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Student and Parent Handbook

*2021 - 2022*

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**Student and Parent Handbook  
*2021 – 2022***

The School is not responsible for omissions in the handbook. The Main Street Academy (“TMSA”) reserves the right to amend the contents and reissue this handbook at any time. Final authority on all matters rests with school administration and Governing Board when applicable. It is the responsibility of the student and parents/guardians to review this student handbook periodically.

***Note: Every aspect related to the policies and procedures of TMSA cannot be covered in this Handbook; any situation not specifically referred to in this Handbook, or in separate policy adopted by TMSA, will fall under the Policies and Procedures set forth by the Fulton Board of Education.***

***Revised July 2021***

# Table of Contents

# Introduction

**Administrative Office**

Principal: Mr. Ishmael Abdul-Salaam

Assistant Principal of Grades K – 4: Ms. Yuvonka Avery Assistant Principal of Grades 5 – 8: Mr. DeMarco Mitchell Vice President of Operations: Mrs. Virginia Smith

Director of Student Services: Mrs. Kristy Boazman

Director of Curriculum and Instruction: Position eliminated

Data Clerk: LaShonda Liptrot

Administrative Assistant (Front Office): Mrs. Lacey Nabors Parent Liaison: Mrs. Jamil Pearson

School Nutrition Services: Ms. Robyn McCoy

Director of Before and After Care Programs: Marisol Clark

Technology Manager: Mr. Kiet Nguyen  
Communications Manager: Ms. Lisa Simon

**School Address**

2861 Lakeshore Drive College Park, GA 30337

404.768.0081

[www.tmsa.org](http://www.tmsa.org/)

School Hours 7:45 a.m. – 4:00 p.m.

Students who are not participating in the Before Care Program may not be dropped off at the rear entrance of the school before 7:15 a.m.

Dismissal begins at 3:30 p.m.

Students cannot be checked out at the main office after 2:30 p.m. through 4:00 p.m.

All references to Fulton County Schools Board policies and to the Georgia Education Code contained herein are hereby incorporate by reference and may located in their entirety at the following websites:

Fulton County Schools Board policies <http://www.boarddocs.com/ga/fcss/Board.nsf/Public> Georgia Education Code Section <http://law.justia.com/georgia/codes/20/20-2.html>

# Important Information for Parents

*(Parents, please make sure you also read through the Parent Involvement Contract and the Learning Compact):*

image4.jpeg Please carefully read this handbook.

image5.jpeg Memorize the 8 Core Values and follow them – lead by example to your children. The values are no longer applicable. Currently adheres to [Leader in Me 7 Habits](https://www.tmsa.org/apps/pages/index.jsp?uREC_ID=1356355&type=d&pREC_ID=1544595)

Be respectful of school staff and other parents – in carline, at a school event, EVERYWHERE.



image4.jpeg A Staff List with contact information will be posted on the school website.

image4.jpeg Call the school secretary between 7:30 and 8:00 a.m. if you know your child will be absent.

image4.jpeg Deliver a written and signed excuse for an absence within 5 days of returning to school to ensure the absence will be excused.

image4.jpeg Always sign in and out for volunteer hours to be tracked.

image4.jpeg Parent conferences will be scheduled by the classroom teacher. Parents may NOT drop by teachers’ classrooms before, during or after school unannounced. These times are reserved for teachers to work with students or prepare lessons. The front office will confirm if a parent has a pre-arranged meeting with a teacher prior to allowing the parent entrance to the school hallways and a visitor’s badge.

image4.jpeg Conferences with the Principal and/or Assistant Principal should be scheduled through the school secretary. Do not drop by the school and expect to see an administrator without a meeting set in advance.

image4.jpeg Read every day with your children – READ more than the 20 minutes requirement in the parental contract! Research proves that the best path to academic success is READING! Also, practice Numeracy for a minimum of 15 minutes every day of the week (Addition/Subtraction/Multiplication/Division Tables).

image4.jpegAll parents and other chauffeurs of students in grades K – 8 are expected to utilize the carline for drop off (7:15 a.m. – 7:45 a.m.) and pick up (3:30 p.m. – 4:00 p.m.). Under no circumstances should a student be dropped off or picked up on Lakeshore Drive. The carline map is available on the school website and at the main office.

# Important Information for Students

(Students, please make sure you also read through the Learning Compact):

image4.jpeg Please carefully read this handbook.

image4.jpeg You should memorize the 8 Core Values (and know what they mean) within the first week of school.

Faculty and staff may ask you to explain our values at any time during the school year. The values are no longer applicable. Currently adheres to [Leader in Me 7 Habits](https://www.tmsa.org/apps/pages/index.jsp?uREC_ID=1356355&type=d&pREC_ID=1544595)

image4.jpeg Dress in the correct uniform every day.

image4.jpeg Avoid detention – be aware that you are actively following the 8 core values at all times, and be RESPECTFUL AND CONSIDERATE (2 of the Core Values) to your teachers, your peers, your parents AT ALL TIMES!

image4.jpeg Be a serious student – every TMSA student has a college of choice, and you will only get there if you are serious about school and learning.

# Mission Statement

At The Main Street Academy, all students will receive a challenging and enriching education from a dedicated and student-focused staff in partnership with highly-involved parents. Students will leave The Main Street Academy with high expectations of themselves as they prepare for further education and become contributing members of their diverse communities.

# Belief Statements

* We believe each student can and will learn.
* We believe each student needs and deserves academic support and enrichment.
* We believe in the eight core values of Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility and Integrity.
* We believe students are best served through relationships with adults in their lives, particularly those at school and in their homes.
* We believe effective educators use data to inform instruction.
* We believe students are motivated by having choice in their learning.
* We believe strategies should be adjusted to ensure appropriate challenge for each student.
* We believe that students rise to meet expectations they care about and understand.
* We believe that, in productive school cultures, every person (adults and students) is an active and enthusiastic learner whose creativity is perpetually nurtured.

# Governance Board

The TMSA Governance Board conducts scheduled monthly meetings on the last Tuesday of each month. The time and location of these meetings will be posted on the school’s website, tmsa.org, and on [www.charterboards.com.](http://www.charterboards.com/) Anyone who wishes to address the board must arrive at least fifteen minutes prior to the start of the meeting and place their name on a speakers’ list.

**Grievance Policy**

While the Fulton County Schools (FCS) system retains ultimate authority over approved charter schools, it is a FCS practice to request that parents work through the processes identified in this charter contract to resolve school-level issues. Fulton County Schools respects the autonomy of the charter school and will not become involved in school level matters unless there is a serious issue such as a health or safety concern, federal or civil rights compliance issues, or evidence of criminal wrongdoing.

*FCS addresses health/safety, federal compliance and civil rights issues, or evidence of criminal wrongdoing.*

Parent works with Teacher.

If there is no resolution, then:

Parent works with the

appropriate Assistant Principal.

If there is no resolution, then:

Parent works with the

Principal.

Parent works with TMSA

Governance Board.

# Non-Discrimination

TMSA does not discriminate on the basis of race, religion, gender, age, national origin, mental status or disability. If students believe they have been discriminated against for any of these reasons they should report it to the Principal’s office immediately.

TMSA’s Governing Board abides by the Fulton County Schools District Board of Education policy and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in any of its programs, services or activities. Prohibited actions include, but are not limited to, harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation for complaints filed.

The Board will implement a procedure for providing prompt and equitable resolution of any allegations of discrimination made by students, parents, employees and the school community.

Notice: Programs for students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The school has the responsibility to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities. TMSA acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

# Parent & Student Involvement

Parents are their children’s first teachers. Without firm parental guidance, students cannot succeed.

If we want TMSA to stand apart, we must have our parent community perform and participate at an unprecedented level. This does not mean that you will work harder than most parent communities, but rather that you will work smarter by focusing on what really matters: literacy, instructional support through meaningful homework activities, initiatives that involve our children after school, discipline, compliance, and, of course, interaction in our classrooms.

You should know what your child’s classroom looks like, who your child’s teacher is, where to locate books, how to access our technology resources, and keep abreast of important upcoming events/celebrations/field trips, etc. We want you to have a direct, positive impact on the educational progress of your child. Only with your help can we make TMSA an exceptional school.

As part of the enrollment process, each TMSA Parent has agreed to:

* + Read with your child for a minimum of 20 minutes every day of the week.
  + Practice Numeracy for a minimum of 20 minutes every day of the week (Addition/Subtraction/Multiplication/Division Tables)
  + Work with your child to complete your child’s homework requirements each day.
  + Support the school’s efforts to remove violent/inappropriate behavior from the school.
  + Support the school by ensuring that your child complies with all policies outlined in the Student and Parent Handbook and Code of Conduct contained therein.
  + Attend all of the teacher/parent conferences.
  + Attend a minimum of three parent / teacher organization (PTO) meetings throughout the school year.
  + Purchase and maintain the necessary school dress code items for each child, and ensure that your child is dressed in compliance with the dress code policy every day that they are in attendance at TMSA.
  + Send your child to school every day by 7:45 a.m. (unless legitimately excused).
  + Send your child to school until the last scheduled school day.
  + Ensure that your child is not dropped off for school prior to 7:15 a.m. and ensure that your child is picked up from school by 4:00 p.m. daily if not participating in after school programs, or 6:00 p.m. if participating in after school programs.

We take this minimal parent commitment very seriously and anticipate that our parents will greatly exceed these expectations. If you do not agree that parent involvement is a critical and vital component to every child succeeding in school, and/or have concern about following the expectations outlined in the above Parent Contract, TMSA may not be the learning environment for your child.

Please review, sign and return the Learning Compact on the next page of this document to your child(ren)’s teacher(s) within the first week of enrollment in TMSA.

|  |  |  |
| --- | --- | --- |
| **The Main Street Academy Learning Compact** | | |
| The Main Street Academy will: | We, as parents, will: | I, as a student, will: |
| 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to demonstrate mastery on all required State assessments by:    1. Following State mandated curriculum (Common Core and Georgia Performance Standards);    2. Responding to student academic difficulties in a timely, effective manner;    3. Hiring only highly-qualified personnel; and    4. Providing on-going professional development to instructional personnel. 2. Offer parent-teacher conferences by providing parents with times of quarterly report card conference periods at the beginning of the school year, and scheduling them at a mutually convenient time at the request of either the parent or teacher. 3. Provide parents with frequent reports on their child’s progress by sending home mid-quarter progress reports and sending home the results of Georgia Milestones and other State assessments annually. 4. Provide parents with reasonable access to staff by providing parents with times of teacher conference periods at the beginning of the school year, and scheduling at least one Open House event annually. 5. Provide parents opportunities to volunteer and participate in their child’s class and observe classroom activities. | 1. Ensure my child arrives at school on time every day in uniform and I pick my child up from school on-time. 2. Make sure my child’s homework is completed, and talk to my child daily about what they learn in school and what they are working on. 3. Memorize the 8 core values by the end of the first week of school. 4. Monitor closely the amount and content of television my child watches daily. 5. Monitor closely the content of video games and computer / internet content used and engaged by my child; Participate, as appropriate, in my child’s classroom and education. 6. Encourage my child to read daily; read with my child, and read myself to set an example for my child. 7. Read and, if appropriate, respond to all notices from the school. 8. Share my ideas for school improvement with the school. 9. Communicate with my child’s teacher so I am always aware of how my child is doing at school. 10. Ensure my child has the regulated hearing, dental, and vision screenings as needed. 11. Build self-worth in my child. (For example, speaking daily affirmations.) | 1. Follow the Student Code of Conduct at all times. 2. Memorize the 8 core values by the end of the first week of school. 3. Follow the 8 core values EVERYDAY. 4. Complete all school assignments to the best of my ability at school and at home, and ask for help when I need it. 5. Read at least 20 minutes every day outside of school time. 6. Practice Addition, Subtraction, Multiplication and Division Tables at least 15 minutes every day outside of school time. 7. Give my parents all notices and information sent home from the school. 8. Treat my parents, my teachers and school staff, and my peers with kindness and respect. 9. Treat my mind and my body with respect. 10. Share my ideas for school improvement with the school. 11. Sleep for at least 9 hours every night to optimize my learning and performance capacity. 12. Participate in school activities. |
| School Designee Signature School Designee Name (Print)  Date | Parent Signature Parent Name (Print)  Date | Student Signature Student Name (Print)  Date |

**Meal Service Plan**

TMSA provides a healthy and nutritious breakfast and lunch for all students on a daily basis.

Subject to the Universal School Meals Program Act, school meals fees may be waived for all students, regardless of income, during the 2021-2022 school year.  Please visit <https://www.usda.gov/media/press-releases/2021/04/20/usda-issues-pandemic-flexibilities-schools-and-day-care-facilities> for more information.

Payment for meals may be made via money order or on-line option. On-line meal payment information and access to meal-pay is located on the school website: [tmsa.org](http://tmsa.org/) or [www.ezschoolpay.com.](http://www.ezschoolpay.com/)

August menus and information for payment for the first day of school will be provided prior to the start of school. Monthly menus for breakfast and lunch will be posted on our school website as well as posted in each school office and cafeteria.

The daily cost to a full price student breakfast is $2.00 and lunch $3.25; and adult breakfast is $2.75 and lunch is $4.50. The daily cost to a reduced student breakfast is $.30 and lunch $.40. The Main Street Academy participates in the National School Lunch and Breakfast Program, sponsored by USDA.

Free and Reduced Meal applications will be available at [www.ezmealapp.com.](http://www.ezmealapp.com/) TMSA will begin accepting applications on August 1, 2021. All information provided on the Free and Reduced Meal application is kept strictly confidential. We strongly encourage all families to complete an application. If you participated in the Free & reduced Meal -Program for SY 20-21, your status is valid for the first 30 school days. Prior to the 30th day a Free & Reduced Meal Application for SY must be completed and returned for processing.

When a charge account is delinquent, he maximum charge limit allowed for a full priced or reduced student will be 3 days of breakfast and lunch charges. A full priced student’s maximum charge limit dollar amount is $9.75 and a reduced student’s maximum charge limit dollar amount is $2.10. Due to limited funds the student will receive an alternate meal which consists of a cheese sandwich, fruit, and milk (students do have the right to refuse an alternative meal). If a student received an alternate meal due to non-payment for more than 10 consecutive school days, the household may be reported to local authorities. Households who have been determined able to pay, but who do not pay or do not provide a meal from home their children may be considered guilty of neglect.

Meals brought from home must be ready to eat. TMSA does not provide microwave ovens for the students to use to heat food (\*\*\*see FCS Handbook).  Scheduled meals will still be available when class parties/celebrations are offered.

Students may not have fast food delivered to the school , carbonated drinks, and/or glass containers are not allowed at school.

# Wellness Policy

TMSA is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals:

* TMSA’s Child Nutrition Programs will comply with federal and state requirements, and will be accessible to all children.
* TMSA will provide sequential and interdisciplinary nutrition education to students.
* Students will be exposed to patterns of meaningful physical activity that connect to their lives outside of physical education class.
* All school-based activities will be consistent with local wellness policy goals.
* All foods and beverages made available on campus (including concessions, a la carte, student stores, parties and fundraising) will be consistent with the current Dietary Guidelines for Americans.
* All foods made available on campus will adhere to food safety and security guidelines.
* The school environment will be safe, comfortable, pleasing, & allow ample time and space for eating meals.
* Food and/or physical activity should not be used as a reward or punishment.

# Wellness Policy Goals

Nutrition Goals:

* Meals and snacks served in the National School Lunch and Breakfast Programs will meet or exceed USDA nutritional requirements.
* We will strive to offer a variety of whole foods including fresh fruits and vegetables to students and to limit the service of highly processed foods.
* Low-fat (2% or less) or fat-free milk products will be served in the lunch and breakfast programs.
* At least one-half of the grains served will be whole grain products.
* No vending machines with foods of minimal nutritional value will be available for students at school. Only vending machines with healthy, nutritious options may be available to students.

Nutrition Education Goals:

* Nutrition education will be integrated into other areas of the curriculum, such as math, science, language arts and social studies, where appropriate.
* Nutrition awareness materials will be available in the cafeteria.
* Nutritional content of menu items will be available upon request from the food service company.
* Nutrition education opportunities will be provided to parents/guardians on at least an annual basis.

Physical Activity Goals:

* Health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
* TMSA will strive to provide daily opportunities for physical activity for all students through a combination of physical education classes, structured and unstructured play at recess, and in the classroom setting when appropriate.
* Opportunities for physical activity will be incorporated into other subject lessons when appropriate, and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
* Information on elements of a healthy lifestyle will be provided to staff on a routine basis.

Other School-Based Activities and Goals:

* TMSA supports parents’/guardians’ efforts to provide a healthy diet & daily physical activity for their children.
* TMSA encourages parents to pack healthy lunches and snacks and to refrain from including beverages and

foods with minimal nutritional value.

* MyPyramid and other wellness materials are available to staff, students and parents/guardians from the school office upon request.
* TMSA will encourage behaviors to prevent the spread of germs including frequent hand washing, proper techniques for covering mouth and nose when sneezing or coughing.

Implementation and Monitoring:

* This Wellness Policy will be implemented throughout TMSA.
* Food service staff will ensure compliance with school’s food service areas.
* The principal or designee will ensure compliance with the wellness policy and will provide an annual report of the school’s compliance with the policy to the Board.
* The Wellness Committee will meet as appropriate throughout the year to routinely monitor wellness policy implementation and make recommendations for any necessary adjustments.

*For this section; you may also refer directly to Fulton County School (FCS) Policies (via Handbook and/or Website).*

Book: District Policy Section: J- Students

Title: Attendance and Absences

Number: JBD Status: Active

Legal: O.C.G.A., 20-2—692, 20-2-693, 20-2-694, 20-2-692.2

Adopted: July 1, 1986

Last Revised: December 13, 1986

Last Reviewed: August 18, 2016

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia’s Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. When possible, parents should avoid scheduling or arranging activities that require absences during the school day due to detrimental impact on

the student’s access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia School State Board of Education Rule 160-5-1-10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this protocol can be found on the district website.

# Late Arrivals/Early Checkouts

* To be considered in attendance for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting this requirement will be considered absent for a school day.
* A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school or late arrival at the time the student arrives at school.
* A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of the class period.
* A student tardy may be classified as excused or unexcused based on the circumstances defined in this policy. Principals may develop additional guidelines concerning tardies in their buildings.
* Fifteen (15) unexcused tardies result in a referral to the school social worker.

# Excused Absences

In accordance with State Board of Education Rule 160-5-1-10, a student’s absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at the school would be detrimental to the health of the student or others.
3. A serious illness or death in the student’s immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student’s health or safety.
7. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.
8. Up to six (6) school days per year to visit with a parent or guardian who is on leave from, or is being deployed to military service.

Additionally, the District allows excused absences for the following:

1. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
   1. Scholarship interviews/college visitations,
   2. Travel opportunity with educational benefits,
   3. Graduation or wedding of an immediate family member,
   4. Specialized, supplemental or extracurricular experience,
   5. Other circumstances that are mutually agreeable to the parent and principal,
2. Individual or groups of students may be absent from a segment or period of the instructional day for school-sponsored, non-instructional activities as defined in Policy IED- Uninterrupted Instructional Time. The principal shall ensure that an accurate record of all such absences is maintained.
3. School days missed as a result of an assigned out-of-school suspension/expulsion of 20 days or less.
4. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in the policy. The final decision to excuse such an absence rests with the principal.
5. Student participating in dual enrollment should not be counted as absent.

It is the responsibility of the student and/or parent/guardian to present a satisfactory written excuse to the principal or designee(s) within five (5) days of returning to school from an absence in order the absence(s) to be recorded as excused. The excuse must state the reason for the absence and be signed by the student’s parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year will be required to provide additional written verification such as doctors’ statements.

1. Absences Recorded as Present
   1. Students serving as pages in the Georgia General Assembly shall be recorded as present.
   2. Foster care students are students who are in a foster home or otherwise in the foster care system. A foster care student who attends court proceedings relating to the student’s foster care should be recorded as present by the school and should not be counted as absent for any day or portion of the day.
2. Unexcused absences

A student’s absence from school or class for any reason other than those listed above will be considered an unexcused absence. [Unexcused absences may result in disciplinary action. Please see Operating Guideline JD- Student Code of Conduct, Attendance Section and Rule 12: Unexcused Absences for additional information.

1. Make-up Work
   1. Principals should ensure procedures are in place for the timely provision of make-up work.
   2. Make-up work may be requested before, during or after the student’s absence. However, availability of make-up work prior to an absence will be provided at the discretion of the teacher.
   3. Textbooks and other instructional materials may be requested for the student’s use during the period of absence and must be returned promptly when the student returns to school.
   4. Upon returning to school following an absence, it is a student’s or parent/guardian’s responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time.
   5. School days missed as a result of an assigned out-of-school suspension/expulsion of 20 days or less are considered excused absences (see circumstance 3 under “Excused Absences” above). Therefore, students who are assigned a suspension/expulsion for twenty (20) school days or less who are not

participating in the alternative education program are permitted to make up their work pursuant to the provisions of this policy.

* 1. Make-up work must be completed by the student within the specified by time by the teacher. Work missed during the last week of the semester must be made up by the tenth school day of the next semester.
  2. Grades for make-up will be earned per the following:

1. Elementary Students will receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is excused or unexcused.
2. Final course grades of middle and high school students shall not be penalized because of absences if the following conditions are met (1) the absence is for one of the reasons listed as excused previously;

(2) a written excuse has been submitted in accordance with this Board policy; and (3) the make-up work has been completed satisfactorily within the time specified by the teacher.

1. Parent Notification/Involvement

It is the responsibility of the classroom teacher to take attendance and notify the school administration of absences. Local school administrators shall establish effective means of communicating with parent (s)/guardians (s) about students regarding individual student attendance.

Each school is required to notify the parent, guardian, or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian, or other person who has charge of the student the school shall send a written notice via first class mail.

If a student has ten (10) or more school days of unexcused absences in the current academic year or ten (10) or more unexcused absences in the previous academic year, his or her opportunity to receive or retain a

driver’s license will be impacted pursuant to O.C.G.A. 40-5-22.

The school principal or the principal’s designee shall use his or her best efforts including first class mail to notify a student age 14 or older when the student has only three (3) absences remaining before violating the state’s attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of a driver’s permit and licenses.

1. Recognition and Incentive Programs/Attendance Awards

Each school may develop programs to encourage regular school attendance.

Georgia has adopted the Interstate Compact on Educational Opportunity for Military Children (Senate Bill 227; OCGA. 20-17-1, et. Seq) which impacts provisions of this policy. See Policy JG, Opportunities for Military Children, for detailed information.

# Tardy Policy

Students are expected to demonstrate a commitment to on-time school attendance. Unexcused tardiness is unacceptable, as it interrupts classroom learning for both the tardy student and the other students in the class.

An unexcused tardy is defined as the student not being in his or her classroom at the start of the school day without a valid, documented excuse. If a student accumulates more than three unexcused tardies in a school year, the student is considered chronically tardy. This may result in the following corrective actions: warning; counseling; detention; family/school meeting; attendance contract.

If chronic tardiness continues after the first corrective action is taken, resulting in three or more additional tardies, TMSA may take additional action, including but not limited to suspension or expulsion of the student.

# Early Dismissal

Parents are expected to make every effort to adhere to regular dismissal times.

NO CHILD MAY BE PICKED UP FOR EARLY DISMISSAL AFTER 2:30 P.M. IF A PARENT ATTEMPTS TO HAVE A CHILD DISMISSED BETWEEN 2:30 P.M. AND 3:30 P.M., THE PARENT WILL BE REFERRED TO THE CARLINE TO PICK UP SUCH CHILD AT REGULAR DISMISSAL TIMES.

If a child needs to be dismissed early, the parent must call the school a minimum one (1) hour in advance or send a note to school with your child.

Only authorized adults whose names are on file in the main office may pick up the child. All adults must be prepared to present a valid ID.

Parents must ensure that that enrollment information includes the names and telephone numbers of adults who may pick up their children, and update the information if their family situations change.

It is understood that on occasion, it may be necessary for a parent to pick up his/her child before the end of the school day. It is critical that these occurrences are kept to a minimum.

# Dismissal Procedures

Students are dismissed beginning at 3:30 p.m.

Students not participating in after school programs must be picked up in carline. Carline maps are available on the school website.

All students are to be picked up between 3:30 p.m. and 4:00 p.m. unless they are enrolled in the After School Program, an after school enrichment activity, or receiving authorized academic support. Students not participating in one of the prior stated activities must be picked up by 4:00 p.m. or the end of carline, whichever is later. Students participating in one or more of the prior stated activities must be picked up by the activities end times. TMSA does not have the resources necessary to supervise students after these times and assumes no liabilities for students not picked up at the appropriate time.

When a student is picked up late, the student must be properly signed out and the Late Pick Up (“LP”) Policy will apply. The LP Policy is as follows:

The FIRST time a student is not picked up on time, the parent will receive a letter indicating a FIRST OFFENCE of the Dismissal Policy and incur a financial penalty of $10/child due at the time of pick up.

The SECOND time a student is not picked up on time, the parent will receive a letter indicating a SECOND OFFENCE of the Dismissal Policy; incur a financial penalty of $20/child due at the time of pick up.

The THIRD time a student is not picked up on time, the parent will receive a letter indicating a THIRD OFFENCE of the Dismissal Policy; incur a financial penalty of $30/child due at the time of pick up. In addition, the student will not be admitted to class until a parent meeting can be conducted with the appropriate Academy Director or designee.

AT ANY TIME in addition to the above stated procedures, if a student is not picked up by 6:00 p.m., the College Park police will be contacted to pick up the student.

If the penalty fee(s) is not paid and/or the behavior is not corrected, TMSA reserves the right to withhold student’s report card(s), and prohibit the student from participating in any school related extra-curricular activity.

Depending on the severity of the violation, any of the above steps can be bypassed and the School can suspend the student, refer the problem to DFCS and/or involve the police as well as refer the case to the School’s Board of Directors which could result in suspension or expulsion in accordance with the School’s Discipline Policy.

At the time of late pick up, a letter outlining the TMSA Dismissal and LP Policies and numerating the offence and penalty incurred will be delivered to the parent.

# Early Morning Drop Off

**(Before School Care Program)**

Early Morning Drop-Off is from 6:30 a.m. -7:15 a.m.

Students should not be dropped off prior to 7:15 a.m. unless they are enrolled in the Early Care Program. Students are not allowed to stand outside the entrance prior to being admitted to the building at 7:15 a.m.

Students who arrive after 7:45 a.m. are considered to be tardy and parents must sign their child in at the main office. Parents of students in Grades K -2 will not be allowed to escort their child to class after 7:45 a.m. Thus, parents should only escort their child to class between 7:30 a.m. and 7:45 a.m. Students in Grades 3 – 8 should not be escorted to class by a parent after the first week of school unless an appointment has been made with the teacher or an administrator.

# After School Program

The After School Program is from 3:30 p.m. – 6:00 p.m. \*\*\*\*\*\*

# Enrollment for Returning Students

Intent to Return forms will be emailed and sent home with students the first Wednesday in January after returning to school from the holiday break. To ensure your child’s seat for the following year, Intent to Return forms must be returned to the school administration office by January 31 or the date provided by the school

administration. Siblings of returning students who wish to enroll for the following school year may also enroll during this pre-enrollment period.

Returning students may only secure their seats in the Intent to Return / Pre-Enrollment process. After the January 31 deadline or the date provided by the administration, all seats remaining will be available to all qualifying applicants during Open Enrollment. An Open Enrollment period for new students will be set for early February.

# Withdrawals

Withdrawal procedures are handled through the School Operations office. Parents wishing to withdraw a student from TMSA must complete the following steps:

* 1. Bring a note from parent indicating that the student will be withdrawn.
  2. Complete and submit the [Withdrawal Form](https://www.tmsa.org/apps/pages/index.jsp?uREC_ID=1366727&type=d&pREC_ID=1992374) to the School Data Clerk.
  3. Have the Withdrawal Form signed by the school secretary and the student’s teacher.
  4. Return or pay for all schoolbooks and property.
  5. Return the form to the office for final clearance and dismissal.

# Academic Guidelines

The students and faculty at TMSA strive for academic excellence, a challenging curriculum, and high achievement. Maintaining this standard is the responsibility of the entire school community.

Student Responsibility – All students should enter TMSA with the desire to learn, the willingness to take an active part in their learning, and an understanding of the need to respect all individuals.

Parental Responsibility – Parents should support their sons/daughters in achieving their highest potential in all aspects of school life, honor the contract they sign, and follow the policies set by the school.

# Student Rights and Responsibilities

As citizens and members of the school community, students have a right to an education and basic security. Students have the right to choose how to behave and to know the consequences that will follow. Students have a responsibility not to interfere with the learning of others.

# Due Process

Students have a right to due process before their rights are restricted. See also: Student Conduct & Discipline Code.

# Staff Protection

Students who assault and/or harass teachers or other school employees are in violation of the Criminal Code of the State of Georgia and will be suspended or expelled and prosecuted to the fullest extent of the law. See also: Student Conduct & Discipline Code.

# Confidentiality Issues

In accordance with Federal and Georgia law, with the exception of parents and school district personnel, as appropriate, no one, including stepparents or other relatives, will be allowed access to student records without a consent form on file at TMSA that has been signed by the custodial Parent.

# Report Cards and Grading

Fulton County’s grading scales will be applied to all student work completed at TMSA. Grade-Level teams and individual teachers will collaborate to develop consistent grading policies in order to provide students and parents with timely accurate information regarding their progress on the Georgia Performance Standards. Report cards will be distributed quarterly to notify parents of student progress. Parents will also be notified of student progress through mid-quarter progress reports and quarterly Student Learning Contracts (SLCs) and Parent-Teacher-Student Conferences. Parents seeking additional information are encouraged to contact the appropriate teacher and the school directly.

* Grades are reported quarterly and coincide with parent-teacher-student conferences called Student Learning Conferences. Parents are required to attend to develop and discuss their child’s learning contract.
* Mid-quarter progress reports will be issued approximately halfway during the quarter and mailed home.

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| Kindergarten - Grade One | Grades Two – Five | Grades Six-Eight |
| S- Satisfactory (100-80) | A 90 and Above | A 90 and Above |
| N- Needs to Improve (70-79) | B 80-89 | B 80-89 |
| U- Unsatisfactory (Below 70) | C 70-79 | C 70-79 |
| NG- No Grade | F Below 70 | F Below 70 |
|  | NG No Grade | W/(1-100) Withdrew/Pass or Fail |
|  |  | NG No Grade |
|  |  | INC Incomplete |

(FCSB Policy: IHA)

* Middle School students will be expected to maintain an average of 75 or greater in all classes, including specials, in order to attend field trips, participate in extracurricular activities, and attend any school related activities or functions.

# Principal’s List and Honor Roll

TMSA recognizes those students with outstanding academic achievement in many ways, including publication of an honor roll. They may include the following and be done on a quarterly basis. Honor roll should include all current classes; no classes should be eliminated from the calculation.

Principal’s List: includes those students who have achieved all As Honor Roll: includes those students who have achieved all As and Bs

# Textbooks

Students and parents are responsible for textbooks or related materials issued to students by TMSA. Payment for replacement textbooks or related provided materials in REQUIRED before the school will issue a replacement textbook or a related material.

Students who owe money for lost or damaged textbooks will be permitted to use a text during classroom instruction, however, they will not be permitted to take the textbook or materials home. Report cards may be withheld until textbook fees are collected.

# Homework Guidelines

Purposes of Homework:

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. The Main Street Academy believes the purpose of homework should be to practices, reinforce, or apply acquired skills and knowledge. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework reinforces the TMSA home/school connection.

Research-Based Homework Guidelines:

Research provides strong evidence that, when used appropriately, homework benefits student achievement. To make sure that homework is appropriate, teachers should follow these guidelines:

* Assign purposeful homework. Legitimate purposes for homework include introducing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
* Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
* Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
* Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.

Types of Homework:

Homework may be assigned in preparation for upcoming lessons or as an extension of class work.

* Preparation Homework - given to prepare a student for upcoming lessons
* Practice Homework - designed to reinforce lessons already taught in class
* Extension/Creative Homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson

These assignments reinforce the Georgia Curriculum frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

Teacher's Responsibilities:

* Within a week of the start of class, inform parents and seek their support of expectations for homework.
* Provide for students' individual differences and acknowledge varied learning styles by varying homework assignments
* Establish guidelines, appropriate to each assignment, for the assessment of homework.
* Specify in writing the percentage of value of homework relative to the term grade.
* Give clear, concise directions, allowing time for students' questions.
* Review the progress of long-term projects periodically.
* Provide adequate time for students to prepare for tests.
* Record all homework assignments and collect assignments as appropriate.
* Contact parents if assignments are not completed.

Student’s Responsibilities:

* To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
* To gather all materials necessary to complete assignments before leaving the classroom
* To complete all assignments to the best of his/her ability
* To return materials and assignments on time
* To make up any missed homework that the teacher requires

Family’s Responsibilities:

* To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
* To offer assistance to the student, but not do the actual homework
* To check that your child has edited his/her homework for spelling, punctuation, neatness, etc.
* To notify the teacher when homework presents a problem
* To read school notices and respond in a timely manner. Homework and school notices will travel home in the student’s agenda.

Scheduling Time and Parameters:

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown.

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| Kindergarten: 15 minutes | Third Grade: 40-45 minutes | Sixth Grade: 70 minutes |
| First Grade: 30 minutes | Fourth Grade: 45-60 minutes | Seventh Grade: 80 minutes |
| Second Grade: 35 minutes | Fifth Grade: 60-70 minutes | Eighth Grade: 90 minutes |

# Academic Dishonesty

Cheating on tests, quizzes, copying papers, lying to school personnel, forging signatures of teachers or parents, or plagiarism will not be tolerated. The consequences will be a disciplinary referral that may result in academic penalties such as a reduction in grades or loss of academic credit. Disciplinary action may also include suspension or expulsion from class or school in accordance with FCSB Policy JCD. action may also include suspension or expulsion from class or school in accordance with FCSB Policy JCD.

# Make-Up Work

It is the responsibility of the student to make up work missed as a result of an absence so that he or she does not fall behind academically.

Make-up work must be completed and turned in to the child’s teacher within 5 days of returning to school.

# Promotion/Retention

Placement, promotion, retention, and acceleration shall be made in the best interest of the student after a careful evaluation of all the factors. The educational program shall provide for the continuous progress of children from grade to grade. A student’s achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he /she is assigned to the higher grade.

The board recognizes that the rate of physical, social, emotional, and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics shall be recognized in classroom programming.

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level.

In evaluating student achievement, each teacher shall make use of all available information, including results of a teacher-made test and other measures of skill and content mastery, standardized-test results and teacher observation of student performance.

For a student in grades 1 through 7 to advance to the next grade level, competency in the following subjects will be considered: reading, math, science, social studies and writing. Lack of competency in one subject area will not be grounds for retention; however, failure in two subject areas could be grounds for retention if there are no extenuating circumstances.

The procedure to be used is as follows:

* The classroom teacher informs the Assistant Principal or Principal that a particular student is not progressing satisfactorily. The teacher and Assistant Principal or Principal will determine if a conference with the parents is necessary at that time. If necessary, parents are contacted and a conference will be set to discuss additional interventions that can be tried in the classroom and at home. Steps are taken to provide additional help for the student if not done so already (i.e. Title I reading and math, extended reading and math, extra classroom support, tutoring). The possibility and consequences of retention must be discussed.
* If deemed necessary, a conference could be held at the mid-term of each grading period and at the end of each grading period after the difficulty is identified.
* The conference should involve the teachers, principal, parents and student.
* During the conference, expectations and responsibilities of all parties needs to be explained and understood. Parents will be advised on how they might assist the student during the balance of the school year.
* At the end of the school year, the parent, Assistant Principal or Principal, and teacher will again meet to review the latest progress and determine if promotion or retention would best serve the needs of the student.
* The ultimate goal is to keep all children at grade level and in the age-appropriate grade. The following factors should be carefully studied when individual retention or promotion is being considered: physical maturity; social maturity; emotional maturity; age; academic achievement and mental maturity.
* Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the child and with the parents. The Principal shall make the final decision.
* Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made.
* The final decision whether or not to retain or promote a student shall be made by the Principal after consultation with the Assistant Principal, parents and teachers.

TMSA believes that education is a shared responsibility of school, home, and community. Each student must be accepted on the level at which he or she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student’s capabilities. It shall be the school community’s responsibility to ensure that every student receives an appropriate education by teaching basic academic skills as well as assisting each student to grow in the development of self-direction and self-evaluation.

TMSA will implement and abide by the Fulton County School District’s recommendations concerning instructional placement and progress of students, including the requirement that students in 3rd, 5th and 8th grades must pass the Georgia Milestones in order to be promoted to the next grade level. A site-based decision regarding placement will be made including parents, administration, teachers and student support personnel and other professional staff directly involved with the student. The final decision concerning placement, however, rests with the Principal. (Adapted from FCSB Policy IHE) (OCGA 20-2-282-285)

# Dress Code & Uniform Policy

All students must come to school wearing the approved uniform. The uniform policy will be strictly enforced beginning the first day of school. Students who violate the policy will face the following disciplinary actions:

First Offense - After the first offense the teacher will call home and a written note will also go home in the student’s backpack.

Second Offense - After the second offense the student will be sent to the Front Office and the parent will be called and asked to bring in proper clothing.

Third Offense - After the third offense the student will be sent to the Front Office and the parent will be called and asked to bring in proper clothing (if not); the student will be placed in In-School Suspension.

Fourth Offense – After the fourth offense the student will be sent to the Front Office and suspended for the remainder of the day. If a parent fails to pick up his or her student, TMSA may take disciplinary action, including but not limited to further suspension or expulsion of the student.

Upon the occurrence of any additional offenses, TMSA may take disciplinary action, including but not limited to further suspension or expulsion of the student.

Parents will receive schedules for their child’s classroom in advance to inform them of P.E. days. On P.E. days, students must come to school wearing the approved P.E. uniform.

All non-P.E. days, students must wear the daily uniform.

# Approved Uniform Vendors

*(vendors who sell plaid skirt, skort, jumper & tie, logo embroidery & heat press)*

J&R School Uniforms, 1307 Hwy 85, Fayetteville, GA 30214, 770-461-3440 Online Shop: <http://www.jandrclothing.com/>

Store Contacts: Donna Holcomb and Matt Dumas

Optima Uniforms, 2841 Greenbriar Parkway SW #X230, Atlanta, GA 30331, 404-349-3100 Online Shop: [www.optimauniforms.com](http://www.optimauniforms.com/)

\*\*\*Optima will add the TMSA logo to shirts purchased from other stores\*\*\* French Toast - Online Shop: [www.frenchtoast.com](http://www.frenchtoast.com/)

(French Toast does not carry TMSA plaid)

Lands’ End - Online Shop: [www.landsend.com](http://www.landsend.com/) (Lands’ End does not carry TMSA plaid)

# Fun Fridays

Fun Fridays will occur the last Friday of each month, beginning in August.

Fun Fridays is a TMSA fundraiser, and is optional. Students may wear non-ripped blue jeans and a TMSA shirt (a TMSA uniform shirt or a TMSA T-shirt, which must have “TMSA” on the shirt – this shirt could be from any TMSA event or a TMSA spirit gear t-shirt) on the last Friday of each month for $1. T-shirts may not be altered in any way; blue jeans must be full-length jeans (no jean shorts, skirts or cut-offs). Beginning April 1 and ending Thanksgiving break, students may wear uniform shorts if the weather is warm and shorts are preferred to blue jeans.

Each student must have $1 and present it to the Homeroom Teacher upon entering class. If the student is dressed in jeans and does not have $1, the student will forfeit the right to participate in future Fun Fridays and the parents will be notified to bring a change of clothes to school.

All other applicable uniform and apparel standards apply on Fun Fridays.

All proceeds from Fun Fridays will support school sponsored events during the school year.

The school reserves the right to adjust the frequency of Fun Fridays at any time during the school year. In such event, parents will be notified in advance.

# Field Trip Uniform

All students must wear the full daily TMSA dress code uniform for field trips. If a Field Trip falls on a Fun Friday, please make sure your student is dressed in the daily uniform, not Fun Friday attire (typically inclusive of blue jeans).

# Dress Uniform (Middle School)

Middle School students must wear the TMSA plaid tie and light blue Oxford button shirt weekly on Mondays and Wednesdays only ( as well as when asked to wear the Dress Uniform).

Middle School students may be asked to wear the Dress Uniform for events, performances, field trips, or for any other reason at the direction of a TMSA teacher or administration.

P.E. uniforms control when P.E. overlaps Mondays and Wednesdays.

# Uniform Standards

THE UNIFORM STANDARDS AND DRESS CODE APPLY AT ALL TIMES DURING THE SCHOOL DAY, INCLUDING EARLY MORNING AND AFTER SCHOOL PROGRAMS, UNLESS ANOTHER DRESS CODE IS DEFINED FOR SUCH PROGRAM.

Uniforms must be neat and clean. All students should practice good hygiene. Clothing may not have holes or tears.

All shirts must be tucked in at all times.

Undershirts may be worn (both short-sleeve under short-sleeve polo shirts, and long-sleeve under short-sleeve polo shirts). Undershirts must be solid white, red, gray or navy blue.

Female students must be dressed in school uniform clothing that fits appropriately and comfortably. Uniform pants and shirts must not be tight or otherwise revealing, and must be worn at the waist (no low-rise).

Male students must be dressed in school uniform clothing that fits appropriately and comfortably. Uniform pants must be worn at the waist at all times.

Middle School students wearing the oxford button-down shirts must have all shirt buttons fastened – only the collar button may be worn unfastened.

Logo embroidery and logo heat-press are available at approved vendors, J&R Clothing, Optima Uniforms, French Toast and Lands End. J&R Clothing will embroider previously worn shirts purchased from J&R that are in good to excellent condition. Optima will embroider previously-worn shirts that are in good to excellent condition and shirts that were purchased from another vendor.

TMSA school plaid is are available at approved vendors, J&R Clothing and Optima Uniforms. All skirts and shorts must be no shorter than 3 inches from the knee.

Chino-style uniform pants and shorts may be purchased from any vendor. Pants and shorts may not have any embellishment, including, but not limited to, logos, appliqués, stripes, polka dots, or other embroidered designs. Suggested styles include the following: Cherokee brand at Target, George brand at Wal-Mart, Old Navy and GAP uniform options, Lands’ End, French Toast, etc.

Pants and shorts must be worn at the waist. Pants must be appropriately sized for the student. A belt must be worn at all times with pants, shorts, skirts, and skorts that have belt loops.

Students may not wear cargo pants, capri (or short) pants, leggings (including tight-fitting jean leggings), stirrup pants or wide-leg, baggy pants.

Female students only may wear modest, single-pierced earrings; hoop earrings may not be larger than a quarter. Students may not show visible body piercings; and no self-made graffiti will be tolerated.

Shoes may be purchased from any vendor. Shoes MUST be closed toe shoes that are black, navy, blue, red or white (solid color or a combination of black, navy, blue, red or white).

On P.E. days, only the P.E. Uniform may be worn. No spirit wear T-shirts may be worn on P.E. day.

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| **Elementary Grades (K – 5)** | **APPROVED STYLES** |
| Shirt | Knit collared polo shirt, long or short sleeve, in solid red with TMSA embroidered logo\* |
| Pants | Chino-style pants in solid navy blue (flat front or pleated) |
| Shorts (beginning March 1 and ending Thanksgiving break, not to be worn with tights during  cooler weather) | Chino-style shorts in solid navy blue (flat front or pleated) |
| Skort | Skort in school plaid A60, style # 104\* |
| Jumper | Jumper in school plaid A60, style # 194\* with privacy shorts in solid navy blue |
| Sweater – Fleece, Cardigan or Vest (optional – may be worn in the classroom) | Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo\* |
| Sock / Tights | Socks in solid white or navy blue |
| Belt | Solid black or brown belt |
| Shoes | Closed toe shoes that are black, navy, gray, blue, red or white (solid color or a combination of black, navy, gray, blue, red or white). Athletic, dress style or boots |
| P.E. – Shorts (beginning March 1  and ending Thanksgiving break) | Mesh athletic shorts or cotton shorts in solid navy blue |
| P.E. – Pants | Athletic pants in solid navy blue |
| P.E. – Shirt | Athletic t-shirt in solid heather-gray with heat-press TMSA logo\* |
| P.E. – Fleece or Sweatshirt (optional – may be worn in the classroom) | Fleece zip-up in solid navy blue with embroidered TMSA logo\* or Sweatshirt in solid navy blue with heat-press TMSA logo\* |
| P.E. – Socks | Socks in solid white |
| P.E. – Shoes | Athletic closed toe shoes that are black, navy, gray,blue, red or white (solid color or a combination of black, navy, blue, red or white). |

Embroidered TMSA logo, heat-press logos and school plaid may be purchased at TMSA approved vendors, J&R Clothing and Optima. Contact information for preferred vendors is contained in this policy.

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| **Middle Grades (6-8)** | **APPROVED STYLES** |
| Shirt (oxford)  \*MANDATORY (Monday & Tuesday) | Oxford cloth button-up shirt in light blue, long or short sleeve with embroidered TMSA logo\* on pocket |
| Shirt (polo) \*New Option\* (Wednesday- Friday ONLY) | Knit collared polo shirt, long or short sleeve, in light blue with TMSA embroidered logo\* |
| Pants | Chino-style pants in solid navy blue (flat front or pleated) |
| Shorts (beginning March 1 and ending Thanksgiving break, not to be worn with tights during cooler weather) | Chino-style shorts in solid navy blue (flat front or pleated) |
| Skirt | Skirt in school plaid, style # 143\* with privacy shorts in solid navy blue |
| Necktie – OPTIONAL  \*(Must be worn with the oxford). | Necktie in school plaid A60\* |
| Sweater (v-neck) \*New Option\* RED ONLY (must be worn over light  blue oxford) | V-neck sweater in solid red with TMSA embroidered logo\* |
| Sweater – Fleece, Cardigan or Vest (optional – may be worn in the classroom) | Fleece zip-up, cardigan sweater or vest sweater in solid navy blue with TMSA embroidered logo\* |
| Sweater- Varsity Cardigan Style #6340 \*New Option\* | V-neck button up, cardigan sweater in solid navy (white piping) with TMSA embroidered logo\* |
| Socks / Tights | Socks in solid white or navy blue |
| Belt | Solid black or brown belt |
| Shoes | Closed toe shoes that are black, navy, blue, gray,red or white (solid color or a combination of black, navy, blue, red or white). Athletic, dress style or boots |
| P.E. – Shorts (beginning March 1 and ending Thanksgiving break) | Mesh athletic shorts or cotton shorts in solid navy blue |
| P.E. – Pants | Athletic pants in solid navy blue |
| P.E. – Shirt | Athletic t-shirt in solid heather-gray with heat- press TMSA logo\* |
| P.E. – Fleece or Sweatshirt (optional – may be worn in the classroom) | Fleece zip-up in solid navy blue with embroidered TMSA logo\* or Sweatshirt in solid navy blue with heat-press TMSA logo\* |
| P.E.- Sweatshirt \*New Option\* Style #6133 | Half zip-up in solid navy with TMSA embroidered logo\* |
| P.E. – Socks | Socks in solid white |
| P.E. – Shoes | Athletic closed toe shoes that are black, navy, gray,blue, red or white (solid color or a combination of black, navy, blue, red or white). |

Embroidered TMSA logo, heat-press logos and school plaid may be purchased at TMSA approved vendors, J&R Clothing and Optima. Contact information for preferred vendors is contained in this policy.

# Telephone Calls & Cell Phones

Telephone Calls. Students may not make or receive telephone calls during school hours. Exceptions may be made by a school administrator in the event of an emergency.

Cell Phones. Any student who brings a cell phone or other electronic device to school is doing so at his/her own risk. TMSA administrators, faculty, and staff are not responsible for lost or stolen cell phones or other electronic devices and will not investigate such matters.

Elementary (K-5) students must turn their cell phones in to the homeroom teacher at the beginning of the day, and all phones will be returned at the end of each day before "Silent Dismissal." However, if a student does not turn in his or her cell phone, and the student is caught with the phone in his or her possession, the phone will be taken away from the student and may only be retrieved by a parent/guardian from the homeroom teacher and/or an administrator.

Middle School (6-8) students must turn their cell phones "OFF," and place them in the assigned Yondr pouch. Students may place the Yondr pouch in their locker for the day. Time will be provided at the end of the day for students to retrieve their phones from the Yondr pouch before "Silent Dismissal." However, if a student does not leave his or her cell phone in the Yondr pouch, and the student is caught with the phone in his or her possession; the phone will be taken away from the student and may only be retrieved by a parent/guardian from the homeroom teacher and/or an administrator.

In addition, any cell phone or other electronic device that disrupts the normal operation of class or other school procedures will result in the confiscation of said device and notification of parents. TMSA may take additional disciplinary actions, including but not limited to suspension or expulsion of the student for causing a disruption with a cell phone or electronic device.

# Illness

If a student complains of nausea, vomiting, diarrhea, headache, stomachache or sore throat, or has a temperature of 100.0 or greater, the school will call the parent for immediate pick-up.

To avoid the spread of illness, a student may not return to school until such student is (1) fever free for 24 hours off a fever reducing medication AND behaving normally; (2) on an antibiotic for 24 hours if being treated for a contagious illness (like strep throat or pink eye); (3) free of vomiting and diarrhea for at least 12 hours; and (4) free of excessive coughing or sneezing.

# Medication

When possible, medication should be taken at home, including all non-essential medications like vitamins and herbals. However, if a medication must be taken at school, the following must apply:

1. The parent must complete a Medical Authorization and Instruction form (available in the main office). For prescription medication, a physician must also sign the form. All Medical Authorization Forms are good for one school year. A faxed copy of the form from your doctor’s office is acceptable after the parent’s signature. A separate form must be submitted for each medication.
2. All medication that comes into the school must be turned in to the main office. Any medication sent to school without a completed instruction form WILL NOT be given. Please instruct your student that under NO circumstances should medication be shown or shared with another student! No medication, even non-prescription medication, may be brought to school and taken by students without written permission from the parent/guardian and supervised by the school staff.
3. Only medication in its ORIGINAL container from the store or pharmacy is accepted. The medication in the bottle must match the label, match the student, match the authorization form and have a current prescription label on the bottle. The school cannot alter dosages without a new authorization form from you and/or your doctor.
4. Unused medication should be retrieved from the school/office within one week after the medication is discontinued and at the end of the school year. Otherwise, TMSA will dispose of the medication.

If your child requires an emergency medication that requires self-administration (such as an inhaler for respiratory problems), the parent must complete an Authorization to Carry Medication form available in the school office. This form requires a physician, the parent and student’s signatures. You are strongly encouraged to keep a back-up supply of any emergency medication in the school nurse’s office. Parents should make sure the child’s name is on the emergency medication in case of loss.

Medication is a parental responsibility; therefore, TMSA employees will not assume any liability for supervising or administering medication, and TMSA retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.

We ask your cooperation, as we are primarily concerned with the safety and health of your child.

# Inclement Weather

For school closing, early dismissal or late start due to inclement weather, TMSA will follow Fulton County Schools (South Fulton). In localized situations, the school administration can make the decision to close independent of the Fulton County School decision. In this event, parents will be contacted via eBlast, Robo Calls, and/or WSB will be notified and broadcast our intentions.

Please check WSB for current information on TMSA and FCS.

# Lost and Found

Students and parents are responsible for the safeguarding and labeling of all clothing and supplies.

Lost and found items whose ownership cannot be readily identified will be held in a designated “Lost and Found” area for a reasonable time. At the end of such period, any unclaimed items will be turned over to the Uniform Exchange (administered by the Parent Liaison) for sale.

# Classroom Parties

In general, class parties (specifically for birthdays) should be pre-arranged with the homeroom teacher, and should NOT begin before 2:00pm (in the classroom; NOT during lunch or in the cafeteria). \*The LAST FRIDAY of each month.

Classroom parties must be approved in advance by the teacher, and any party food or snacks must comply with the school Wellness Policy.

# Field Trips

TMSA offers field trips for students to participate in local cultural and intellectual enrichment. Some field trips require payment by parents to participate, and all off-campus field trips require written permission by parents.

Participating in field trips is a privilege. The school administration reserves the right to deny participation in field trips to students who violate the Code of Conduct.

While participating in a field trip,

Students are expected to conduct themselves in the proper manner so as to protect the reputation of the school at all times. Students who violate this rule run the risk of being prevented from taking part in any further trips.

Students will be transported to, from and during the field trip in a school-provided bus. School employees are prohibited from using their private cars to transport students under any circumstances. Obviously, parents may transport their children, subject to the rules above. Parents who wish to have their student ride with another parent or adult driver must provide their written request and permission to the teacher in charge of the field trip by no later than Noon on the school day before the date of the field trip, otherwise the student will be expected to use the school-provided transportation. Parents who permit their children to be transported by private transportation do so at their own risk. The school will not be responsible, legally or otherwise. THERE SHALL BE NO DEVIATION FROM THIS RULE.

All students participating in a school-sponsored trip are expected to remain at the scene of the activity and not leave at any time.

If any of the above rules are broken by the participants, they will not take part in that activity that day.

# Visitors

All visitors will be required to register upon entering the school during the school hours, in order to assure that no unauthorized persons enter the school with wrongful intent. Any unauthorized person on school property will be reported to the principal or superintendent.

To proceed past the school office, the school office will confirm that the parent or visitor has a scheduled meeting with a teacher or administrator.

A visitor badge must be worn at all times.

No person may visit the school for the purpose of soliciting personal business from any staff member or student. Staff members may receive visitors in the front office or their classrooms during the duty-free lunch hour, free period or after work hours, but otherwise not during the work day.

Visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods or curriculum. Supervision and evaluation of teachers is reserved to the Administrative Team.

# Volunteers

All volunteers must sign in and out at the front office.

Parents volunteering in the school and working with students must complete a background check. The background check entails a federal and state criminal background check and screen against the sex offender list. The background check results are valid for 12 months.

A back-ground check can be completed at local police station (i.e. College Park, East Point or Hapeville). Make sure that both a federal and state criminal background check are run and that your name is screened against the sex offender list.

In addition to a background check, as of July 1, 2013, Georgia law states that all school volunteers are now MANDATED REPORTERS and are required to report any suspected child abuse or neglect.

Please find below the link for the REQUIRED video for all parent volunteers. <http://media2.fultonschools.org/DistrictContent/Training/ChildAbuseandNeglect/player.html>

After watching the video, please complete the attached Volunteer Abuse Training Verification form and submit it WITH the Background Check results to the TMSA Parent Liaison.

Any person with a felony conviction in the last 7 years will not be allowed to work directly with students. Other volunteer opportunities will be available.

All approved volunteers will sign in at the school front office and receive a Parent Volunteer badge, which must be worn at all times, and returned to the front office upon departure.

CONFIDENTIALITY must be kept. Please do not repeat anything you hear regarding students while you are volunteering at school. You should never discuss a student’s grades, progress, or what goes on in the classroom with anyone except the staff.

Discipline should be left to the staff and administrators. If you are experiencing a problem with a student, please consult the teacher. We expect our children to behave according to our Code of Conduct outlined in the Student Handbook, and we also expect all adults to be models of the Code of Conduct.

When volunteering, please dress comfortably and appropriately. Please remember that when you are in the school, you are a role model as well.

# Due Process, Students’ Responsibilities and Rights

All students at TMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable student behaviors or conduct violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school

activity, to suspension, expulsion, and criminal prosecution. In all instances, TMSA’s policies and procedures governing due process for suspensions and expulsions will follow Georgia Education Law.

All students at TMSA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential. Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept confidential.

# Student Code of Conduct

It is our belief that good discipline is one of the cornerstones of a good education. In order to ensure good discipline in the classroom, a close and cooperative relationship must exist between the home and the school. It is our goal to communicate closely with parents at the onset of discipline problems so that together we can find solutions for students so they can experience success in relationships at home and school.

For this discipline program to be successful, students must understand that they make choices for themselves and are responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. While the school will help students develop good decision-making skills, students must first take responsibility for their actions and accept their actions’ consequences.

All persons involved in committing, planning, participating, helping, advising, or encouraging a violation of a rule or code of conduct are parties to the violation. The procedures in the discipline program will be followed in a fair and consistent manner.

# Responsibility for Individual Actions or Choices

TMSA expects that every individual will accept responsibility for his/her own actions, regardless of their intent to cause harm. Harm caused to other persons or their possessions is often unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. TMSA, its employees, and/or the Governing Board do not assume any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

One of TMSA’s goals is to help all students fulfill their intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. Students who continuously disregard the code of conduct may be recommended to the Governing Board for expulsion.

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TMSA takes seriously its responsibility to educate its students in a safe and drug-free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students who violate TMSA rules or state criminal laws will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at

school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities

Students are expected to:

* Act in a responsible manner, exhibiting respect towards others.
* Accept responsibility for their behavior.
* Cooperate with the school staff in maintaining safety, order, and a disciplined environment.
* Follow established school and classroom codes of conduct and rules, including safety and school bus rules.
* Attend all classes regularly and on time.
* Maintain appropriate dress.
* Respect the rights and property of others.

Parents and Guardians are expected to:

* Communicate routinely and as necessary with their child’s teacher.
* Keep informed about school policies and their child’s academic expectations, including homework.
* Ensure that your child attends class, arrives on time, and is prepared for school.
* Alert the school to specific problems or difficulties that may impede the child’s learning or well-being.

# Discipline Policy

TMSA places a strong emphasis on establishing a safe and orderly learning environment. Through the collective work of teachers, parents and administrators, children learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. The core values, which are wisdom, justice, courage, compassion, hope, respect, responsibility and integrity, are to be reflected in the school’s code of conduct, modeled in all interactions among members of the school community and taught directly to students. Building strong character is fundamental to creating a positive learning environment.

Discipline at TMSA is not intended as a negative system of punishments, but rather a positive part of the educational experience. A disciplined learning environment contributes to better academic performance, an enhanced sense of achievement, and greater self-esteem. Students who have penalties imposed upon them learn that there are consequences to violating school policies. Our system also rewards good behavior and provides supports designed to minimize anti-social behaviors.

TMSA’s discipline model includes:

* Explaining to students precisely what are the expectations that TMSA has of them, beginning with the duty to show respect for and obey their teachers and the administrators at TMSA.
* Direct teaching of the code of conduct.
* Consistent use of positive incentives to reinforce expected student behaviors.
* A school-wide effort to prevent student discipline problems, rather than merely react to them.
* To teach students skills in conflict resolution and problem solving, so they may develop a positive attitude, self-discipline and socially acceptable behaviors.
* Early identification and resolution of discipline problems.
* Communicating to students, teachers, parents and the community that unacceptable behavior will not be tolerated.

# Violations

Discipline violations will result in referrals to the office for disciplinary action with possible consequences as specified in the Fulton County School System Discipline Code. The final determination of consequences will be made by the Principal or his/her designee.

# Responsibility Cycle

TMSA utilizes the Fulton County Responsibility Cycle for all violations of student conduct from minor to major offenses. The FCS Responsibility Cycles for Elementary and Middle School are included at the end of this Handbook.

# Discipline and Corrective Actions Descriptions

Withholding of Privileges

The student may be denied an opportunity to participate in school-related activities and/or events as deemed appropriate by an administrator.

In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by an Assistant Principal or the Principal and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal. Disciplinary Referral Forms resulting in In-school suspension assignments will be recorded on the student’s discipline transcript.

Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the Principal, Assistant Principals and/or Behavior Specialist (Tier I and II offenses); and requires written correspondence to parents. A meeting between a parent and an administrator is required prior to the return to TMSA of any student serving an out-of-school suspension. All students under out-of-school suspension are not allowed on campus and are thus prohibited from participating in after-school activities. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be noted on the student’s discipline transcript.

If a student, having returned from an out-of-school suspension to TMSA, commits further violations of TMSA’s code of conduct that merit another out-of-school suspension, the number of days the student serves on the suspension may increase. This is true regardless of the offence for which the student was suspended.

Option to Withdraw

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

Academic and/or Behavioral Contract

Students who have been given consequences based on Step 4 of the Fulton County Responsibility cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

Expulsion

Expulsion is a formal disciplinary action that can only be approved by the TMSA Governing Board after receiving a recommendation by the TMSA administrative team due to the student’s involvement in a serious discipline offense or the student’s involvement in repeat discipline offenses. A written correspondence to the parent(s) that will contain the date and time of the Governing Board hearing will be mailed to the parent(s) within ten days of the suspension.

# Classroom Management

TMSA uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative, systemic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail minor inappropriate behaviors that disrupt the learning environment.

The structure of the Classroom Management Plan consists of four main parts: Rules - the expected behaviors for all students.

Consequences – the punishment a student accepts if he/she breaks a rule. Rewards - what the student receives for appropriate behavior Commendations – what the student receives for exceptional behavior.

Teacher Intervention Process for Classroom Misconduct

TMSA uses the Color Code for monitoring student conduct in and outside the classroom. All students begin on green. If students commit minor disciplinary infractions, the teacher will move them from green to yellow and yellow to red. Each of the color changes carries a specific consequence:

GREEN = Good behavior

YELLOW = Verbal/Written Warning

RED = Isolation in classroom or private conference with pupil

After RED, the teacher may refer the student to an administrator with a discipline referral. The administrator will proceed with the Responsibility cycle as outlined by Fulton County.

1. All students start on GREEN.
2. Verbal Warning. Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren’t doing properly and instructed on how they need to correct the situation. The student will be moved from green to yellow by the teacher.
3. Isolation (Time-out) in Classroom or Private conference with pupil. Students who ignore verbal warnings and continue to violate the code of conduct will be placed in isolation within the classroom. Upon being placed in isolation, the student will be required to sign in on the Isolation Log. Should they refuse to sign the Isolation Log, they will be given a Disciplinary Referral Form for defiance of authority or failure to follow direction. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. Isolations will be entered on Infinite Campus. Repeated isolations may result in administrative intervention according to FCS Responsibility Cycle.

Minor Violations that may result in a Verbal Warning or Isolation (Time-out)

1. Excessive talking
2. Pencil pops, spit balls
3. Throwing objects in class
4. Verbal exchanges, arguing
5. Failure to follow classroom instructions
6. Classroom disruptions (out of seat, not participating, etc.)

# Student Communication

Communication between the administration, teachers, and students is important to assuring that students feel comfortable and informed about their academic experience. Students also need to understand that their perspective is valued and each individual is encouraged to make his or her needs known to adults.

General information will be shared daily through daily announcements. Students are encouraged to speak directly with their teachers as necessary to assure that they anticipate expectations, offer input, and seek clarification when they do not understand.

Students are encouraged to speak directly with the Principal and the Academic Directors as needed. They may make an appointment or, in appropriate circumstances, and with the permission of their teacher if they must leave class, they may speak with the administrator on a drop-in basis if time permits.

# Parent Communication

Governing Board Communications:

Parents who wish to communicate directly with the Governing Board should register to make public comments in advance of the monthly board meetings or contact members directly at his or her tmsa.org email.

Teacher Communications:

Parents are encouraged to access Infinite Campus, the Fulton County online grade book, to monitor their children’s grades and attendance records. Parents who have questions about content of classes, grading, homework, or other classroom-based issues are encouraged to contact the classroom teacher to seek clarification. Teacher contact information is available via tmsa.org. Parents may contact teachers via their TMSA issued email accounts or OTUS. Teachers are expected to respond within 48 hours during the school week, and by end of day Monday if contacted after 5:00 p.m. or on Saturday and Sunday.

Parent/Teacher Conversations or Meetings should be made during non-instructional time. A parent may request and schedule a conference with a teacher. Parents should not expect to be able to hold immediate unscheduled conferences with teachers.

Administrator Communications:

Parents who are unable to find answers to questions about classroom issues through discussion with the teacher may make an appointment with the Principal or Assistant Principals to seek additional clarification or express their concerns.

Parents who need to speak with the Principal or Assistant Principal(s) are encouraged to contact them by telephone or e-mail. They should make an appointment to arrange a personal meeting in order to assure that the administrator has adequate time set aside for the discussion. Personal meetings can be arranged with the Assistant Principal themselves, or with an administrative assistant at the front desk.

The Communications Manager distributes a weekly a parent newsletter to disseminate information about the school.

# Leader in Me (LiM): The Seven (7) Foundational Principles:

TMSA has adopted and is incorporating The 7 Habits of Highly Effective People by Dr. Stephen Covey:

* 1. Be Proactive
  2. Begin with the End in Mind
  3. Put First Things First
  4. Think Win-Win
  5. Seek first to understand, then to be understood
  6. Synergize
  7. Sharpen the saw

All staff has been trained and are prepared to utilize the habits within their classroom settings while leading, guiding, and executing instruction in a positive learning environment.

**Health and Safety Protocols for In-School Instruction**

**Masks/Personal Protection Equipment:** Masks are required for employees, visitors, contractors, etc. Masks are required for Students. Additional PPE in the clinic and when serving medically fragile students will be used. Please note that face shields are allowed, but cannot be worn without a mask. Neck gaiters are not allowed.

**Physical Barriers in Key Locations**: Physical partitions will be placed in selected locations. (i.e. cafeteria, media center, isolation room, other clinic areas, etc.). \*\*\*\*\*\*\*\*\*

**Wellness and Healthy Hygiene**: Hand sanitizing stations have been installed in the school hallways. Hand washing and sanitizing will be scheduled throughout the day. Paper towels will be used for drying hands in the restrooms. Water fountains used for refilling water bottles only. Human contact (i.e. hugs, handshakes, and hive-fives) will be replaced with smiles, waves, and thumbs-ups.

**Health Services**: All sick individuals are expected to remain home. Any student that presents to school sick shall be sent home immediately. Students reporting to the clinic will have their temperature taken. The conference room will serve to isolate symptomatic persons. TMSA has implemented a COVID-19 responsive team.

**Public Health Signage**: CDC-designed signage has been displayed prominently throughout the building to reinforce healthy hygiene and expected school and workplace behaviors.

**Enhanced Cleaning**: Improved, routine cleaning and disinfecting will be implemented during In- School Instruction. Safe and effective cleaner will be provided to all teachers and office staff to use on high touch surfaces throughout the day.

Considering the need for flexibility and change during this period, if any change is needed, said change will be communicated to the parents and updated via [www.tmsa.org](http://www.tmsa.org/).

## Testing Positive for or Exposure to COVID-19

When a student is sick as a result of COVID-19, the student and/or parent(s)/guardian(s) should adhere to the original standard policies and practices outlined in the Student Handbook, as it is still the responsibility of student(s) and/or parent(s)/guardian(s) to provide notice and make sure that the proper information is provided to ensure any absences are properly excused.

Students, faculty, and employees should not come to the school campus if they feel sick, test positive for COVID-19, or have been exposed to someone who has tested positive for COVID- 19.

All students that have been diagnosed, exposed, or are highly likely to have been exposed to COVID-19, are required to quarantine for 10 days. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

As information concerning proper recommendations concerning COVID-19 may be updated and changed, any updates to this policy will be communicated and available on tmsa.org.