



RESURGENCE HALL

RISING TO EXCELLENCE EVERY DAY

A Tuition-Free K-8 Public Charter School

Scholar & Family Handbook 2017-2018

**Resurgence Hall
Historic College Park
1743 Hardin Ave.
College Park, GA 30337**

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RESURGENCE HALL CHARTER SCHOOL

Our Mission

Within a structured, joyful, and values-based school community, and with an absolute focus on academic achievement, Resurgence Hall Charter School educates every K-8 scholar for success in high school, college, and life.

REFLECTION, INTEGRITY, SERVICE, AND ENDURANCE

Our Commitment

Resurgence Hall holds members of the school community—scholars, families, and staff—to the highest standards. To provide the very best education for Resurgence Hall scholars, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that Resurgence Hall scholars are rising to our four core values of Reflection, Integrity, Service, and Endurance.

Reflection

My choices and actions are a reflection of my best self.

Integrity

I always do the right thing, even when it's hard.

Service

I help my team and my team helps me.

Endurance

I never ever give up.

These expectations, known collectively as “**RISE**,” form the basis of many policies outlined in this handbook.

RESPONSIBILITY & ACCOUNTABILITY

Scholars, Families, and Teachers

The Resurgence Hall School – Scholar – Family Accountability Contract, included in the following pages, represents some of the most important responsibilities for being a member of the Resurgence Hall community.

For scholars, the Contract provides an overview of what being a Resurgence Hall scholar is all about.

For families, the Contract outlines some of the specific expectations the school will hold you to in order to provide the best possible education for our scholars.

In exchange for what scholars and families do, the faculty and administration of Resurgence Hall will work tirelessly to provide scholars with a safe and joyful environment in which they can achieve academic success.

RESURGENCE HALL SCHOOL—SCHOLAR—FAMILY ACCOUNTABILITY CONTRACT

When you joined the Resurgence Hall community, you joined a team. To achieve our mission of scholar success in high School, college and beyond, we must work together. We all must have a full and clear understanding of the responsibilities of the members of this team. The Resurgence Hall School – Scholar – Family Accountability Contract spells out the most important responsibilities.

SCHOOL COMMITMENT

HIGH QUALITY EDUCATION

1. We will work tirelessly to ensure that our scholars get the excellent education they deserve. We will neither make nor accept excuses.
2. We will work a longer school day, longer school year, offer scholars extra help and support, and always offer our scholars the best we have.

RESPECT and FAIRNESS

3. We will encourage and respect every scholar. We will listen to scholars and their needs. We will not tolerate scholars disrespecting each other.
4. We will teach and enforce Resurgence Hall's RISE values consistently and fairly. We will communicate with families when scholars fail to meet expectations just as when they exceed expectations. Decisions, including consequences, will be made in the best interest of our scholars.
5. We will give scholars recognition, incentives and privileges if they do well and give consequences and remove privileges if they do not.

COMMUNICATION

6. We will communicate regularly with families about their child's progress and make ourselves available in person and on the phone.
7. We will return parent phone calls and e-mails as soon as possible, usually within 24 hours.

HOMEWORK and ACADEMIC SUPPORT

8. We will assign quality homework to reinforce and support skills and concepts learned in class.
9. We will support scholars with excellent teaching.

SAFETY

10. We will always work to provide a safe learning environment. We will always work to protect the safety, dignity and rights of all individuals.

PARENT/GUARDIAN COMMITMENT

ATTENDANCE and PROMOTION

1. I will ensure that my child comes to school every day on time.
2. I will not schedule family vacations during school time. I will do my best to schedule important appointments for out of school time.
3. I understand that my child will be automatically retained if he/she fails 2 or more core academic classes, or is absent for more than 15 days of the school year.

HOMEWORK and ACADEMIC SUPPORT

4. I will provide a quiet place to study and see that my scholar completes homework and 25 minutes of independent reading nightly.
5. I will check my child's homework (incl. DEAR Journal) every night.
6. I will help my child study for tests/quizzes, give them support when they need help and praise when they do well.
7. I will arrange for my scholar to be at Saturday Academy if assigned by my scholar's teacher or teachers.

BEHAVIOR and DRESS CODE

8. I understand that my child will serve Friday Extension if his/her weekly RISE Report is below a 70.
9. I understand that my child will be In-Class Support or Out-of-School Suspended if they violate the code of conduct and I will be required to come into school for a family meeting.
10. If scholar behavior requires it, I will come to school immediately. If Out of School Suspended, I will remove my child from the building immediately until my child has fulfilled the terms of his/her suspension.
11. I understand that the school follows a strict bullying prevention and intervention plan and if my child violates that plan they will be subject to consequences stated in that plan.
12. I will send my child in proper dress code every day. If my child arrives out of uniform, I'll arrange for a family member to bring proper attire as quickly as possible.

FAMILY SUPPORT and COMMUNICATION

13. I agree to work as a team member for the academic success & behavioral growth of my child. I will return phone calls, review & sign documentation sent home including progress reports & RISE Reports. I will attend parent-teacher conferences and meetings about my child.

SCHOLAR COMMITMENT

EFFORT and HELP

1. Being a scholar is my job. I will always work, think and act in a way that is a reflection of my best self.
2. I will do whatever it takes for my fellow scholars and me to learn. I will do all homework. I will always work to rise to and above the expectations at Resurgence Hall.
3. If I need help, I will ask for it. If I can give help, I will give it. I won't criticize other scholars as we are all here to help and support each other grow.

ATTENDANCE and UNIFORM

4. I will come to school and ready to learn by 7:35am in order to complete my morning responsibilities and be seated for Morning Motivation or Morning Huddle.
5. If I need to miss class or school, I will ask for and make up all assignments. I will stay after school if/when I am required to do so.
6. I will wear the proper uniform daily and remain in uniform throughout the day.

COMMUNICATION

7. I will listen to directions. I will read and re-read directions before asking for help. If I cannot solve the problem myself, I will raise my hand and ask for help. I will help my classmates if they need help. I will not make excuses. I will be honest with my teachers and myself.

RESPONSIBILITY and HONESTY

8. If I make a mistake, I will tell the truth and accept responsibility for my actions. I will do the right thing, even when no one is watching.

RISE EXPECTATIONS

9. I will make choices and actions that are a reflection of my best self. I will always show respect towards my teachers, my peers and myself. I will refrain from all disrespectful behavior including smacking teeth, rolling eyes, etc. that are not a reflection of my best self.
10. I understand our RISE expectations and will embody them daily. I will follow the school rules to protect the safety and rights of all individuals and not detract from the educational opportunities of others. I'll accept the consequences if I don't meet our RISE expectations.

I have read the agreement in its entirety and I commit to upholding my role to fulfill the agreement.

Scholar Signature

Date

Scholar Name (Printed)

I have read the agreement in its entirety and I commit to upholding my role to fulfill the agreement.

Parent Signature

Date

Parent Name (Printed)

I have read the agreement in its entirety and I commit to upholding my role to fulfill the agreement.

Resurgence Hall

Date

Name (Printed)

SCHOOL POLICIES & PROCEDURES

A. Hours of School Operation

In the pursuit of excellence, Resurgence Hall has an extended school day and school year. This gives scholars more time for academic growth and cultivating strong character. It also gives scholars the time and support needed to make great strides in realizing their potential, both academically and personally.

Monday through Thursday, the regular instructional school day runs from **7:35 am until 3:45pm.**

On Friday, the regular school day runs from **7:35am until 1:00pm.** This early dismissal allows our faculty to engage in robust professional development to better serve our scholars.

Morning Arrival

The school building will open to scholars at 7:15am on Monday-Friday. Resurgence Hall does not offer before care and all scholars must remain with an adult prior to doors opening at 7:15AM.

Students **must arrive by 7:35AM to be considered on time.** Arrivals after 7:35AM are considered tardy.

Afternoon Dismissal

Monday through Thursday, scholars are dismissed at 3:45PM and should not be on school grounds after 4:00PM without permission from the school. On Fridays, scholars are dismissed at 1:00PM and should not be on school grounds after 1:15PM without permission from the school.

Late Pick-Ups

Teachers and staff at Resurgence Hall have meetings every day after school. After 4:15 PM (Monday, Tuesday, Wednesday, and Thursday) and 1:30 PM (Friday) your scholar will be supervised by a designated staff member at the family's expense of \$1 per minute. If your child has not been picked up by 5:00 PM Monday-Thursday or 2PM on Friday and we are unable to reach you or an emergency contact, we are required to notify the Department of Family Services and the College Park Police Department.

Inclement Weather Closings

In the event of poor weather conditions, please listen to the local television or radio stations for relevant information regarding school cancellation. **Resurgence Hall Charter School follows the exact same delay and cancellation policies as the Fulton County School system.** Thus, if Fulton County Schools are closed, so too is Resurgence Hall. If Fulton County Schools are delayed due to inclement weather, so too is Resurgence Hall.

B. Attendance Policy

Given the fast pace and high rigor of Resurgence Hall's curriculum, **missing a school day at Resurgence Hall can have a detrimental effect on a scholar's learning.** Regular attendance is required. Poor attendance is not tolerated.

Parents are expected to ensure that their child is in school; please do not allow your child to miss a day of school except for serious illness. Excessive absences will be considered a violation

of the School- Scholar-Family Accountability contract. We ask that families not schedule vacations or non-emergency appointments during school time. **Families should take advantage of 1:00pm dismissal on Friday, as well as scheduled school breaks, to schedule appointments and travel.**

All scholar absences, including illness, suspension, appointments, vacations, excessive incomplete days, etc. count as absences. Exceptions are made for court-mandated appearances with proper documentation and religious observances. Additionally, scholars are afforded rights under Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”), and the Individuals with Disabilities Education Act (“IDEA”) should their absences be related to a disabling condition. Other rare exceptions may apply.

In order to help ensure that scholars do not exceed 15 absences, Resurgence Hall has certain support policies in place. They are detailed below:

- At 3 scholar absences, Resurgence Hall will contact the family in writing.
- At 6 scholar absences (or five absences within the first academic quarter), Resurgence Hall’s administration will require a meeting with the scholar’s family, during which an Attendance Contract will be established aimed at ensuring attendance patterns improve.
- At 9 scholar absences, Resurgence Hall’s administration will require a family meeting to discuss violation of the Attendance Contract
- **The school reserves the right to retain any scholar who exceeds 15 absences.**
- In cases of truancy, Resurgence Hall Charter School may report the scholar and/or family to certain state agencies or file an official complaint with the court.

Scholars who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

Resurgence Hall keeps accurate records of attendance and will make the records available for inspection by GaDOE or the SCSC as needed. All questions regarding scholar attendance and attendance records should be directed to the school’s Executive Director.

If a scholar is absent for the first three days of school, or at least five consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar may lose his or her seat at Resurgence Hall and may be considered un-enrolled from the school.

C. Incomplete Days: Lateness and Early Dismissal

At Resurgence Hall, if a scholar does not complete a full school day, he/she is assigned an Incomplete Day. If a scholar is not present by 7:35AM for any reason, he/she is assigned an Incomplete Day. If a scholar is dismissed early, for any reason, he/she is assigned an Incomplete Day. If a scholar arrives late and leaves early, this counts as **two** Incomplete Days.

Incomplete Days due to traffic, medical appointments, family emergencies etc., are not excused.

Resurgence Hall may excuse Incomplete Days in cases of court-mandated appearances, if proper documentation is provided, disability related appointments and religious observances. **Please use Friday afternoons, and scheduled school breaks as times to schedule medical and other appointments.**

Late scholars must check in at the main office before reporting to class. Scholars must arrive prior to 9:00AM on Monday- Friday in order to be marked as a “late arrival” vs. a full-day absence. Scholars who arrive after 9:00AM are marked as a full-day absence unless the scholar returns to school with a note from a medical or legal professional. If the scholar arrives after these stated

times but does return with a note from a medical or legal professional justifying this greater-than-half-day absence, their time away from school will be marked as a “late arrival.”

If a scholar is leaving early, they must check in at the main office before departing. Scholars leaving school between 3:00PM to 3:15PM dismissal Monday - Thursday or 12:30PM to 12:45PM on Friday are marked as “early dismissal” vs. a full-day absence. Scholars who leave prior to 3:00PM are marked as a full-day absence unless the scholar returns to school with a note from a medical or legal professional. If the scholar leaves before these stated times but does return with a note from a medical or legal professional justifying this greater-than-half-day absence, their time away from school will be marked as a “early dismissal.” **Due to safety and logistics, no scholars will be released after 3:15PM Monday-Thursday and after 12:15PM on Friday.**

This policy ensures that scholars who are marked present are in class for a significant part academic of the day.

Excessive Incomplete Days are not tolerated. In order to ensure that scholars show up on time and do not leave early, the school has clear consequences for scholar lateness and early dismissals.

- **Every 5 Incomplete Days count as one absence within the Resurgence Hall attendance policy.**
- At 10 Incomplete Days (or five Incomplete Days within the first academic quarter), Resurgence Hall’s administration will require a meeting with the scholar’s family, during which a Punctuality Contract will be established aimed at ensuring the scholar’s attendance patterns improve.
- At 20 Incomplete Days, Resurgence Hall’s administration will require a family meeting to discuss violation of the Punctuality Pledge.

For their own safety, **scholars must be picked up by a parent, guardian or designated emergency contact person in order to be released prior to regular dismissal.** A note or phone call requesting that a scholar be released on his/her own is not sufficient and cannot be honored. This policy applies to all early releases, including appointments and illness.

Likewise, if a scholar needs to be sent home due to a behavioral infraction, a parent/guardian must come to the school, meet with the Executive Director or Director of Culture and Curriculum, and remove the scholar from school grounds. Scholars being sent home for behavioral infractions will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details), unless certain rare exceptions apply.

D. Homework

Homework is an essential component of Resurgence Hall’s academic program. Scholars have four daily responsibilities related to homework:

- Scholars track all homework assignments using their grade specific organizational system.
- Complete all homework assignments to the high standards set forth by the school.
- Read independently for 25 minutes
- Show completed homework assignments to a parent and receive signatures only if the parent feels that the completed homework meets Resurgence Hall’s high standards

All homework assignments are collected each morning during Morning Motivation (Lower Academy) and Morning Huddle (Middle Academy). If a scholar is late, they receive a 5-point attendance-related deduction for being late. If a scholar is late and has not turned in homework

by the time the teacher picks up the homework folder, the teacher will record this assignment as Not Turned In.

If a scholar is late and turns in the assignment after 12:00pm or on a later day, the assignment completion status of “Not Turned In” will remain for that assignment. The teacher (should he or she chose to do so) may make the numerical change in the grade book. But, the teacher can’t change the assignment completion status for an assignment after 12:00pm on the day the assignment was due.

E. Make-Up Work Policies

Scholars who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold scholars accountable for all missed assignments and assessments, as well as to ensure timely make-up work such that scholars do not fall behind academically.

Absent Folders

If a scholar misses a class for any reason (absence, lateness, and early dismissal), the scholar’s missed homework assignments will be compiled in a folder on the scholar’s desk. This folder will be delivered to the main office and will be available for pick up by 3:00pm. **We strongly encourage scholars or their families to pick up this folder between 3:00pm and 4:00pm on the day of the absence** as scholars who do not submit this work by 8:00am on the following day will be assigned Homework Club.

Return to School

Scholars who are absent must report to the main office immediately upon the first day of their return to school.

Homework

If a scholar is absent, late, or leaves early for any reason, all missed homework assignments are due:

- By 8:00am on the day following the scholar’s return, for the purposes of academic credit. (If a scholar has been absent for more than one consecutive school day, he/she will have as many school days as absences to submit missed homework for purposes of academic credit. For example, if a scholar is absent on Monday and Tuesday, the scholar has two days to complete the homework for purposes of academic credit. In this case, the work is due by Friday morning at 8:00am.)

Assessments

If a scholar is absent for any reason (up to five consecutive days), or if a scholar is late and/or leaves early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the scholar had been absent. For example, if a scholar had been absent for three consecutive days, he/she would have three school days to take the missed assessment. If a scholar is absent for five or more consecutive school days, he/she must meet with the school Executive Director to determine a reasonable timeline for making up missed assessments.

In rare circumstances, exceptions to the make-up policy may be granted by a school administrator.

F. Academic Supports

At Resurgence Hall, we work tirelessly to assist our scholars in their pursuit of academic success. In addition to the specific supports already noted above, and those supports in place for scholars with specific learning needs (e.g., Special Education scholars, English Language Learners), there are two specific ways in which struggling scholars are supported by our staff:

Academic Tutoring, Early Intervention, and Saturday School

All core subject teachers at Resurgence Hall provide weekly tutoring in their respective subject areas. These tutoring sessions, scheduled carefully so as not to conflict with other scholar commitments, are held from 3:00-3:30PM (during advisory). Teachers invite specific scholars to attend these tutoring sessions, based on quantitative analysis of individual academic weaknesses. Other scholars may request tutoring invitations from their teachers, which may be granted depending on space availability and the anticipated tutoring topics.

Early Intervention Program and Policy

Resurgence Hall utilizes an early intervention model to provide extra support for our scholars who need it in the areas of social, behavioral, self-help, and academic skills in order to create a strong foundation for their future academic success. As we get to know our scholars, the early childhood intervention team may provide social and academic screenings, support services and recommendations for scholars who need that extra push toward gaining the foundation skills necessary for future successes.

Saturday School (6th Grade)

Saturday School will be scheduled periodically to assist scholars who require additional academic assistance or to address behavior that is not in compliance with Resurgence Hall guidelines. Saturday School classes will typically be held between the hours of 9:00a.m. – 12 p.m. (families will be informed if alternate times are scheduled). Note: All scholars who are required to attend Saturday School will be notified in advance.

G. Dress Code

Resurgence Hall Charter School has a dress code. The dress code applies during all school days **and during all school-sponsored events.**

The Resurgence Hall dress code has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code for the following reasons:

- to foster a sense of school identity and community;
- to increase school safety and security by making the presence of visitors/outsideers immediately apparent;
- to reduce the cost of clothing for families.

Enforcement of Dress Code Policy

It is the goal of the school to have a dress code which makes things easier for parents and scholars rather than more difficult. For that reason, we have made every effort to be clear about this policy and consistent in its enforcement. Parents who have questions or concerns should contact the school immediately and seek clarification.

Like all school policies, the dress code policy is strictly enforced. Although it may seem as if small exceptions should be no problem, we cannot allow deviations from this code. Our staff does not have the time to inspect every item for acceptability or exception. If the policy states “shoes should be brown,” it means just that. It is important that all scholars adhere to the same code. If an exception is made for one scholar, it would then have to apply to all scholars, and the code has changed. It is in the best interest of everyone if Resurgence Hall means what it says and says what it means. Please read the code and purchase school clothing accordingly. We have tried to make the policy clear and detailed in order to reduce ambiguity. Families who have concerns or questions should contact the school immediately.

Parents of scholars who are not in dress code will be asked to bring the proper attire to school. In addition, dressing inappropriately may result in disciplinary consequences.

Purchasing of Clothing

Resurgence Hall has contracted with the vendor, SchoolZone, to provide the mandatory branded uniform items. This includes; long sleeve and short sleeve Resurgence Hall polo shirts, Resurgence Hall sweater, and Resurgence Hall jacket. Families may purchase all non-branded uniform items at the store of their choice. This includes; khaki bottoms, black or brown belt, solid color navy, white, gray, or black socks, and brown shoes.

School Dress Code Policy (for Boys and Girls)

Mandatory Items – School Dress Code (Every scholar **must have** the following items.)

- Navy blue or orange short-sleeved or long-sleeved Resurgence Hall polo-style shirt must be purchased from vendor SchoolZone.
- Khaki-colored (tan) dress pants, such as Dockers (straight leg or regular fit only).
 - Scholars may not wear khaki pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, skinny or wide-legged, overly tight or baggy, or made of denim or corduroy. Pants made by Dickies will not be allowed.
 - Scholars may not wear clothing with logos, unless it is the Resurgence Hall logo or a small dress pant logo (i.e. Dockers) on the rear pocket. No other logos are allowed.
- Khaki-colored (tan) skort **must be knee length**
 - Scholars may not wear khaki skirts that are above knee, cargo (more than two front pockets and two back pockets), overly tight or baggy, or made of denim or corduroy.
 - Scholars may not wear clothing with logos, unless it is the Resurgence Hall logo or a small dress logo (i.e. Dockers) on the rear pocket. No other logos are allowed.
- Black or brown belt.
 - Belts must look professional and must be all black or brown. They may not be overly wide.
 - Buckles must be professional and not oversized or distracting.
- Black, navy blue, gray, or white socks.
 - Socks must be solid colors with no patterns or logos.
- Brown non-athletic style shoes. (no sneakers/tennis shoes/ or athletic shoes)
 - Shoes must be 100% brown with no other color logos or metal.
 - Shoes must be tied and Velcro must be fastened at all times.
 - The entire shoe, including the soles must be brown (dark brown/black for soles is acceptable).

Optional Items – School Dress Code (Scholars **may choose** to wear the following in addition to the mandatory school dress code.

- Navy blue cardigan sweater with Resurgence Hall logo from SchoolZone.
 - We recommend that each scholar own a sweater to ensure they are comfortable in class, as temperatures can fluctuate slightly and no other outer garments are permitted to be worn inside the building.
- White undershirt or turtle neck
 - All undershirts and turtlenecks must be white and not oversized.
 - Undershirts sleeves should not show from under the uniform shirt.
 - White turtleneck may be worn under short and long sleeve polo shirt.

Other Dress Code Specifics

- **Scholars may not wear clothing with logos, unless it is the Resurgence Hall logo.**
- Clothing must be **sized appropriately** to fit the scholar. Clothes may not be too big or too small.
- Scholars may not wear clothing with significant **stains** (e.g. large ink blots, food stains, etc.).
- Scholars **may not alter** their clothing in any way (e.g. writing/drawing, cutting, holes etc.) Pant cuffs may not be frayed.
- Once scholars enter the school building, wearing of **hats, bandanas, kerchiefs, or jackets** is not permitted. Hats worn in the school building will be confiscated. **Dyed hair** or a hairstyle that serves as a distraction—as determined by the school— is not permitted.
- Colored contacts for fashion only are not allowed. Contacts must be prescribed by a doctor. Prescribed color contacts must be professional (i.e. no designs and a natural color.)
- Scholars may not wear **accessories** that are unprofessional, distracting or potentially unsafe. Any clothing or accessory that might disrupt learning or that does not conform to standards of health, safety and cleanliness is not allowed.
 - excessive jewelry, tongue rings, eyebrow rings, glitter, press-on nails, etc. are not allowed.
 - earrings must be professional, including no writing other than the scholar's proper name, and be no wider than one inch (the size of a U.S. quarter) and no longer than two inches from ear lobe to end of earring.
- **Chains and necklaces** may only be worn beneath scholars' shirts.
- **Bracelets** may be worn as long as they do not distract or prevent scholars from completing their work. Please keep in mind that scholars are held accountable for any messaging worn on bracelets, shirts, hats etc. because wearing a statement will receive the same consequences as saying the statement aloud.
 - Bracelets containing inappropriate content will carry consequences including but not limited to demerits, detentions, out of school suspensions, etc.
 - Bracelets containing inappropriate content will be confiscated and returned to the child's parent or guardian at the end of the school day.
- When scholars **enter the school building**, they must be in the proper uniform. Scholars must be in uniform while on school grounds and may not change out of their uniform before dismissal.
- Shirts must be **tucked in**, shoelaces must be **tied** and Velcro must be **fastened** at all times.
- Scholars may not use beepers, headphones/music equipment (e.g. CD-players, iPods, etc.), or cell-phones while in the school building, even if it is before or after school. These items will be confiscated and the scholar will be subject to disciplinary consequences.

Dress Code Exemptions

Exemptions to the uniform dress code shall be permitted when the dress code's requirements infringe upon a scholar's sincerely held religious belief. Exemptions from the dress code for religious reasons must be appropriate and approved by the School's Executive Director.

H. School Supplies

The following is a list of supplies all scholars are expected to bring during orientation:

Kindergarten

- Beginner pencils (5)
- Pack of #2 pencils (2 packs)

- Composition Notebook - Marble, Black, Wide (4)
- Crayons (24 count pack)
- Markers (12 count pack)
- Color Pencils (12 count pack)
- Glue sticks (3)
- Pack multi-colored construction paper (1)
- Blount end scissors (child size) (1)
- Pump bottle of sanitizer (1)
- Kleenex (1)
- Baby wipes (1)
- Clorox wipes (1)
- Pack of white copy paper (1)
- Box zip-lock bags quart or gallon (1)
- Pack ballpoint pens, blue or black ink (1)
- Highlighter marker, any size tip (1)
- Ruler - 12" Standard & Metric, Clear Plastic (1)

6th grade

- #2 pencils (2 packs)
- Pump bottle of sanitizer (1)
- Kleenex (2 boxes)
- Clorox wipes (1)
- Pack of white copy paper (1)
- Pack ballpoint pens, blue or black ink (2 packs)
- Highlighter marker, any size tip (1)
- Binders - 1" Assorted, Durable (4)
- Dividers (5 subject) w/Colored Tabs (4)
- 1 Sheet Protectors (package of 25)
- 3-hole Paper, Loose leaf, College Rule (2)
- 4 Composition Notebook - Marble, Black, College (4)
- Glue Stick (3)
- Colored pencils (1 pack)
- Dry Erase Markers (2 markers)
- Ruler - 12" Standard & Metric, Clear Plastic (1)
- Scissors (1)
- 3x5 white index cards (2 packs)

The items listed above will be collected from K and 6th graders at the beginning of the school year and added to Resurgence Hall collection of school supplies to be distributed **to all scholars** as they are needed. Please purchase only the most basic supplies. Do not purchase the most expensive supplies as these materials will be shared school-wide and will not remain the property of your child.

We kindly request all materials be brought to the school during Family Orientation.

The school will also distribute to each 6th grade scholar a specific planner that scholars will use to keep track of assignments and due dates. Kindergarten scholars will also receive a DEAR Journal and homework folder.

Scholars should not bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Although Resurgence Hall prides itself on being very safe, the school does not accept responsibility for any missing items of value. Scholars who bring inappropriate items to school, including but not limited to toys, iPods, electronic tablets, CD players, and laser pointers, will have such items confiscated. A parent or guardian must come to the school to retrieve the confiscated

items, as scholars may not retrieve confiscated items themselves. Repeated violations may result in Suspension.

Scholars who choose to bring a cell phone or other electronic mobile device to school do so at their own discretion and the school does not accept responsibility for the security of such items that are brought onto school grounds. Furthermore, all mobile devices shall remain off and out of sight during the school day. Failure to do so will result in the device being confiscated through the end of the school day and consequences will be issued in accordance with Resurgence Hall's Code of Conduct. Repeat offenses will require a parent or guardian to come to the school to retrieve a confiscated item and may result in Suspension.

I. School Breakfast, Lunch, and Afternoon Snack

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible scholars. At the beginning of the school year, each family will be mailed a letter describing eligibility and an application to participate in the program. All families are required to complete the form.

Resurgence Hall is a healthy eating campus. We strictly forbid non-nutritional food items from being consumed on campus. This includes, but is not limited to cookies, chips, soda, non-100% juice beverages, Cheetos, sweet buns, donuts, candy, gum etc. We are happy to provide families with a list of suggested healthy snack items that are acceptable for the school.

Scholars who bring meals from home should bring foods that do not require refrigeration or heating, as neither of these are provided by the school.

Food Allergies/Dietary Restrictions

Families of scholars who order lunch and have particular dietary restrictions should alert the school's Operations Manager as early in the school year as possible.

Families of scholars who suffer from food allergies, or require a special diet, **MUST** provide a letter from a physician outlining the allergy or dietary restriction. Without a letter on file, Resurgence Hall should not be expected to comply with special requests. The letter will be kept on file in the school office and the information will be noted when meals are ordered and at the point of sale to ensure that the scholar receives the appropriate meal.

J. Grading Policies

Kindergarten

Resurgence Hall scholars work towards proficiency or above in four core areas during a given school year (literacy, mathematics, writing, Explore).

At the midpoint of each academic trimester, scholars will receive Progress Reports with information about their performance in each core subject area. At the end of each trimester, scholars will receive formal Report Cards with detailed information about their performance in each core subject area.

On each Report Card, scholars receive one grade per core subject area. All grades are based on a 1-4 scale. 1 represents below level, 2 represents approaching level, 3 represents proficient, 4 represents above level/exemplary. Each grade is comprised of the following components:

Skill and Content component (90% of overall grade). The Skill and Content component measures scholar mastery of a subject's skill and content standards, as determined by performance on formal assessments (e.g., tests, quizzes, essays, projects, lab reports, etc.) as well as objective-specific class work and assessments, such as binder quizzes, that assess mastery of Scholarly Habits. Teachers may determine appropriate weighting of various assessment types within this grading component (e.g., 20% tests, 20% quizzes, and 10% essays).

Participation and Homework (10% of overall grade). The Homework component measures scholar's completion of home assignments.

Honor Roll. At the end of each trimester, an Honor Roll will be published. Scholars with all four core grades at or above 3s earn Honor status. All honor roll scholars will be recognized at a formal, trimester ceremony.

Failure. At the end of the year, the trimester grades for each core academic subject are averaged together into a final, yearlong Course Grade. A scholar fails a core subject if his/her final, yearlong Course Grade is **below 3**.

6thGrade

Resurgence Hall scholars take five core academic classes (mathematics, English, social studies, computer science and science) during a given school year.

At the midpoint of each academic trimester, scholars will receive Progress Reports with information about their performance in each core subject area. At the end of each trimester, scholars will receive formal Report Cards with detailed information about their performance in each core subject area. On each Report Card, scholars receive one grade per core subject area. All grades are based on a 0 to 100% scale. Each grade is comprised of the following components:

Skill and Content component (70% of overall grade). The Skill and Content component measures scholar mastery of a subject's skill and content standards, as determined by performance on formal assessments (e.g., tests, quizzes, essays, projects, lab reports, etc.) as well as objective-specific class work and assessments, such as binder quizzes, that assess mastery of Scholarly Habits. Teachers may determine appropriate weighting of various assessment types within this grading component (e.g., 20% tests, 20% quizzes, and 10% essays).

Participation, Organization and Homework component (30% of overall grade). The Homework component measures both a scholar's completion of, and performance on, Homework assignments.

Honor Roll. At the end of each trimester, an Honor Roll will be published. Scholars with all five core grades above 90% earn High Honor status. Scholars with all five core grades above 80% earn Honor status. All honor roll scholars will be recognized at a formal, trimester ceremony.

Failure. At the end of the year, the trimester grades for each core academic subject are averaged together into a final, yearlong Course Grade. A scholar fails a core subject if his/her final, yearlong Course Grade is **below 70.0%**

K. Promotion Policies

If a scholar passes all core subjects, with an average of 3 or higher in Kindergarten or 70% or higher for 6th grade, and has not been absent for more than 15 days of the school year, the scholar is promoted automatically to the next grade level.

If a scholar fails one core subject, he/she must attend summer school in order to have an opportunity to be promoted to the next grade level. The scholar must complete the requirements of summer school in order to be promoted to the next grade level. Summer school requirements will include attending up to 20 hours of tutoring and may include completion of projects, additional assignments, and/or achieving a passing score on a comprehensive exam. If the scholar does not meet the requirements of summer school, he/she may be retained.

If a scholar fails two or more core subject areas, he/she will be automatically retained and must repeat the grade level.

L. Community Service Requirement

Service is part of our DNA at Resurgence Hall. Our commitment to service begins with our Kindergarteners and continues through 8th grade. All scholars are expected to serve the surrounding communities while enrolled at Resurgence Hall. All required community service hours will be completed through school-sponsored activities.

M. Friday Club Activities (6th Grade Only)

Every Friday afternoon, the school will offer “club” activities for all 6th grade scholars. Scholars will sign up for a specific club activity at the beginning of each season (i.e fall, winter, and spring). While some activities will be taught by Resurgence Hall staff members, other activities will be taught by external instructors and volunteers.

Scholars who earn a RISE Report score lower than 70 are not eligible to participate in Friday Clubs during that respective week and instead will spend that time in Friday Extension reflecting on the choices they made that week.

N. Individual Incentive and Accountability System: Scholar PREP Report

Resurgence Hall has developed a scholar PREP Report system to provide scholars, families, and teachers with a frequent, comprehensive report of scholar performance.

Kindergarten

A scholar’s daily PREP Report total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

All scholars receive daily PREP Reports. At the beginning of each day a scholar’s score starts at 10 points /green. Simply by **meeting** school expectations throughout the day, scholars stay on green.

Scholars may increase their PREP level to blue or orange by exceeding expectations by:

- volunteering to help a scholar or teacher
- exemplary classroom behavior (taking initiative, showing courtesy, performing an act of kindness)
- outstanding effort or improvement in core academic subjects
- accomplishing something worthy of public recognition

Scholars will decrease their PREP Score when they fail to meet expectations. Specifically, PREP Points are deducted when:

- Scholars do not meet behavioral expectations (e.g., not following directions, not showing respect)
- Scholars do not meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Scholars do not meet homework expectations

At the end of each week, a scholar’s PREP points are transferred into the scholar’s PREP Report Bank. Scholars may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the PREP store or during PREP auctions.

Over time, a scholar’s average weekly PREP score is also monitored. Scholars with **high PREP Report averages** earn rewards, including but not limited to:

- invitations to the PREP Store, where they may use PREP Points in their bank to purchase:
- school celebration invitations,

- field trip invitations, and
- “golden” and “silver” passes (a series of privileges reserved only for scholars with the highest PREP averages)

Scholars with **low PREP Report averages** lose privileges and receive other consequences. Specifically:

- Scholars are not invited to the PREP store.
- Scholars cannot participate in various extra-curricular activities (i.e. school celebrations, or school field trips).

Weekly PREP Reports are sent home for review and to be signed by parents/guardians.

* Note: The school reserves the right to add or subtract PREP Points for examples of very good or very poor behavior.

6th grade

A scholar’s PREP Report total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

All scholars receive PREP Reports every Friday. At the beginning of each week (PREP Report weeks begin on Friday and end on Thursday), a scholar’s score starts at 90 PREP points. Simply by **meeting** school expectations throughout the week, scholars can retain their beginning balance of 90 PREP Points.

Scholars may increase their PREP Score by exceeding expectations during a given week by:

- Earning Merits from a staff member for a variety of reasons, including but not limited to:
 - volunteering to help a scholar or teacher
 - exemplary classroom behavior (taking initiative, showing courtesy, performing an act of kindness)
 - outstanding effort or improvement in core academic subjects
- Accomplishing something worthy of public recognition

Scholars will decrease their PREP Score when they fail to meet expectations. Specifically, PREP Points are deducted when:

- Scholars do not meet behavioral expectations (e.g., they earn demerits or detentions)
- Scholars do not meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Scholars do not meet homework expectations

Scholars with PREP scores of less than 70 must attend **Friday Extension**.

At the end of each week, a scholar’s PREP points are transferred into the scholar’s PREP Report Bank. Scholars may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the PREP store or during PREP auctions.

Over time, a scholar’s average weekly PREP score is also monitored. Scholars with **high PREP Report averages** earn rewards, including but not limited to:

- invitations to the PREP Store, where they may use PREP Points in their bank to purchase:
- school celebration invitations,
- school dance invitations,
- field trip invitations, and

- “golden” and “silver” passes (a series of privileges reserved only for scholars with the highest PREP averages)

Scholars with **low PREP Report averages** lose privileges and receive other consequences. Specifically:

- Scholars are not invited to the PREP store.
- Scholars cannot participate in various extra-curricular activities (i.e. school celebrations, school dances, or school field trips).

Weekly PREP Reports are sent home for review and to be signed by parents/guardians.

* Note: The school reserves the right to add or subtract PREP Points for examples of very good or very poor behavior.

O. Whole Class Incentive and Accountability: PREP Building Block Challenge

The Building Block program is a class-wide, positive incentive system. The system uses peer-motivation and inter-class competition to encourage scholars to work together to meet high expectations. During every period of the school day, classes are assessed on their performance as a group, earning between zero and four building blocks. The number of building blocks earned is based on the following observable criteria:

1. **Prepared to Learn:**
 - All scholars come to class ready to succeed. All scholars have completed their homework, have the necessary materials for class, and begin Do Now silently and immediately
2. **Respectful of Selves, Classmates, Teacher, and School**
 - All scholars cooperate with each other and treat all with respect
3. **Engaged in Learning**
 - All scholars listen to and look at the person who is speaking, volunteer to participate, ask smart questions, and make insightful comments
4. **Professionalism**
 - All scholars act professionally by staying organized, demonstrating good posture throughout the class period, and following all directions and procedures

Teachers record Building Block scores at the end of every class and tally scores at the end of every day. A block is earned only if there is 100% compliance. Classes receive rewards for consistently high scores, such as ordering lunch from a restaurant, watching a movie or taking a field trip. Conversely, classes lose privileges for receiving low scores (e.g., silent breaks, no outdoor recess, silent lunches). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

GENERAL SCHOOL INFORMATION

A. Communication

We are committed to establishing and maintaining an open and respectful line of communication between families and Resurgence Hall staff, each of whom has their own phone and e-mail address. Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24 hours in the event that a message is left. Families will also have an opportunity to meet with staff during scheduled parent-teacher conference days. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff person more immediately, the parent should report directly to the Main Office, which will facilitate the soonest possible contact.

B. Transportation

Transportation is not provided at Resurgence Hall. We are happy to support carpooling efforts by families as needed.

C. Birthday Celebrations

At Resurgence Hall, we recognize the importance of birthdays in a scholar's life and will do our best to make each scholar's birthday special. In that regard, the class will honor all scholar's birthdays during their morning meeting.

If a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to all scholars in the class. The only exception is for gender-specific parties; in these cases, invitations must be distributed to all of the boys in the class for boy-only parties, and to all of the girls in the class for girl-only parties. Parents may not distribute invitations at school to a select group of scholars in the class.

In-class birthday celebrations with only be held on Friday of the school week. If a parent wishes to celebrate their child's birthday at school, the following protocol must be followed:

1. Families must give the school at least one week's notice by scheduling the celebration with the scholar's homeroom teacher. Birthday treats will only be served at the end of the day during closing circle time and will be limited to 10 minutes of celebration time.
2. All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to scholars.
3. No treats with peanut ingredients shall be served at the school or in goodie bags.
4. Parents are expected to help clean up the rooms after the celebration.
5. Parents must bring enough treats for the entire class.

It is likely that several birthdays will be celebrated on the same Friday. In order to elevated an excessive amount of treats, please coordinate with the other families celebrating a birthday during the same week.

If we find that birthday celebrations are impacting the academic program, we may limit or prohibit birthday celebrations at school.

D. Health Care

Health Office

Resurgence Hall does not employ a full-time nurse. We partner with local community health organizations to provide guidance and to coordinate the resources of the school, home and

community as they pertain to the total health of scholars and staff.

The Health Office operates on a limited schedule which will be shared with families during orientation.

Medical Requirements

Form 3300 (Certificate of Eye, Ear, Dental Exam)

A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear and dental examinations on the Georgia Department of Human Resources Form 3300. Any child admitted to school without a certificate must present one within 120 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

Form 3231 (Certificate of Immunization)

Georgia Law requires children attending school (Kindergarten – 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked “Complete for School” unless any of the following situations exist:

Georgia law (Section 20-2-771) provides for two types of exemptions from vaccination requirements.

Medical: A medical exemption for a vaccine should be completed on the GA DPH Certificate of Immunization (Form 3231) only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of the medical exemption and certificates must be reissued with or without indication of the medical exemption. O.C.G.A. § 20-2- 771

Religious Exemption: For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized statement stating that immunization conflicts with his or her religious beliefs. There is not a standard form for religious exemption. The notarized statement must be kept on file in lieu of an immunization certificate. O.C.G.A. § 20-2-771 **Note:** Exemptions to immunization should not be taken because of convenience. Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities. Schools should maintain an up- to-date list of students with exemptions, so that these students can be excluded from school quickly if an outbreak occurs.

Health Information Form

This form provides important information about a scholar's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.

Authorization To Dispense Medication Form

If a scholar requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the scholar's physician. No scholar is allowed to bring medication to the school without the Executive Director's full knowledge. Scholars who have provided the school with medication dispensation authorization forms should bring the medication to the school on the first day, or contact the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent or accompanied by a note from the parent.

Medication

Before scholars may carry or self-administer any medications during the school day, the scholar, parent or guardian and the Executive Director, and designated nurse must enter into an agreement specifying the conditions under which such medication may be administered, and the parent or guardian must provide written authorization for the scholar to administer the medication.

If medication for a chronic condition must be administered during school hours, the medication must be provided to the school in a pharmacy or manufacturer-labeled container provided by parents or guardians. Scholars who are taking prescription medication should request the pharmacy to prepare separate prescriptions for home and school so that the medication is not forgotten in school and treatment is not disrupted. Medication should be provided in no more than a thirty-day supply.

The medication dispensation authorization form requirement also applies to asthma inhalers, which scholars should keep in their backpacks. If a scholar needs to use his/her asthma inhaler during the school day, he/she should go to the health office to self-administer the inhaler.

Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high-fever; is experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or has an illness that prevents the child from participating in activities.

Emergency Protocol

In an emergency or life threatening situation, the procedure is as follows:

1. Parent or guardian is contacted.
2. Local EMTs are called via 911, and the scholar will be taken to a local hospital emergency room for further assessment and treatment. Because of the possibility of emergencies, all scholars must have current, completed emergency notification forms on file.

Other Health Issues

- A. Parents of scholars with special concerns or who are considered “at risk”-- those with diabetes, asthma, seizures, severe allergies, etc. – should advise the school’s Executive Director and teacher of the condition, any medications taken by the scholar, any side effects of such medication, and the manner in which acute episodes should be handled.
- B. If the scholar’s oral temperature is over 100.0 F ,they must stay at home until his/her temperature has been normal (98.6 F) for at least twenty-four (24) hours without the aid of medicine. Scholars who return to school while they are ill contribute to the proliferation of illness during the school year. If scholars return to school with a fever or develop an oral temperature of 100.0 F during the school day, the school will send these scholars home after evaluation.
- C. If scholars develop a highly contagious disease such as chicken pox, strep throat, impetigo, pertussis, bacterial conjunctivitis or an infestation of head lice, please notify the Health Office at once. Any of these conditions will result in dismissal from school after evaluation. An antibiotic or other treatment approved by a health care professional must be administered for a minimum of twenty-four (24) hours before the scholar will be permitted to return to school.

E. Visitor Policy and Building Security

All doors are locked at Resurgence Hall. All visitors must report to the main door with the buzzer and must wait to be addressed through the intercom. There is also a security camera positioned at this door. Once in the building, visitors are to report directly to the main office and sign-in. You will be asked to show your identification and it will be verified. All visitors must wear a visitor's badge, including parent volunteers. Those who do not follow our building security system will be asked to leave the school immediately.

Parents are welcome and encouraged to visit Resurgence Hall at anytime during the school year. All visitors are required to report to the Main Office upon entering the building. Upon reporting to the Main Office, each visitor will sign in and receive a visitor's badge or sticker. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

In case of an emergency at home, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office.

F. Nondiscrimination

Resurgence Hall Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title B of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA).

G. Harassment

Resurgence Hall Charter School is committed to maintaining a school environment free of harassment based on race, color, religion, gender identity, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Resurgence Hall Charter School requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

Definitions of Harassment

In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, gender identity, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly as a term or condition of receiving an education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a scholar.
3. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by teachers, administrators, certified and support personnel, scholars, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Resurgence Hall Charter School.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Directors, subject to applicable procedural requirements.

H. Grievance Procedure for Harassment and/or Discrimination

Where To File a Complaint

Any scholar who believes that Resurgence Hall has discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Executive Director. If the Executive Director is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Board Chair.

Contents of Complaints and Timelines for Filing

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The written complaint must include the following information:

1. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
2. A description, in as much detail as possible, of the alleged discrimination or harassment.
3. The date(s) of the alleged discrimination or harassment.
4. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
5. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Executive Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Executive Director will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Executive Director will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Executive Director will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Resurgence Hall involves disciplinary action against an employee or a scholar, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

Any disciplinary action imposed upon an employee or scholar is subject to applicable procedural requirements.

All the timelines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of grievants/respondents and witnesses will be maintained, to the extent consistent with Resurgence Hall's obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Board of Trustees by writing to the Board Chair:

*Board Chair, Resurgence Hall Charter School
1743 Hardin Ave.
College Park, GA 30337*

The Board of Directors will issue a written response on the appeal to the grievant within thirty (30) school days of receiving the appeal.

I. Bullying and Bullying Policy

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- i. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
- ii. Has the effect of substantially interfering with a student's education;
- iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- iv. Has the effect of substantially disrupting the orderly operation of the school.

Resurgence Hall believes that all students have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to:

- direct physical contact such as hitting or shoving;
- verbal assaults such as teasing or name-calling;
- the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the Executive Director or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the Executive Director. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated.

Disciplinary action will be taken after each incident of bullying and upon a finding of guilt.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying

(cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school Executive Director designee.

The following actions will be taken when bullying is reported:

1. Investigate
 - a. Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.
2. Notify
 - At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. Discipline
 - Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation disciplinary action.

J. Scholar Restraint

Per 160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS, school personnel can use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the Executive Director shall file a detailed report of such with the school board and provide written notification to the family. All personnel authorized to administer any forms of restraint shall be trained annually in accordance with Department of Education guidelines. In addition, designated staff members are trained in crisis prevention and restraint. This is based on the following restraint policy for Resurgence Hall.

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of Resurgence Hall Charter Schools. Further, scholars at Resurgence Hall Charter Schools are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint only with two goals in mind.

1. To administer a physical restraint only when needed to protect a scholar and/or a member of the school community from immediate, serious, physical harm;
2. To prevent or minimize any harm to the scholar as a result of the use of physical restraint.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs. The use of “Time out” procedures during which a staff member remains accessible to the scholar shall not be considered “seclusion restraint”.

The Executive Director will identify specific school personnel to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint following all GaDOE guidelines.

Only school personnel who have received training shall administer physical restraint on scholars. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the scholar from injury or harm.

Whenever physical restraint is administered school personnel will contact parent(s)/guardian(s) as soon as possible, or as soon as the incident is resolved, or upon deeming the situation clinically safe.

In addition, all school personnel will be trained regarding the school’s physical restraint policy. The Executive Director will arrange training to occur in the first month of each school year, or within a month of their employment. Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a scholar’s refusal to comply with a school rule or staff directive, or verbal threats **that do not constitute a threat of imminent, serious physical harm to the scholar or others.**

No teacher or other employees or agents of the school shall be precluded from using such reasonable force as is necessary to protect scholars, other persons or themselves from an assault by a scholar.

School personnel shall report the use of physical restraint. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Executive Director or his/her designee, shall maintain an ongoing record of all reported instances of physical restraint.

K. Scholar Records

Standardized Testing

All scholars at Resurgence Hall will take the MAP assessment, a nationally norm referenced test to provide our instructional staff with data to support our instruction three times during the year. Our Kindergarten scholars will also take the STEP comprehensive reading assessment every 6-8 weeks to identify reading strengths and needs. Furthermore, every six weeks, all Resurgence Hall scholars will take classroom assessments to measure progress and closely monitor student need for additional support and/or extension.

Scholar Records - (General)

Scholar records are accessible to parents as requested. We ask that families provide our staff with 3 business days to provide file information as requested. We do not release scholar records without written parental consent to other entities (i.e. physician, grandparent, etc.).

Confidentiality

Release of scholar records generally requires consent of the parent. However, the regulations provide certain exceptions. For example, staff employed or under contract may have access to records as needed to perform their duties.

L. Internet Acceptable Use Policy

Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Resurgence Hall offers Internet access to its scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Resurgence Hall. Resurgence Hall Schools expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Resurgence Hall makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Resurgence Hall Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Resurgence Hall has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Resurgence Hall's Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Executive Director;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Director of Technology; and
- overriding the Internet filtering software.

Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the teacher and/or Executive Director if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Executive Director.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Resurgence Hall reserves the right to examine all data stored on diskettes involved in the user's use of Resurgence Hall's Internet service.

Internet email messages are not private and may be considered public records subject to disclosure. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to the Resurgence Hall's Internet service is a privilege not a right. Resurgence Hall reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Resurgence Hall's Internet service.

CODE OF CONDUCT

A. Purpose

Resurgence Hall Charter Schools has created a Code of Conduct in order to:

- maintain a respectful, productive space for learning
- allow scholars to focus on their learning
- uphold our values-based school community

The Code of Conduct describes behaviors that Resurgence Hall considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

B. Our Philosophy

Scholars who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our scholar Code of Conduct.

C. Behavioral Infractions

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Resurgence Hall staff has sole discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this code occurring:

- while the scholar is on school grounds or school-related transportation,
- during school-sponsored activities and trips, and
- during all other school-related events.
- off of school grounds that results in substantial disruption to the school environment

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Such disrespect will not be tolerated.

At Resurgence Hall, we do allow for scholars to express disagreement in a respectful manner. The school has developed routines and procedures that enable scholars to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Enforcement of Resurgence Hall’s Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions generally result in less severe consequences while larger infractions generally result in more severe consequences. Furthermore, first-time infractions generally result in less severe consequences while repeated infractions generally result in more severe consequences.

LEVEL I

Relatively less serious violations are handled by the faculty member that is present and supervising the scholars, often using the Resurgence Hall PREP System.

Color Change (K)

If a scholar commits any of the following infractions, the scholar will receive a color change. In addition to a color change, the scholar may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Resurgence Hall staff.

Infractions which may warrant a color change include, but are not limited to:

- Being out of uniform (e.g., shirt is untucked)
- Arriving late to class
- Being unprepared for class
- Poor posture during class
- Making inappropriate noises during class
- Failing to follow directions or procedures of the class or school
- Talking out of turn
- Not walking with urgency/loitering
- Other behaviors deemed inappropriate by school staff

Demerits (6th grade)

If a scholar commits any of the following infractions, the scholar will receive a demerit. In addition to a demerit, the scholar may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Resurgence Hall staff.

Infractions which may warrant a demerit include, but are not limited to:

- Being out of uniform (e.g., shirt is untucked)
- Arriving late to class
- Being unprepared for class
- Poor posture during class
- Making inappropriate noises during class
- Failing to follow directions or procedures of the class or school
- Talking out of turn
- Not walking with urgency/loitering
- Other behaviors deemed inappropriate by school staff

Repeated infractions may result in required parent meeting and/or further consequences.

Detention (6th Grade)

If a scholar commits any of the following infractions, the scholar may receive a detention. Infractions which warrant a detention include, but are not limited to:

- Receiving three demerits within a given week for the same infraction (Friday-Thursday)
- Receiving 7 demerits in any category in a given week (Friday-Thursday)
- Low-level disrespect towards a fellow scholar
- Low-level disrespect towards faculty, staff, or other members of the school community
- Low-level disrespect of school property
- Deliberately disrupting class
- Being found in any of the restricted areas of the school, or outside the school (including the park)
- Horseplay or engaging in physical contact that causes a disruption
- Possessing an electronic device (e.g., cell phone) in the school building
- Failing to return forms by school-mandated deadlines (e.g., PREP Reports, Report Cards)
- Being in local establishments without an adult, before or after school
- Possession of, or drinking, soda or any caffeinated beverage.

Friday Extension (6th Grade)

If a scholar earns a weekly PREP Score of lower than 70, the scholar may receive a Friday Extension.

LEVEL II

More serious violations focus on disrespect of others, others' property, and the rules of safety. They include offenses such as damaging property (not easily restored), talking back to a teacher, consistent disrespect of other scholars, use of foul language, interfering with safety drills, or repeated lesser violations. Such violations will be dealt with in a more formal basis. In-Class Support or Out of School Suspension will be automatically considered as options.

In-Class Support

At times, particular infractions warrant consequences that are more severe than detention or Friday Extension, but less severe than Out-of-School Suspension. Therefore, Resurgence Hall has an In-Class Support model ensuring that scholars have access to the curriculum while at the same time ensuring that scholars face serious consequences.

Specific infractions which may warrant In-Class Support from the community include, but are not limited to:

- Low-level forging, cheating, plagiarism or dishonesty
- Use of foul language
- Disrespect towards scholars

In addition, scholars who have not met behavioral expectations over an extended period of time, as measured by a PREP Report score less than a specific school-determined threshold, may face In-Class Support.

Furthermore, in order to promote and uphold our school community's values and Code of Conduct, scholars who communicate with a scholar who is currently In-School Support may also earn the consequence of being In-School Support.

Out-of-School Suspension

Infractions which may warrant an Out-of-School Suspension include, but are not limited to:

- Gross disrespect of a fellow scholar including, but not limited to, bullying and harassment as described in our policies and procedures
- Gross disrespect of faculty, staff, visitor, volunteers, or school transportation provider
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products or electronic cigarettes.
- Disrupting Friday Extension or In-Class Support through misbehavior
- Committing sexual, racial, or any form of harassment or intimidation as defined in our policies and procedures
- Using abusive, vulgar or profane language
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Serious forgery, plagiarism, or cheating
- Lying
- Leaving school grounds without permission
- Being in a restricted zone for an extended amount of time.
- Being found in any of the restricted areas of the school, or outside the school (including the park).

- Being asked to report to the Director of Culture's office during class three times in a given week
- Repeated offenses for which the scholar has already earned In-Class Suspension

LEVEL III

Major violations are those that are serious enough to require an automatic expulsion recommendation and at minimum, a suspension.

- Repeated, deliberate and fundamental disregard of school policies and procedures
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance as defined by Title 16 of the Official Code of Georgia, or alcoholic beverage, or an intoxicant of any kind
- Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow scholars or other members of the school community
- Theft or destruction (or attempted theft or destruction) of personal or school property including arson
- Harassment, bullying and violations of civil rights, as delineated in the Resurgence Hall Scholar and Family Handbook
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully offered, arranged, or negotiated the sale of any controlled substance, an intoxicant of any kind, and subsequently sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant.
- Committed robbery or extortion
- Possessed or used tobacco, or any products containing tobacco or nicotine, cigarettes, smokeless tobacco, or chew packets.
- Committed any act of academic dishonesty (plagiarism, cheating, etc.) There will be zero tolerance for bringing a gun or deadly weapon to school or for any assault on school employees or scholars.

D. Procedures for Disciplinary Action

The following section explains the procedures for determining consequences scholars may face for violation of this Code of Conduct. All scholars are entitled to due process commensurate with the disciplinary consequences to which they may be subject.

Detention

Requirements: On Mondays-Thursdays, detention is served during the Lunch/Recess block the day after the detention is earned.

Any detention(s) earned on Thursday or Friday will be served the following Monday, as detention is not held on Friday afternoon.

Friday Extension

Requirements: Scholars will miss Friday enrichment and will stay at school in Friday Extension until dismissal.

Scholar Notification: Scholars will receive notice with their weekly PREP Reports on Friday.

Parent Notification: Resurgence Hall will make reasonable efforts to reach families by phone before 12:00pm on Fridays. Scholars will be expected to stay even if the school is unable to reach the family.

In-Class Support

Requirements: In the morning, scholars will need to check in with Director of Culture who will reiterate the expectations of In-School Support. Scholars on In-Class Support will:

- Attend classes, receive instruction and complete class work
- Not be permitted to communicate with any scholars throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher
- Not participate in recess
- Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the school administration)

Violation of the requirements of In-Class Support may result in additional days of In-Class Support or an out of school suspension. Scholars will not be allowed to participate in extra-curricular or community service field trips and other class rewards while on In-Class Support.

The number of days on In-Class Support, determined by a school administrator, will be commensurate with the severity of the behavioral infraction. For each day that a scholar does not meet the requirements of In-Class Support, they will be required to complete an additional day of suspension.

Out-of-School Suspensions and Expulsion

Short-Term Suspension.

For suspension between one and ten days, the following procedures will apply:

When an infraction occurs, the scholar will be removed from class and sent to the Main Office, Director of Culture' office, or another designated school location.

Scholar Notice:

An administrator informs the scholar orally of the following:

- The disciplinary offense
- Basis for the charge
- Potential consequences, including the potential length of the suspension
- The opportunity for the scholar to have a hearing with the Executive Director concerning the proposed suspension, including the opportunity to dispute the charges and to present the scholar's explanation of the alleged incident and for the parent to attend the hearing; the date, time and location of the hearing
- The scholar's parent or guardian will be notified of the incident by a school administrator.

Unless a scholar presents a danger or risk of substantial disruption to the educational process, the scholar and the parents shall receive oral and written notice and an opportunity to present her/his version of the relevant facts at a disciplinary meeting.

Efforts to Involve Parent:

The administrator will make reasonable efforts to notify the parent of the opportunity to attend the disciplinary hearing. To conduct a disciplinary meeting without the parent present, the administrator will document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The scholar and family shall receive written notice of the following in English and the primary language spoke in the scholar's home:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences, including the potential length of the scholar's suspension;
- the opportunity for the scholar to have a disciplinary hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the scholar's explanation of the alleged incident, and for the parent to attend the hearing;
- the date, time, and location of the disciplinary hearing, and
- the right of the scholar and the scholar's parent to interpreter services at the meeting if needed to participate.

Format of Disciplinary Hearing:

The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The scholar also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the scholar's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the scholar.

Decision:

The administrator will provide written notice to the scholar and parent of his/her determination and the reasons for it, and, if the scholar is suspended, the type and duration of suspension. The notice of determination may be in the form of an update to the original written notice of hearing.

The administrator will provide the family with opportunities for the scholar to make up assignments and other such school work as needed to make academic progress during the period of removal.

Prior to the scholar's re-entry to the Resurgence Hall community following an Out of School suspension, the following may be requested:

- The scholar will write a letter of apology and publicly present this letter to Resurgence Hall staff and/or scholars.
- An administrator will contact the parent/guardian to schedule a required re-entry meeting if necessary.
- Scholars who are suspended two or more times may be asked to submit a reasonable and genuine plan for improvement in addition to an apology to the Director of Culture.
- The scholar may have to meet additional conditions as required by Resurgence Hall.

If a scholar has not met the above requirements, he or she may earn In-Class Support.

Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily between 3:35-4:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a scholar does not complete this work, the scholar may face standard academic consequences (e.g., no academic credit).

The decision of the Executive Director is final.

Long-term Suspension and/or Expulsion

For suspensions of 10 or more days or for a recommended expulsion, a formal disciplinary hearing is required.

The scholar will first be suspended for ten (10) days, the maximum allowed at the Executive Director's discretion, with a recommendation for an expulsion. At that point the disciplinary hearing process is initiated.

Disciplinary Hearing:

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension or expulsion will result in a hearing being scheduled for a scholar.

- The hearing should be held within ten (10) school days after the first day of suspension. Any confiscated drugs, weapons or other criminal evidence should be transferred to the College Park police until needed for use during a disciplinary hearing and/or criminal case.
- The Executive Director will request the following be furnished within two (2) local school work days after the incident, the following information and documentation:
 - witness/scholar statements; current year academic record (including progress reports); attendance record; complete behavioral record (include all write-ups and documents in permanent record and current year files); anecdotal report citing discipline, attendance and academic records, and behavioral interventions tried at Resurgence Hall to date, including SST/RTI referral, counseling sessions, and parent/guardian conferences with dates, reasons, and results; copy of police report (if any); special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST/RTI reports; copy of the currently approved suspension letter that includes the administrator's recommendation for consequences, and any other information or evidence relevant to the incident(s).
- Written Notice of Hearing:
 - The Executive Director shall provide written notice of the relevant procedures to the scholar's parent/guardian. The notification shall include the following:
 - A brief statement of the act(s) scholar is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
 - The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
 - A copy of the Disciplinary Hearing procedures included in this document.
 - The date, time and place of the hearing.
 - Whether witnesses are expected to be called at the hearing and a short summary of evidence that may be presented.
 - A statement that a hearing is required unless the parent/guardian waives the hearing.
 - A statement that at the hearing the scholar is entitled to be represented by an advocate (spokesperson) of his choice, including an attorney if so desired.
 - 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 scholar and his parent/guardian either in person, 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.
- Continuanance:
 - If good and sufficient cause exists, the Executive Director may reschedule a hearing. Upon rescheduling, the Executive Director must provide written notice of the rescheduled date and time of the hearing to the scholar's parent/representative/attorney either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.
 - The scholar's parent/representative/attorney may request a continuance of the hearing from the Executive Director. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the Executive Director for approval. If a continuance is requested or caused by the parent/scholar's representative, the scholar will continue to serve his recommended school level discipline during the time of the continuance and until the hearing is conducted and the Independent Hearing Panel has rendered a decision.
 - If the continuance requested by parent/scholar's representative requires that the hearing occurs outside the 10 day maximum for suspensions, it is understood that the parent is knowingly waiving the right to accuse Resurgence Hall of not following approved due process procedures.
- Waiver of Hearing:
 - If the parent/representative/attorney waives the hearing, they may do so by requesting a waiver from the Executive Director prior to the notified date and time of the hearing.
 - If no waiver request is received, or if the hearing may not be waived by the scholar's parent/representative/attorney, the hearing will be held as scheduled, whether or not the scholar/parent/representative/attorney chooses to participate.
- Record of Proceedings:
 - A verbatim record of the hearing shall be made and shall be available to all parties upon request. Parents/scholar's legal counsel may request a copy of the recording.
 - A written transcript will be prepared by the Independent Hearing Panel if the Board so requests; or if the decision of the Board is appealed to the State Board of Education.
- Burden of Proof:
 - The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.
- Legal Representation/Involvement of an Attorney:

- If the scholar is represented by an attorney, the Board attorney may be present. The Board attorney shall advise the Independent Hearing Panel as necessary.
- The scholar/parent/guardian must notify the Executive Director not less than 48 hours prior to the hearing if the scholar may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.
- Presentation of Evidence:
 - The evidence for the school and scholar/scholar representative (if present) shall be presented to the Independent Hearing Panel. The administrator representing the school, the Board attorney, the scholar's representative, and the members of the Independent Hearing Panel are entitled to question witnesses about any matters which are relevant to the charges against the scholar or the appropriate discipline.
 - The members of the Independent Hearing Panel have the authority to limit unproductively long or irrelevant questioning.
- Procedural Objections:
 - Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the Executive Director no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.
- Independent Hearing Panel:
 - Disciplinary Hearings will be conducted by a panel chosen by the Executive Director. The Panel members will be approved by the Board. The Hearing Panel will serve as the presiding officer(s) and will rule on issues of procedure and admissibility of evidence presented during the hearing.
 - The Hearing Panel, after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine if the recommendation forwarded by the school will be upheld. If not, the Independent Hearing Panel may recommend other disciplinary action, such as, short-term suspension, long-term suspension, expulsion or no action at all.
- Appeals:
 - Any party may appeal the hearing decision to the Resurgence Hall Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal letter should be addressed to the attention of the Chairman of the Board of Resurgence Hall and delivered to Resurgence Hall at 1743 Hardin Ave. College Park, GA 30337 (the letter must be a hard-copy; e-mail is not an acceptable format for an appeal letter).
 - The letter should contain specific reasons for the appeal that relate to the procedural or legal violations that require an additional hearing. The Resurgence Hall Board shall have the authority to suspend the decision of the disciplinary hearing officer during the period of appeal by the scholar to the Resurgence Hall Board.
 - Upon the appeal of a decision of the Independent Hearing Panel to the Resurgence Hall Board, the Resurgence Hall Board will address the appeal at its next called meeting and render its decision within 10 days after that meeting, excluding

weekends and public and legal holidays. The decision shall be in writing and a copy shall be provided to the scholar/parent/guardian, and the Executive Director.

- The Resurgence Hall Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal to provide clarification, if needed by the Board, during its review.
- The Resurgence Hall Board's review will be based solely on the record and written arguments submitted by the scholar (and family) and the Executive Director, if briefs are submitted. The Resurgence Hall Board shall not hear any oral arguments as part of any appeal nor shall it consider any evidence that was not presented at the disciplinary hearing.
- The Resurgence Hall Board may take any action it deems appropriate. Any party may appeal the Resurgence Hall Board's decision to the State Board of Education pursuant to O.C.G.A. §20-2-1160 (b) through (f) and regulations of the Georgia Board of Education governing such appeals. If an appeal to the State Board is requested, a written transcript of the disciplinary hearing will be prepared and submitted to the State Board as provided in this Rule. The decision of the Resurgence Hall Board will not be suspended during the State Board appeal period.

School-Wide Education Service Plan

Scholars serving short-term suspension or long-term suspension have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

E. Discipline of Scholars with Special Needs

Nothing in this Code of Conduct shall be construed to infringe on any right provided to scholars pursuant to the Federal individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

Any scholar who is receiving special education services or has been identified as a scholar with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the school Administration to warrant long term suspension or expulsion, will be scheduled for a disciplinary hearing as per the aforementioned process (which applies to all scholars).

Prior to the disciplinary hearing, the disciplinary documentation and a copy of the scholar's IEP (and other documents relevant to understanding of the scholar's disability) will be referred to the IEP/504 Committee prior to a disciplinary hearing for a Manifestation Determination meeting. The IEP/504 committee is responsible for determining if the scholar's conduct is a manifestation of his disability and whether such conduct warrants a change in placement or amendments to the Individual Education Plan (IEP) or 504 Plan. If the IEP/504 committee determines that the scholar's conduct is a manifestation of the scholar's disability, the school will follow the recommendation of the IEP committee as it pertains to amendments of an IEP or 504 Plan. If the IEP or Section 504 committee determines that the scholar's conduct is not a manifestation of the scholar's disability, the Disciplinary Hearing will proceed as scheduled within 10 days of the Manifestation Determination meeting and within the parameters stated in this document. The IEP/504 committee will recommend a change of placement to ensure that the student is being served until the date of the Disciplinary Hearing. Nothing in this rule shall alter or adversely affect the rights of scholars with disabilities under applicable federal and state laws.

F. Scholar Searches

In order to maintain the security of all its scholars, Resurgence Hall Charter School staff reserve the right to conduct searches of its scholars and their property when there is reasonable suspicion that the scholar has violated the law or a school rule. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of Resurgence Hall Charter School, and scholars should, therefore, have no expectation of privacy in these areas.

G. Bus Behavior, Field Trips/End-of-Year Events

The Resurgence Hall Charter School Code of Conduct applies to scholars while on school bus transportation to and/or from school. The following additional rules apply to the bus:

1. Scholars must sit in their given assigned seats.
2. Failing to take the assigned seat, putting hands out of the bus, throwing objects, using bad language, and not obeying the bus driver, are all infractions, in addition to those listed in part (C) of this Code of Conduct. More serious behavior (i.e. fighting) will be investigated and assigned consequences just as if it happened on school grounds.

First infraction = consequence consistent with the Code of Conduct (i.e. same as if infraction occurred on school ground).

Second (or more) infractions = consequence consistent with the Code of Conduct (i.e. same as if infraction occurred on school ground) and, if warranted, loss of bus privileges.

Infractions, if serious enough, can warrant immediate loss of bus privileges. Other consequences (e.g., demerits, detentions, suspensions) apply as well. Scholars engaged in misconduct on the bus will receive all due process protections described in the Code of Conduct.

Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior.

Consequences for misconduct by Special Education scholars riding on transportation provided by their Individual Education Plan will be dealt with on a case by case basis.

Field Trips/End-of-Year Events

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows scholars to attend all school-sponsored field trips and events will be sent home at the beginning of the school year and should be signed by a parent or guardian. The school will attempt to notify all parents and guardians before each school-sponsored trip.

A scholar may be considered ineligible for a trip for reasons including but not limited to: low PREP Report average, not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort in the days prior to the trip, etc. Scholars who are considered ineligible for attending a trip will be required to attend school that day.

If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or excessive demerits and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

H. Cheating, Plagiarism, and Copying Other's Work

Cheating on homework or exams, using resources inappropriately, and copying other people's work – scholars' or otherwise – is not only unfair but in the case of plagiarism, illegal. If scholars are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction. Specific guidelines regarding cheating and plagiarism will be reviewed with scholars during Scholar Orientation and continued throughout the year. The school will determine appropriate consequences but cheating, plagiarism, and copying other's work may result in In-Class Support, Suspension, loss of academic credit, and/or other consequences.

I. Parent/Guardian Grievance Procedure

Resurgence Hall is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families served. Should a parent/guardian of a scholar at Resurgence Hall feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure (except for Expulsion decisions outlined above).

Step One - Informal Discussion: A parent/guardian having a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter.

Step Two - Administrative Review: If the matter cannot thus be resolved through informal discussion, the aggrieved parent/guardian may make a request for a face-to-face meeting with the Executive Director and any other person or persons whose actions or decisions give rise to the matter.

Step Three - Review by the Board of Directors: If the aggrieved parent/guardian remains unsatisfied after undergoing the administrative review process, s/he may, within ten business days after receipt of the Executive Director's decision, file a written grievance, either electronically or through the regular mail, with the Board of Directors. The Board will ensure that the administrative review process has been completed before addressing the concerns of the aggrieved parent/guardian. The Board will respond within five working days of his/her receipt of such grievance, by acknowledging such receipt to the aggrieved parent/guardian, and informing the aggrieved parent/guardian of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the aggrieved parent/guardian's right to appear at such meeting, voice his/her complaints, and bring witnesses to support his/her position. A Board representative will also inform the Executive Director and any staff members directly impacted that a grievance has been filed.

At the next full board meeting, during executive session, the aggrieved parent/guardian will be given the opportunity to present his/her grievance, including any witnesses who will speak on his/her behalf. The Executive Director and/or any staff member directly impacted will be given the opportunity to speak. The Board Chair may limit the time of presentations as s/he deems appropriate. The members of the Board will also have an opportunity to ask questions of the parent/guardian, the witnesses who speak on his/her behalf, and the staff members. After the questioning, the Board will go into executive session (board members only) to discuss the matter.

The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the Board, the Executive Director, the aggrieved parent/guardian, and the staff member(s) directly impacted will receive a copy of the Board's written decision.