanta.k12.ga.us  
404-802-4265

## A.1 PROGRAM OVERVIEW

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### VISION

The vision of Eagle Academy (EA) is to broaden the students' scope of understanding, help them apply new knowledge to a variety of subject areas, and to fully support the educational goals of Barack and Michelle Obama Academy ensuring that all students achieve academically while fostering relationships with all vested stakeholders.

### MISSION

EA's mission is to provide a dynamic extended-day school program that will give the students an opportunity to continue to develop their academic skills and extend their learning far beyond the traditional academic day. **EA focuses on developing the “whole” child where self-esteem and positive relationships help to create an environment where students become engaged in learning and seek more learning opportunities.** Certified educators and approved vendors will teach writing, reading and math through a variety of activities. Hands-on activities will allow the learning experiences to be effective through self-exploration and real-life problem solving.

### PROGRAM GOALS AND OBJECTIVES

EA program outlines three goals as identified in our 21<sup>st</sup> CCLC grant. They include the following and **need to be fully understood by every staff member:**

1. Increase student academic achievement in reading, writing and math
2. Increase positive student perceptions of school and peers
3. Increase parental involvement

The goal of EA is not only to address the students' needs for additional support in core subjects of reading and mathematics, but also to provide a safe place where communities and families can be more socially involved in our children's education.

## A.2 INSTRUCTIONAL PROGRAM

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### PROGRAM SCHEDULE

#### 2019-2020 School Year Schedule\*

\*Based on student's academic plan and grade within the program. Students will alternate intramural and enrichment each semester.

Time	Monday - Friday
2:30-3:20pm	<p><b>Block 1</b> Dismissal from BaMO Attendance/ Homework Help/ Snack/ Bathroom Break OR <b>Clubs:</b> Beta, Chorus, Steam, Debate</p>
3:25-4:25pm	<p><b>Block 2</b> Enrichment Basketball, Soccer, Karate, Coding, Art, Tennis, Yoga, Robotics, Dance, or Drama</p>
4:30-5:30pm	<p><b>Block 3</b> Academic Tutoring Math, Reading, or Writing</p>
5:30-6:00pm	<p><b>Block 4</b> Dinner Character Development 1:1 interactions <b>Dismissal</b> Bus Loading Parent Sign-Out (students must be picked up by 6:15pm-more than 3 late pick-ups may result in dismissal of the program)</p>

**Parents:** Please be mindful that dinner is still part of our academic/enrichment day and we are working on Social Emotional Learning at this time. Dismissal will begin promptly at 5:55pm. Thank you so much for patience to ensure students don't miss dinner and interaction and reflection time with staff and peers.

### **A.3 PROGRAM DURATION AND HOURS OF OPERATION**

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The Eagle Academy Program will initially begin on **Tuesday, Sept. 3, 2019** and will end **on May 15, 2020**. Operation times are from 2:30 pm – 6:00 pm. Transportation **will be provided Monday – Friday**.

### **SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS**

The superintendent is authorized to close schools in cases of emergencies or severe weather. Whenever BaMO is closed unexpectedly due to severe weather or emergency, EA is closed as well.

### **A.4 STUDENT RECRUITMENT PLAN**

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Program Staff will work with school-day teacher/administrators to qualify students. We will use baseline data to inform our decision of targeted students. Parents will be **invited** to a mandatory parent orientation. The grant has limited slots and is considered an invitational program. Characteristics of qualifying students includes: academic performance that is below grade level; the student does not meet state standards on tests; and/or failing grades in one or more subjects/classes of math, reading, or writing; student is not .

Students will also be able to apply based upon interest. Teachers and parents will have the opportunity to nominate students for participation into the after-school program. Although we are targeting enrollment from students at BaMO Academy, students from the surrounding area private schools are eligible for enrollment as well. We do not discriminate against race, color, gender or creed. Referrals will be accepted from faculty members, parents, and other school officials. Although we are an equal opportunity program, we do have certain requirements and expectations. Below are a few requirements:

- ☆ **Parents must attend orientation before their child can attend.**
- ☆ **Parents must sign and receive a copy of the parent/student handbook.**
- ☆ **Parents must be given a “Parent Education Session Interest Survey” to help us plan evening sessions.**
- ☆ **Parents must complete a “Program Registration Form” at the time of orientation.**
  - This form captures all of basic information, which includes name, grade, address, demographics, etc.
  - This form only needs to be completed for a child once a (school) year. **This form requires a parent/guardian signature.**

The EAGLE ACADEMY recruitment process begins with identifying students with the greatest academic needs based on the following indicators:

- STAR Reports and GMAS Scores
- Teacher grade reports
- Administration, Teacher, and Instructional Coach recommendations
- Parental Interest

These students will be given priority admission to the Afterschool EAGLE ACADEMY Program. Afterschool EAGLE ACADEMY will also actively seek to include 10% of students with special needs as indicated by their Individual Education Program (IEP) as well. At the time of enrollment, a copy of the

students IEP is requested along with accommodations for that student. Once paperwork is received a student file will be created and located in the EAGLE ACADEMY office. Enrollment for particular special needs will be assessed based on staff capacity and the safety needs of the student.

Information about EAGLE ACADEMY will be initially provided during BaMO's Open House PTA meeting, flyers, and Interest Forms. The PTA meeting will provide parents whose children may not have been targeted for the program the opportunity for enrollment. Flyers will also be available in the front office during the school year.

Once all prospective students have been identified, each child will receive an invitation to the **mandatory** Parent Orientation meeting(s) where they will receive an application for the program (to be completed at the meeting). Students will be eligible to attend EAGLE ACADEMY upon the completion of the Parent Orientation and receipt of all requested paperwork.

EAGLE ACADEMY has an open registration policy. Although we plan to operate at the program's fullest capacity, we are aware that due to student mobility, staff capacity, slots may become available or unavailable on a rolling basis. If no spots are available, students will be placed on a waiting list.

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

## **A.5 ATTENDANCE PLAN**

In order for our students to have measurable academic success, it is imperative that students are committed to the program and attend each day with the same expectancy as day school.

1. Students are expected to attend on assigned days (M-F) in order to meet program requirements, course requirements and/or to receive credit. If student does not attend day school that day, he/she is not expected to attend Eagle Academy.
2. Students with more than 3 unexcused absences may be dismissed from the program.

Tardies are not acceptable without a note from another teacher or prior approval from EAGLE ACADEMY staff. Students are expected to be in their assigned classrooms prepared to sign in with EAGLE ACADEMY staff by 2:40 p.m. Students will be counted tardy after this time. Two tardies will count as one unexcused absence. If a student reaches six tardies, he/she may be dismissed from the program.

Please be aware we will aggressively assess attendance as our program's funding is greatly affected by our average daily attendance of students.

**A regular attending student is defined as any scholar that has been in attendance 30 consecutive school days in a row.**

The following procedures are in place to reduce absenteeism and to ensure that all students actively participate in the EAGLE ACADEMY tutorial program on a regular and consistent basis.

1. Any student absent for 10 days from the program will be referred to the Program Director or Site Coordinator.
2. The Program Director, Site Coordinator or Lead Teachers will call the parent and stress the importance of attending the program. With the assistance of the parent, the Program Director will develop a plan which will include strategies to improve the student's attendance.

3. The Program Director, Site Coordinator or Lead Teachers will share these strategies with the student's afterschool and regular homeroom teacher.
4. The student's attendance will be monitored to ensure that the newly developed plan is consistently being followed.
5. If absenteeism continues to occur, the student will be dismissed from the program.

In an attempt to encourage the attendance of students from private schools in the surrounding area, Eagle Academy Program will elicit additional students by doing the following:

1. EAGLE ACADEMY will mail information about the afterschool tutorial program to private schools in the surrounding area prior to the start of the program in the fall.
2. Each school will be sent applications which can be given to students who are identified by each school's teachers, parents or administration.
3. Schools in the surrounding area will be asked to provide feedback and suggestions that can be used EAGLE ACADEMY to continue to increase student engagement, increase academic success and to encourage student attendance on a regular basis.

#### **A.6 21<sup>st</sup> CCLC PROGRAM vs REGULAR SCHOOL DAY**

Homework help and tutoring are **not** the main objectives of the after-school program. Although homework assistance and tutoring will be provided. Each day, students should be assisted with homework for at least 30-45 minutes in Block 1 immediately following the start of the after-school program. Students who do not complete their homework during the first 45 minutes of the program are instructed to take additional time to complete their homework at home. EA staff will be available to help students with their homework, but **parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.** Students who do not have homework will have the opportunity to engage in skill development activities/reading.

21<sup>st</sup> Community Learning Centers focus on academic and enrichment activities, which are often real-world activities that require students to apply the skills they have learned during the regular school day. Oftentimes, enrichment activities are multidisciplinary, whereby the students use academic skills from multiple subject areas. Enrichment activities also broaden students' experiences by including the arts, dance, recreation, and cultural activities. EA staff will collaborate with day school staff to ensure alignment with the academic curriculum.

#### **A.7 STAFF RECRUITMENT**

The Eagle Academy staff will comprise of highly-motivated educators eager to help students master the goals and objectives of the 21<sup>st</sup> CCLC grant. Each staff member is expected to honor and comply with all processes and procedures of this handbook.

Each year, candidates will reapply for the positions of parent liaison, paraprofessional, certified teacher, certified enrichment teacher, and vendor instructors. Any questions concerning staff recruitment or dismissal should be directed to the program director.

#### **A.8 CONFIDENTIALITY REQUIREMENTS**

The professional educator, in full recognition of his/her obligation to the student, shall;

- Maintain the confidentiality of information concerning students obtained in the proper course of the educational process, and dispense such information only prescribed or directed by federal or state law or professional practice.
- Maintain the confidentiality of information concerning colleagues and dispense such information only when prescribed or directed by federal or state law or professional practice.

## **A.9 FRAUD, WASTE, and NON-COMPLIANCE**

Atlanta Public Schools has earned a reputation as a district that maintains high standards in everything we do. Building on that kind of reputation requires a strong work ethic and a commitment – by everyone- to make our school district the best it can be. In the Eagle Academy program, if you see or suspect misconduct, report it immediately to the Site Coordinator or Program Director. While speaking directly to these individuals represents the most effective way to report your concerns, APS school district offers an anonymous option for maintain a culture of integrity. APS has retained the services of The Network, and independent reporting service that allows you to communicate amorously and confidentially via internet or telephone, 24 hours a day, 7 days a week.

The 21<sup>st</sup> Century Program abides by the Atlanta Public Schools Board of Education policy regarding Fraud, Waste, and Abuse. Found at [www.atlanta.k12.ga.us](http://www.atlanta.k12.ga.us)

Anyone suspecting fraud, waste or abuse involving US ED funds or programs should call or write:

I. Atlanta Public Schools Board of Education

**OR**

II. Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334  
Phone: 404-463-1537  
Email: [sdrake@doe.k12.ga.us](mailto:sdrake@doe.k12.ga.us)

**OR**

III. Office of Inspector General's Hotline

Email message to: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

Call the OIG Hotline's toll free number 1-800-MIS-USED. The Hotline's operating hours are Monday, Wednesday and Friday 9:00AM until 11:00AM Eastern Time; Tuesday and Thursday 1:00PM until 3:00PM Eastern time, except for holidays.

Complete and submit a Complaint Form  
To ensure complete anonymity, download a hardcopy of the special complain form, complete, and mail to:

Inspector General's Hotline  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-1500

## **A.10 COST**

The program is offered to all students **free** of cost. The only "cost" of the program for parents is the agreement to participate in at least TWO of the FOUR offered Parent University sessions or program events.

## **B. POSITIVE STUDENT BEHAVIOR AND BEHAVIOR MANAGEMENT PLAN**

The primary goal of the After-School Program is to educate in a fun and safe learning environment. As with academics, EA sets the bar high with behavior expectations as well.

Eagle Academy **encourages positive student behavior** by:

- Defining behavior expectations along with rewards or consequences
- Sharing behavior expectations (listed below) with students and parents
- Staff will model the positive behavior wanted in our students
- Tracking Student behavior daily or weekly as needed and apply rewards or consequences consistently
- Rewards will include house points, treats, special privileges, and more

However, when behavior of a student is in conflict with the rights of others, corrective actions may be necessary for the benefit and safety of the individual and the After-School Program as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth by the Atlanta Public School System. Administrators and teachers will keep a detailed discipline log to document repeated offenses.

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, and intent or lack of intent at the time the student engaged in the conduct. Because of these factors, discipline for a particular offense may bring into consideration varying techniques and responses. The Program Director and Site Coordinator will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

**I. The following infractions are completely prohibited and can result in the immediate termination of your child's enrollment in Eagle Academy Program:**

- Tobacco, alcohol or drugs.
- Weapons or items which could inflict harm to another.
- Fireworks.
- Pornography/Sexual Harassment Issues.
- Destruction of school property or personal property of someone else.
- Abusive language towards any adult or another student.
- Fighting with a weapon.
- Stealing

**II. General Rules and Regulations**

- Students shall comply with the regulations of the District and the school and respect the authority of all adults on campus.
- Students shall respect all physical properties of the school, including the proper care of buildings, furniture, books, and equipment.
- Students shall not engage in activities which endanger their own health or safety of others.
- Students are not to bring non-educational items to school (i.e. toys, mp3 players, cards, etc.). All items brought to school are the responsibility of the student. The school cannot be held responsible for lost, broken, or stolen items. Non-compliant items will be taken away and returned only to the parents.
- Hallways are quiet zones. Students are not to loiter in the hallways and should walk quietly and in straight lines in the hallways at all times.

**III. Prohibited Outside Behavior**

- Climbing fences
- Throwing any objects other than balls
- Fighting, including play fighting
- Name calling
- Horse-play or tackle football
- Writing or drawing on any school property
- Toys and other non-educational items from home

**IV. Prohibited Bus Behavior**

- Refusal to cooperate with bus driver
- Fighting (verbal & physical)
- Excessive talking and unnecessary noise
- Extending arms, hands, or head out of the window
- Obscene or unacceptable language, gestures, remarks, or signs
- Tampering with equipment
- Refusal to stay seated

Please take a moment to discuss appropriate and inappropriate behavior with your child. Remember, our goal is to provide an educational environment that is positive, friendly, and conducive to learning. With your help, we will continue to offer an excellent academic program that will assist your child in achieving academic success.

## BEHAVIOR CORRECTIVE ACTIONS

Eagle Academy operates on a level system for students found in violation of our discipline code. Our discipline plan aims to reduce problem-causing behaviors and ensure students are learning from their "poor choices". We hope to achieve this through education and encouragement of prosocial behaviors and other PBIS interventions.

The following steps offer options that may be taken as consequences to misbehavior:

**1st infraction:** Handled by the teacher, verbal warning

**2nd infraction:** Verbal and written warning given to the student by teacher; may refer to Site Coordinator and/or phone call home

**3rd infraction:** Refer to Site Coordinator (with completed behavior form), phone call home and possible suspension or dismissal from the program at discretion of the Program Manager / Site Coordinator

**Our first response to behavior problems is NEVER to simply dismiss a child from the classroom or from the program. Other discipline actions include:**

- Warning and/ or counseling with teachers and Program Director
- Referral to school Administrators
- Loss of Privileges
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Suspension or Expulsion from the Eagle Academy program
- Suspension or Expulsion from the EA Bus
- Withdrawal from the After-School Program

## CORPORAL PUNISHMENT

The Atlanta Public Schools' policy on student discipline **DOES NOT ALLOW CORPORAL PUNISHMENT**. If this policy is violated, it will be done at the risk of the individual who will bear full responsibility for consequences. Rulers, yardsticks, etc., **WILL NOT** be used for the purpose of discipline. EAGLE ACADEMY employees adhere to the discipline plan that is also enforced during the traditional school day at Barack and Michelle Obama Academy.

## INTERNET AND TECHNOLOGY USAGE FOR STAFF AND STUDENTS

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During program hours, personal internet and technology use **IS NOT** allowed—unless in the case of an emergency. Staff and students will also follow the "Board Policy for Internet Safety Descriptor Code: IFBGE" below:

**Board Policy**

**Descriptor Code: IFBGE**

## **INTERNET SAFETY**

In support of student success and safety, the Atlanta Board of Education recognizes the importance of the use of the Internet by students in a manner that will protect their safety and well-being, as much as is practicable. The superintendent, with respect to any computers or wireless devices belonging to the school system and/or having access to the APS network system, shall ensure that student Internet activities are compliant with federal and state law.

The superintendent shall, with respect to access to the Internet by or through computers, networks or other devices belonging to the school system, institute, maintain and enforce procedures or guidelines which:

1. Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter, as defined in policy IFBGE Internet Acceptable Use, on the Internet and the World Wide Web;
2. Promote the safety and security of minors when using electronic mail, chat rooms, social media forums and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking", and other unauthorized activities by minors online;
4. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
5. Prohibit violations of the student code of conduct that may occur via the Internet, such as bullying activities or exposure to sexually explicit material; and
6. Provide a program to educate students about safe Internet use and appropriate online behavior.

Employees who observe inappropriate or potentially dangerous behavior must report such conduct to their supervisor or principal immediately.

Atlanta Public Schools

Adopted: 6/14/2010

### **Employee Internet usage Policy**

The Internet usage Policy applies to all Internet users (individuals working for EAGLE ACADEMY, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the computing or networking resources. EAGLE ACADEMY's Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using Internet services.

### **Consequences of Violations**

**Violations of the *Internet usage Policy* will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination.**

Additionally, EAGLE ACADEMY may at its discretion seek legal remedies for damages incurred as a result of any violation. EAGLE ACADEMY may also be required by law to report certain illegal activities to the proper enforcement agencies.

Before access to the Internet via company network is approved, the potential Internet user is required to read this Internet usage Policy and sign an acknowledgment form (located on the last page of this document). The signed acknowledgment form should be turned in and will be kept on file at the Scott Elementary granting the access. For questions on the Internet usage Policy, contact the Program Director.

## **USAGE THREATS**

Internet connectivity presents EAGLE ACADEMY with new risks that must be addressed to safeguard the facility's vital information assets. These risks include:

### **Inappropriate Use of Resources**

Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, EAGLE ACADEMY may face loss of reputation and possible legal action through other types of misuse.

### **Misleading or False Information**

All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

## **INTERNET SERVICES**

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Access to the Internet will be provided to users to support business activities and only on an as needed basis to perform their jobs and professional roles.

### **Internet access is to be used for business purposes only.**

Capabilities for the following standard Internet services will be provided to users as needed:

- E-mail -- Send/receive E-mail messages to/from the Internet (with or without document attachments).
- Navigation -- WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool. Full access to the Internet; limited access from the Internet to dedicated company public web servers only.
- File Transfer Protocol (FTP) -- Send data/files and receive in-bound data/files, as necessary for business purposes.

**All other services will be considered unauthorized access to/from the Internet and will not be allowed.**

## **REQUEST & APPROVAL PROCEDURES**

Internet access will be provided to users to support business activities and only as needed to perform their jobs.

### **Request for Internet Access**

As part of the Internet access request process, the employee is required to read both this Internet usage Policy and the associated Internet/Intranet Security Policy the user must then sign the statements (located on the last page of each document) that he/she understands and agrees to

comply with the policies. Users not complying with these policies could be subject to disciplinary action up to and including termination.

**Policy awareness and acknowledgment, by signing the acknowledgment form, is required before access will be granted.**

### **Approval**

Internet access is requested by the user or user's manager submitting an **IT Access Request** form to the IT department along with an attached copy of a signed Internet usage Coverage Acknowledgment Form.

### **Removal of privileges**

Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy. In the case of a change in job function and/or transfer the original access code will be discontinued, and only reissued if necessary and a new request for access is approved.

All user IDs that have been inactive for thirty (30) days will be revoked. The privileges granted to users must be reevaluated by management annually. In response to feedback from management, systems administrators must promptly revoke all privileges no longer needed by users.

## **USAGE POLICIES**

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### **4.1 RESOURCE USAGE**

Access to the Internet will be approved and provided only if reasonable business needs are identified. Internet services will be granted based on an employee's current job responsibilities. If an employee moves to another business unit or changes job functions, a new Internet access request must be submitted within 5 days.

User Internet access requirements will be reviewed periodically by company departments to ensure that continuing needs exist.

### **4.2 ALLOWED USAGE**

Internet usage is granted for the sole purpose of supporting business activities necessary to carry out job functions. All users must follow the corporate principles regarding resource usage and exercise good judgment in using the Internet. Questions can be addressed to the Program Director.

Acceptable use of the Internet for performing job functions might include:

- Communication between employees and non-employees for business purposes;
- IT technical support downloading software upgrades and patches;
- Review of possible vendor web sites for product information;
- Reference regulatory or technical information.
- Research

### **4.3 PERSONAL USAGE**

Using company computer resources to access the Internet for personal purposes, without approval from the Program Director and the IT department, may be considered cause for disciplinary action up to and including termination. EAGLE ACADEMY is not responsible for any loss of information.

#### 4.4 PROHIBITED USAGE

Information stored in the wallet, or any consequential loss of personal property.

**Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.**

**The company also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.**

Other activities that are strictly prohibited include, but are not limited to:

- Accessing company information that is not within the scope of one's work.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
- Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.
- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Any form of gambling.
- Unless specifically authorized under the provisions of section 4.3, the following activities are also strictly prohibited:
  - Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department and the user's manager.
  - Any ordering (shopping) of items or services on the Internet.
  - Playing of any games.
  - Forwarding of chain letters.
  - Participation in any on-line contest or promotion.
  - Acceptance of promotional gifts.
  - Bandwidth both within the company and in connecting to the Internet is a shared, finite resource.
  - Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. Specific departments may set guidelines on bandwidth use and resource allocation, and may ban the downloading of particular file types.

**If you have any questions about Acceptable Use, contact the Program Director.**

#### 4.5. ONLINE REPRESENTATION

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

#### PROCEDURES AND EXPECTATIONS FOR STAFF

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## **STAFF ATTENDANCE**

1. Staff is expected to report on assigned days in order to meet program requirements. If a staff member does not attend regular school that day, he/she is not expected or permitted to work at Eagle Academy that day. A message in writing is expected for all missed days (expected and unexpected). Lack of notification of an absence may result in a staff member being dismissed from the program.
2. Staff with more than 3 unexcused absences may be dismissed from the program.
3. Tardies are not acceptable without a note of explanation prior to the start of the program. All staff members are expected to be in their assigned areas/classrooms prepared to receive or pick-up children at designated times beginning at 2:30pm. If a staff member reaches six tardies, he/she may be dismissed from the program.

## **CLOCKING IN and SIGNING IN**

All EA staff **MUST** Clock-in via the Kronos machine AND Sign-in manually on the staff check in sheet daily. Any Kronos issues should be discussed with your APS base-school timekeeper. Any sign-in issues should be discussed with the program director. Never sign-in and out at the same time. You must sign-in upon starting work and sign-out AFTER shift is over. Clocking-out for different amount of time than your sign-in sheet is considered fraud and will be reported. Signing in to work EA before your regular APS contract time is up is also considered time fraud. Any concerns or questions should be directed to the program manager.

## **STUDENT ACCIDENTS**

Any accident involving students will be reported immediately to the EA office and an accident report form will be completed detailing the event that took place. Parents will always be notified as soon as possible as necessary.

## **STAFF DRESS CODE**

All employees must dress in a professional manner that is appropriate for their job responsibilities and adhere to the established dress code rules set for day school. Your supervisor determines appropriate and inappropriate dress for your work activities and work site.

## **SNACKS / SUPPER**

Proper nutrition is a key component to a student's well-being. All free snacks and supper on site is prepared for students only. Please ensure that your students receive the designated snack each day during Block 1 by 3 pm and supper during Block 4 by 5:35 pm each day.

## **WELLNESS**

To meet the emotional, cultural, social, and physical needs of students, the program will provide enrichment activities that focus on building self-confidence, problem-solving skills, decision-making strategies and team skills, leadership development, drug, alcohol, and violence prevention, hygiene,

dental health, nutrition, and physical education, service learning, and facilitating opportunities for success and creativity through art and other enrichment activities. Staff should ensure a positive environment during the arrival/entry into the Eagle Academy homeroom by creating an encouraging and calm atmosphere.

## **MEDICATION**

As a rule, EAGLE ACADEMY staff cannot administer medication to students. Medication can only be dispensed from the school nurse. Exceptions include medication for asthma or Epi-pens, which must be kept in the Main Office. If your child needs medication that must be available for use in the event of an emergency, please indicate on the student information form and provide the medication to the front office administration.

## **BULLYING**

Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited by the Atlanta Board of Education Policy (JCD) and Georgia law (O.C.G.A.20-2-715.1).The term "bullying" shall mean:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

All students in grades K-5 found guilty of "bullying" will be disciplined. Students accused of bullying are subject to be dismissed from after the school program; and referred to the day school administration for further actions.

## **TRANSPORTATION PLAN**

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The Eagle Academy bus will transport students on all days that the program operates. The afterschool bus is provided free of charge to students and will operate along the route of the regular BaMO day bus route. Students must comply with the rules of bus safety and conduct according to the Atlanta Public Schools Transportation Department Bus Safety and Conduct Standards for Students.

**Riding the school bus is a privilege and any student who fails to follow bus rules will jeopardize their bus riding privilege.** Any student with repeated offenses on the bus may lose bus riding privileges. Atlanta Public School's student bus- rider policy should be fully understood as a condition of riding the Eagle Academy Program bus. Additionally, the policy can be found online at [www.atlanta.k12.ga.us](http://www.atlanta.k12.ga.us).

Students are expected to observe all rules appropriate in school while on the bus in addition to the following:

1. Any problems on the school bus should first be reported to the bus driver.
2. Only ordinary conversation is permitted. No loud talking or yelling.
3. Students must refrain from throwing anything.
4. Students must not put any part of their body out of the windows.

5. Only administrators or bus driver may assign seats.
6. No eating or drinking is allowed.
7. Vandalism may result in bus suspension until damages are paid for.
8. A student who sets off the emergency alarm or opens an emergency door may be assigned OR and/or face other disciplinary consequences.
9. A student who opens an emergency door on a moving bus will be restricted from riding the bus.
10. Students must submit a note of any transportation changes.

**Serious disciplinary problems on the school bus will result in the suspension or cessation of bus riding privileges.** This does not excuse the student from attending school.

## **PARENT PICK UP/CHECK OUT PROCEDURES**

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Parent pick up will begin at **6:00 pm, no later than 6:15 pm** at the designated cafeteria entrance. Students will be released **only** to individuals listed on the parental application. In case of emergencies and the parent needs an unlisted individual to pick-up their child, this **must be confirmed by the parent via phone** with a number listed in the program application. If parents, guardian, or other authorized individuals wish to pick up their child any time before then, they need to come to the Eagle Academy Staff Office and sign them out. **For safety and accountability, no parent or guardian should go directly to a student's class and pick them up without notifying administrative staff first.** Students who are picked up later than 6:25 pm more than 3 times without warning are subjected to forfeiting their place in the program.

## **EMERGENCY PREPAREDNESS PLAN**

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Eagle Academy Program utilizes an Emergency Preparedness Plan as a way to ensure the safety of all students while they are in attendance at EAGLE ACADEMY in the event of an emergency. This plan is strictly adhered to and implemented during EAGLE ACADEMY hours of operation, Monday through Thursday 2:30- 6:15 p.m. Teachers and students will all be trained and informed of the correct procedures that must be followed. The Emergency Preparedness Plan expectations for students enrolled in the Eagle Academy program align with the regular school day plan that is already in place at BaMO Academy. These rules will be consistently implemented by all EAGLE ACADEMY staff to ensure the safety of all participants.

In an effort to make sure that our school is prepared for a variety of emergency situations, the students will participate in the following drills:

- Fire drill
- Tornado drill
- Intruder Alert drill
- Earthquake drill
- Bomb Threat drill

### **Fire Drill**

After the fire alarm has been sounded, students are to quickly line up in an orderly fashion. Teachers are to escort students as far away from the building as possible in order to reach their designated evacuation location as indicated in the emergency plan. Students are to face away from the building in order to protect their bodies from exploding windows and glass. Teachers must take their emergency kits, class rosters, and color coordinated cards to indicate whether or not all students

have been accounted for. Each teacher will hold up the appropriate color card to account for students.

### **Tornado Drill/Severe Weather Drill**

When the tornado signal has been sounded or in the event a funnel cloud has been spotted, teachers are to lead students to their designated location. Each location should be in a hallway, corridor, or enclosed room without glass or windows. Students are to kneel down with their heads touching the wall in front of them. Students' hands should be securely clasped behind their neck for protection.

### **Intruder Alert Drill**

If a stranger is found in the building or on the school grounds, teachers are to notify the front office or EAGLE ACADEMY Administrative staff immediately. If deemed necessary for the protection of all staff and students, the following coded announcement will be made to warn all staff to take action:

**“Ms. Parmes has lost her keys.”**

### **Types of Lockdowns**

1. **Hard lockdown** – all teaching stops, **all windows, doors, and blinds are closed and locked.** Students, staff, and teachers are away from windows, doors, and open areas. That includes not being in the line-of-sight of any window, door, or open area.
2. **Soft lockdown** – teaching remains, and **outer windows and doors are closed and locked.**

### **Faculty/Teacher/ Staff Response**

<b>Action</b>
1. Make sure entrance points to the building near your location are locked immediately. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
3. If possible, report to the lead administrator or designee by telephone or intercom.
4. If possible, turn out of the lights and gather students and visitors into an area of the room where they are not visible to someone looking into the windows.
5. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo documentation or are instructed to do so by EAGLE ACADEMY/APS staff member whom you recognize.
6. Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.

7. The all clear signal to resume normal activities will be given through the public address system.

### **Definition:**

An emergency lockdown is a response to an actual emergency situation. This type of lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous person (s) in the vicinity of the facility to gain access to the staff and students. This type of lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.

### **Earthquake Drill**

When the alarm for the Earthquake drill is sounded, students are to take cover under their desks or other tables located in the room and move away from all glass doors and windows. Students are to kneel down with their heads touching the wall in front of them. Students' hands should be securely clasped behind their neck for protection.

### **Bomb Threat Drill**

In the event of a bomb threat, the following announcement will be made to alert EAGLE ACADEMY staff:

**“At this time all teachers and staff members are to evacuate the building immediately. A bomb has been located in the \_\_\_\_\_ (area of the building).”**

All EAGLE ACADEMY staff and teachers must listen (via walkie talkie) or watch staff Group Me message board for the location of the bomb and take the students to the opposite side of the building where the bomb is located. It will be the responsibility of all teachers and paraprofessionals to supervise the students. While evacuating the building, all staff should look for unusual or suspicious devices, noises or disturbances. Have students protect their face and head from flying debris with arms, coats, books, etc.

## **FAMILY PROGRAMMING AND SPECIAL EVENTS**

From time to time, there may be special events as part of Eagle Academy Program. These may include family programming in the evenings, open houses and presentations. Information about special events will be included in our newsletter, flyer, sent to staff via email, staff Group Me page, and via the Remind app (for parents). If you are interested in helping plan or coordinate a special event, please let us know! As a parent, you will be expected assist in some way with these events and will be informed of them ahead of time. Remember, since all parents are required to attend at least 2 events per semester, make sure to keep an eye open for newsletters and announcements regarding upcoming activities.

In addition to after-school programming, Afterschool EAGLE ACADEMY anticipates offering several family support programs throughout the school year. Information on these programs, as well as who

is eligible to attend these programs, will be provided through the newsletter. As these sessions are planned, you may be offered the chance to participate in the sessions or to work during the sessions.

## **COMMUNICATION PLAN**

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To ensure that all parents and guardians stay informed. Eagle Academy staff will communicate a variety of ways throughout the year.

Remind App	EA Staff message parents directly as needed for quick announcements and reminders
Flyers	Events and announcements are sent home with children
Posters	Large flyers are posted in visible areas in Eagle Academy and at sign-out tables
Email	Parents with email may receive individual communication concerning his/her child
Phone	Phone calls to and from the EA staff office will occur as needed Mon-Fri, 12:00 pm – 6 pm daily

## **C. PARENT ENGAGEMENT AND STUDENT PROGRESS**

Families play an important role to play in facilitating and nurturing a child's academic growth. Families can uncover and nurture children's and youth's growing interest and match children's strengths to various opportunities. When family involvement levels are high from kindergarten through fifth grade, the achievement gap in average literacy performance across income levels becomes nonexistent. Children and youth thrive when in conjunction with their school experiences, they engage in interest-driven learning in summer and after school programs, in the home, and at early childhood centers, libraries, and museums, to name just a few.

### **C.2. PARENT AND STUDENT RIGHTS**

Parents and students have certain rights under Federal Law (20 U.S.C., 1232h) commonly known as the Protection of Pupil Rights Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes, or other supplemental materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by parents or guardians of the students. In addition, parents have the right upon request to review before administration or use of protected information surveys of students and instruments used to collect personal information from students for marketing, sales, or other distribution purposes.

In addition consent will be required before students are asked to submit to a survey, analysis, or evaluation funded in whole or in part by a program of the U.S Department of Education that reveals any information concerning any of the following protected areas: Political affiliations, mental or psychological problems potentially embarrassing to the student or his/her family, sex behavior or

attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom students have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers; or income without prior written consent of the parent.

Parents and eligible students have the right to receive notice and an opportunity to opt a student out of any other protected survey regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening provided by state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5929

## **C.9 COMPLAINT PROCEDURE**

### **Before Filing a Formal Complaint/Grievance**

Consider informally discussing any problem with your immediate supervisor before filing a formal grievance. *Do not delay*—grievances must be filed within 10 days of the incident.

In the event that you have any issues or concerns which may need to be addressed immediately, the first step is to alert Eagle Academy program's administrative staff (Level 1/ Administrator):

- (1) Kenya Parmes, Program Director 470-484-6645
- (2) RacQuel Bell, Site Coordinator 470-338-1901
- (3) Robin Christian, School Principal 404-216-9114

If you are unable to resolve your issues on a school level, you may file a complaint to a Central Office/ Level 2 administrator:

Dr. Kathleen Yarbrough (Atlanta Public Schools)  
Executive Director of Federal Programs  
130 Trinity Avenue, Atlanta, Georgia 30303  
404.802.2842

If you are unable to resolve your issues on a school/central office level, you may file a complaint using the following information:

A complaint must be submitted in writing and signed by the complainant. The document must include various components. The complaint must be addressed to:

**Simone R. Danielson (GA Dept. of Education)**  
Education Research and Evaluation Specialist

21<sup>st</sup> Century Community Learning Centers  
Email: [simone.danielson@doe.k12.ga.us](mailto:simone.danielson@doe.k12.ga.us)  
Office: 678-595-8963  
[www.gadoe.org](http://www.gadoe.org)  
1862 Twin Towers East  
Jesse Hill Jr. Drive, SE  
Atlanta, Georgia 30334

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five workdays of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action

recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty workdays of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.
13. Other options include completing and submitting a Complaint Form to:

Inspector General's Hotline  
Office of Inspector General

Parent Initial \_\_\_\_\_

### C.10 FRAUD, WASTE, and NON-COMPLIANCE

Atlanta Public Schools has earned a reputation as a district that maintains high standards in everything we do. Building on that kind of reputation requires a strong work ethic and a commitment – by everyone- to make our school district the best it can be. In the Eagle Academy program, if you see or suspect misconduct, report it immediately to the Site Coordinator or Program Director. While speaking directly to these individuals represents the most effective way to report your concerns, APS school district offers an anonymous option for maintain a culture of integrity. APS has retained the services of The Network, and independent reporting service that allows you to communicate amorously and confidentially via internet or telephone, 24 hours a day, 7 days a week.

The 21<sup>st</sup> Century Program abides by the Atlanta Public Schools Board of Education policy regarding Fraud, Waste, and Abuse. Found at [www.atlanta.k12.ga.us](http://www.atlanta.k12.ga.us)

Anyone suspecting fraud, waste or abuse involving US ED funds or programs should call or write:

IV. Atlanta Public Schools Board of Education

**OR**

V. Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334  
Phone: 404-463-1537  
Email: [sdrake@doe.k12.ga.us](mailto:sdrake@doe.k12.ga.us)

**OR**

VI. Office of Inspector General's Hotline

Email message to: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

Call the OIG Hotline's toll free number 1-800-MIS-USED. The Hotline's operating hours are Monday, Wednesday and Friday 9:00AM until 11:00AM Eastern Time; Tuesday and Thursday 1:00PM until 3:00PM Eastern time, except for holidays.

Complete and submit a Complaint Form  
To ensure complete anonymity, download a hardcopy of the special complain form, complete, and mail to:

Inspector General's Hotline  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-1500

Atlanta Public Schools has earned a reputation as a district that maintains high standards in everything we do. Building on that kind of reputation requires a strong work ethic and a commitment – by everyone – to make our school district the best it can be.

If you see or suspect misconduct, report it immediately. While speaking directly to your principal or supervisor represents the most effective way to report your concerns, our school district also offers an anonymous option for maintaining a culture of integrity. We have retained the services of The Network, an independent reporting service that allows you to communicate anonymously and confidentially via Internet or telephone, 24 hours a day, 7 days a week.

## **FAMILY LITERACY AND MATHEMATICS SKILLS**

In this next section we review some tips to assist your child with their reading and math skills

### **Literacy/ Reading Tips for Grades K-2**

When reading a book:

- a) "What do you think might happen next?"
- b) "Does this remind you of anything from your life?"
- c) "Can you tell me about what you read today?"
- d) "Why did he/she act that way?"

### **Literacy/ Reading Tips for Grades 3-5**

- a) When reading discuss with the child why he or she did or did not like certain texts. Talk about the similarities and differences in the texts that he/she read and why he/she may have liked some more than others.
- b) Ask children to share with you the connections that they make with their reading. Does a character in the book remind them of someone they know? Does the setting of the book remind them of somewhere they have been? Talking about these connections help children reflect more thoughtfully about their reading and discover how books relate to their own life experiences.

- c) Encourage the child to share their book recommendations with friends and family. He or she could ask people for recommendations, as well, and add them to his/her chart.
- d) Challenge children to read a certain number of books, stories, or magazine articles in a given time period. When children achieve their goals, reward them with a trip to the book store to choose a book of their own to keep.

## Shape Recognition

### Activity Description

"We're going on a shape hunt. Do you see a circle?"

Shapes are everywhere—from the pancakes on our breakfast plates to the street signs around town. After sharing a book about shapes and reviewing various shape "models" you've created, learning to spot them in the environment is more than just a fun game for children. It also helps them tie together different skills such as recognizing and identifying shapes and using words and pictures to describe their location. Just as important, this activity will also give children a sense that they know something important, making it highly likely that their shape-hunting skills will continue long after the game is over!

### Math Tips

1. Make sure your children understand mathematical concepts.
2. Help them master the basic facts.
3. Teach them to write their numbers neatly.
4. Provide help immediately when your child needs it.
5. Show them how to handle their math homework.
6. Encourage your children to do more than the assigned problems.
7. Explain how to solve word problems.
8. Help your children learn the vocabulary of mathematics.
9. Teach them how to do math "in their head."
10. Make mathematics part of your children's daily life.

### **RELEASE AND WAIVER OF LIABILITY AND COVENANT NOT TO SUE**

The undersigned hereby acknowledges that participation in risk-oriented programs and activities involves an inherent risk of physical injury and assumes all risks. The undersigned hereby agrees that for the sole consideration of the Atlanta Public School District allowing the undersigned to participate in the 2019-2020 21st CCLC programs and activities for which or in connection with which the Atlanta Public School District has made available any facilities, equipment, grounds, or personnel for such programs or activities or to the undersigned while participating in any such programs for activities, the undersigned does hereby release and forever discharge the Atlanta Public School District, its member individually, and its officers, agents and employees of any and from all claims, demands, rights and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, resulting from any participation in any way connected with such programs and activities.

I further covenant and agree that for the consideration stated above I will not sue the Atlanta Public School District, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in above said activities. I understand that the acceptance of this release and covenant not to sue the Atlanta Public School District shall not constitute a waiver in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees. Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment at Scott Elementary or participation in risk related activity. I have received a copy of this document and I certify that I am over 18 years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

_____	_____
Student Name	Date
_____	_____
Parent Signature	Date

**EAGLE ACADEMY PROGRAM  
STUDENT AGREEMENT FY 2019-2020**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

By choosing to participate in the Eagle Academy Program 21<sup>st</sup> Century Community Learning Centers Program, I agree to:

- Follow all rules and guidelines as outlined by the Atlanta Public School District and the Eagle Academy Program/21<sup>st</sup> CCLC Program Handbook
- Have a positive attitude and be respectful
- Be on time for scheduled activities
- Inform instructors of homework needs
- Inform the program director and/or site coordinator of any difficulties or areas of concern that may arise

I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program director at this time or in the future.

_____	_____
(Student Signature)	(Date)

**EAGLE ACADEMY**  
**Barack and Michelle Obama Academy**  
**PARENTAL AGREEMENT**  
**2019-2020**

I understand that EAGLE ACADEMY is an Extended-Day School academic & enrichment learning center (not simply an afterschool program) that is grant-funded and is offered free of charge to my child and to my family. I understand that daily attendance is required, and our records are reviewed in order to receive continuous funding.

Therefore, it is necessary that students enrolled in the 21<sup>st</sup> Century Program be required to stay and participate in the tutoring/enrichment activities offered during the hours of the program. I agree that my child will remain in the program during its operating hours of 2:30-6:00 pm, Monday through Friday.

(Operating hours may vary depending upon the FY 2019-2020 school calendar)

**PROGRAM RULES**

1. Respect self and others. Fighting will **NOT** be tolerated.
2. Use positive language. Foul language or other inappropriate language will **NOT** be tolerated.
3. Follow all staff instructions. Remain in activity area designated by staff.
4. Students must remain with staff members during program.
5. Students shall abide by the Atlanta Public School System's student code of conduct and all rules in the Student/Parent Handbook. The Regular campus and classroom rules apply to the after school/summer school program.
6. Students are expected to attend the program every day, as attendance plays an important role in your child's success. A child may be dropped due to excessive unexcused absences or tardies.

**ATTENDANCE AND TARDIES**

1. Students are expected to attend on assigned days in order to meet program requirements, course requirements and/or to receive credit. If student does not attend school that day, he/she is not expected to attend the Afterschool Program.
2. Students with more than 3 unexcused absences may be dismissed from the program.
3. Tardies are not acceptable without a note from another teacher or prior approval from EAGLE ACADEMY staff. Students are expected to be in their assigned classrooms prepared to sign in with EAGLE ACADEMY staff by 2:30 p.m. Students will be counted tardy after this time. Two tardies will count as one unexcused absence. If a student reaches six tardies, he/she may be dismissed from the program.

**BEHAVIOR:**

**THE PROGRAM SITE COORDINATOR MAY, AT ANY TIME, SUSPEND OR WITHDRAW A STUDENT FROM THE PROGRAM FOR ANY OF THE FOLLOWING REASONS:**

1. Failure to meet appropriate behavior standards.
2. Refusal to follow program procedures and rules.

3. Verbal abuse, physical abuse or sexual harassment of student or staff member by student or their parents.
4. Being in the wrong place or unauthorized departure from a bus or activity site.
5. Consistent late pick-up. (Up to 5, without prior arrangements with Site Coordinator)
6. Child's needs cannot be met by the program.

**The following procedures will be followed, depending on the severity of the behavior.**

- Warning, student conference, and parental contact.
- Warning Letter (Letter to Parent/Guardian).
- Four days suspension from the afterschool program.
- Dismissal from the EAGLE ACADEMY.
- I understand that this is an academic /enrichment program and not childcare. I also understand that this program is operated as an optional program. I understand that violations of program rules or school rules as listed in the school's student handbook could result in suspension or removal from the program.

**STUDENT DISMISSAL/PICKUP**

1. Parents/Guardian will indicate on the **registration form** how their child will get home. Students must go home as indicated on the original registration form unless the site coordinator is notified of a change in transportation. Should you need to change your student's transportation home at any time, please call the appropriate site coordinator by 1:00 p.m. on the day the change will take place.
2. Bus transportation is provided free of charge. Students are escorted to the bus by site staff when the program ends.
3. Students will only be released to individuals/bus/walk/drive as indicated on the **"original" registration form** unless the site coordinator has been notified that day of a change by phone or written letter.
4. If a student is picked up from the program, the parent or approved adult will sign the student out in the designated area. The approved adult must provide proper identification prior to the program staff releasing the student. This is our effort to protect students and ensure their safety, so we hope you are understanding and receptive of this policy.
5. Parents who choose to pick their child up need to be here no later than 6:15 p.m. A child may be dropped from the program due to late pickup by parents or fined \$1 per minute over 6:15 pm.



