



Student and Family Handbook and Policies

2017-2018

**210 Greencastle Road
Tyrone, GA 30290
School Phone: 770-631-3650
School Fax: 770-631-3649
School website: www.ClearWater.Academy**



Accredited since 2009

Parent/Guardian note:

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

Vision Statement:

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

Mission Statement:

Discovering Strengths. Creating Hope.

ClearWater Academy is a "Best in Class" school accredited by the Georgia Accrediting Commission (GAC) providing:

- A sensory-sensitive environment
- An individualized learning plan that considers interests, strengths, and preferences, as well as strategies to address targeted academic areas
- Thematic instruction, integrated curriculum, multiple intelligences, and authentic assessments to measure student understanding and performance of key skills
- An all-inclusive, unique blend of social/emotional regulation strategies
- Differentiating Therapies (Speech, OT, Equine, Music, Outdoor Recreation and more)
- Career Development Program/Life Skill Training
- Cutting-edge Assistive Technology Instruction
- Collaboration between the home, the school, a consulting neuropsychologist and the community
- A safe, caring, respectful and inviting environment

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

ClearWater Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and therapies and other school-administered programs.

Academics: All core subject areas (English/Grammar, Reading, Written Expression, Math) are taught using research-based, specialized curriculum based on the Common Core/Georgia Standards of Excellence. We use the National Education Performance Standards as the baseline for Science and Social Studies coursework. In Lower School, academic areas in need of remediation or acceleration are targeted and individualized for students' specific needs. Upper School students receive targeted, individualized instruction including social thinking, executive functioning and other social experiences during Morning Advisory Meetings. High school age students also receive career development or community-based learning opportunities aligned with their individual strengths and interests.

Accreditation: ClearWater Academy is an accredited school. In March 2009, the Georgia Accrediting Commission (GAC) audited the school and recommended the accreditation of ClearWater Academy. Since that time, we continue to be accredited under the category of Educational Agencies With Special Purposes, completing a successful five-year review in October, 2013. For more information about the GAC accrediting process, see <http://www.coe.uga.edu/gac/>.

Admissions: ClearWater Academy (CWA) welcomes all families interested in applying for admission. At this time, we offer a rolling admissions process which consists of a parent/guardian visit/tour/interview, completion of an application including all necessary student documentation/evaluations, and a student visit to the school including time in the classroom to interact with students and staff in addition to time spent in the afternoon at Outdoor Recreational Therapy. Following the initial review by the Admissions Committee, the parents will be notified if a student visit is recommended. The parents will then be notified that the student has been invited for a school visit and a date will be established. Following the student visit, the Admissions Committee will make final recommendations and the Director will notify the family of the admission decision, and if applicable, provide an offer of acceptance and an enrollment agreement. Applications are available at CWA or online at <https://www.clearwateracademyga.org/wp-content/uploads/2017/01/Application-for-Admission-Revised-010117-Final.pdf>. If accepted and enrolled, families should access the following website to determine if their student is eligible for the Georgia Special Needs Scholarship/SB-10 (school choice option) funding. Eligible students must be enrolled by mid-September (with additional dates requiring supplemental paperwork in mid-December and early March each year). For specific dates and further information, visit <http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>.

Arrival and Dismissal Procedures: We operate a staff-supervised car pool line at the rear entrances of the school. Parents are encouraged to drop off and pick up their students in the car pool line. Students may enter the building at 7:30am (until then, students must remain in their vehicle). Students must be in their classrooms by 7:45am. Students arriving after 7:45am must be signed in by an adult. Students are marked tardy after 7:45am. Dismissal is at 2:55. Students may not cross the parking lot, unattended, to enter a vehicle. A parent/guardian signature is required for students picked up after 3:10pm. After five (5) incidences of late pick up (after 3:15pm), parents will be assessed a \$25 fee. Parents may arrange privately for LaFayette KidsWorld to pick up their child and transport them to the childcare facility on Greencastle Road. Contact KidsWorld at 770-487-5525 to arrange after school care for students up to age 11. For students age 12 and over, call the school office for a list of resources. Arrival and departure times are not conducive for unscheduled parent-teacher conferences as teachers are responsible for the greeting and supervision of students.

Attendance: Georgia law requires that students attend a public or private school or home study program from their seventh through their sixteenth birthdays. Pursuant to O.C.G.A 20-2-690-2- STUDENT ATTENDANCE PROTOCOL COMMITTEE: A committee established by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences and tardiness from school. ClearWater Academy encourages regular and on-time school attendance so that students may take full

advantage of all learning opportunities. Parent/guardian support in this area helps establish the importance of individual accountability. Students are also expected to be in attendance for the full school day. **We ask parents/guardians to submit a signed and dated written note explaining any student absences.** If you are aware in advance of late check-ins or early check-outs, please notify your child's homeroom teacher or the school office, so they may plan accordingly.

Excused absences include student illness; serious illness of student's immediate family member; death of an immediate family member; observance of religious holidays; by request of the school (suspension, lice, strep throat, etc.); instances when attendance could be considered hazardous; services as a page in the state legislature; and up to five (5) days excused absences where parents are in the military and are being deployed or are on leave. *After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.*

Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A. 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2).

A. The school will notify by first class mail the parent/guardian of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences.

B. The school Board of Directors will notify by letter the parents/guardian of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.

C. State law requires an unemancipated minor over sixteen (16) years of age must have written permission from their parent/guardian prior to withdrawing from school.

Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)

Consequences for Unexcused Absences

- Any parent/guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester, and after the child's school system has notified the parents/guardians, or other person who has control of any child, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.

- Penalties:

- 1) Fine – not less than \$25 and not greater than \$100
- 2) Imprisonment – not to exceed 30 days
- 3) Community Service, or any combination of such penalties, at the discretion of the court.

Tardies (arrival after 7:45am) is discouraged. **Students arriving after 7:45am must be accompanied into the school building by a parent/guardian to sign in the student.** Late arrivals disrupt classroom dynamics and cause anxiety and stress to the student arriving late as he/she must rush to join classmates and he/she is responsible for making up missed work/activities. Morning arrival is an important organizational and social time for students. Excessive tardies may affect a student's eligibility for re-enrollment. *After five (5) personal notes written by the parent/guardian for excused tardies, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the tardies.*

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

Birthdays: Parents may choose to send in cupcakes or cookies to celebrate their child's birthday after lunch. Parents must contact homeroom teachers in advance to discuss if they would like to include every child in the student's school level or the entire school. Unless parents invite the entire student body to a child's home birthday party, please send invitations through the mail or on-line rather than handing them out at school, as this can be upsetting to those students who are not invited.

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

Code of Conduct for Students: The use of consistent school-wide management procedures encourages students to make responsible choices for their personal behavior. The code incorporates and supports school-wide rules and procedures. Parents' and students' complete review, understanding and signature is required each school year (see Student Code of Conduct and signature form attached). Refer to section entitled Student Code of Conduct for details.

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

Communications: Teachers will use a Daily Communication Folder to communicate information with you. Parents/guardians should check this folder daily for communication requiring your attention, signature, etc. You may use this folder for written communications to teachers or school administration. Your child's teacher will provide his/her school email address for electronic communication. Teachers may choose to communicate by phone.

Dress Code: (See Uniform Policy)

Drug and Alcohol Free School: ClearWater Academy is a drug and alcohol-free school. In accordance with the Safe and Drug Free Schools and Communities Act, ClearWater Academy students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Consequence for violation of this policy may be suspension, expulsion and/or criminal prosecution.

Electronic Devices and Toys: In order to safeguard student possessions, we ask that students do not bring electronic equipment (radios, mp3 players, CD/DVD players, hand-held computer games, etc.) to school. In the event that a device is brought to school, staff members may remove the item from the student's possession and place it in a secured safe in the school office. Parents may reclaim the item at the end of the day or at the parents' convenience. Parents/students are responsible for the transfer, safety and maintenance of approved devices that have prior approval by administration for academic or therapeutic need. ClearWater Academy will

not be responsible for broken, lost, stolen or misused items. Students will be responsible for the safe-keeping of their own devices during the school day.

Emergency Procedures: ClearWater Academy creates and maintains readiness plans to safeguard your child or in the event of an emergency. In case of inclement weather, listen to WSB TV, Channel 2, or check their website at www.wsbtv.com for school closing information. In the event of a catastrophic event or severe weather during a school day, parents will be notified via phone (Calling Post recorded message) and/or text message of the situation and pick up information for students. Therefore, it is extremely important that all information on the student information sheet is accurate and current. Please contact the school with any corrections or changes.

Enrollment/Re-enrollment: ClearWater Academy accepts students beginning at age 6 through a high school diploma. CWA is not able to accept new students beyond 17 years of age; however, previously enrolled students are welcomed to stay at CWA until age 21 if needed to complete all academic requirements. Re-enrollment will be offered in March of each year. A \$500 deposit is required to complete the re-enrollment process and secure a spot for the student for the following year (see Tuition Policy).

Extracurricular Activities: ClearWater Academy provides opportunities for growth and exploration such as Student Safety Patrol, High School Career Development, community service projects, etc. Students are required to observe all school rules and Student Code of Conduct while participating in extracurricular activities whether on or off campus.

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

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

Forgotten Items: If your child forgets an item at home or in the car (lunch, book bag, assignments, etc.), please decide if it is something that can be brought to school the next day. If not, please deliver the item to the school office. Your child and his/her teacher will be notified that the item is waiting for pick up in the office. Parents/guardians will not be allowed to deliver items to classrooms as it causes disruptions.

Grading and Reporting: ClearWater Academy provides progress reports four times per year. We also plan for two parent-teacher conferences during the school year. Teachers and therapists provide periodic feedback on progress and recommendations. Students eligible for a high school diploma may receive pass/fail or numerical grades. A grade point average will be calculated for each semester. Grading scale: A=90-100, B=80-89, C=70-79, D=60-69, F=59 and lower. Lower School students will receive developmental stage, participation and performance marks per CWA reporting instrument.

Hours of Operation: The school day is from 7:45am until 2:55pm. Students may arrive as early as 7:30am and parents/guardians should pick up students by 3:10pm. A fee of \$25 will be assessed for every five days a student is left at the school beyond 3:15pm (see Arrival and Dismissal Procedures). This policy does not apply

to Upper School students participating in Career Development site work during after school hours. Dismissal plans for Career Development students will be arranged and agreed upon individually.

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

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

Signs and Symptoms of Illness

- Continuous and excessive sneezing and coughing that a child is unable to reliably contain
- Flushed face, not related to exercise or physical activity
- Runny nose, sore throat, earache, swollen glands
- Watery or glassy appearance of eyes
- Unexpected sweating, pallor, blueness of lips or fingernails
- Rash, “bumps” or other skin changes, including discharge such as pus
- Body temperature above 99.6 degrees Fahrenheit orally and on repeated checks
- Abdominal pain, nausea, vomiting and diarrhea
- Pain on urination
- Painful and stiff neck, accompanied by fever,
- Sudden onset of severe headache

Please note that the following communicable diseases must be reported to your child’s homeroom teacher and the main office **as soon as they are diagnosed:**

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

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

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

Responsibilities of ClearWater Academy:

- Observe children daily for signs of illness.
- Send children immediately to the office when symptoms of illness are identified, and contact parents for

immediate pick-up.

- Communicate to parents of the class where a communicable disease has been diagnosed. Provide guidelines for home treatment/return to school practices.
- Promote hand washing as an important practice in prevention.
- Encourage students to cover the mouth and nose with a tissue when coughing or sneezing. Dispose of tissues in an appropriate manner.

Responsibility of the parent/guardian:

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

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

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

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

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

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

1. The Administrative Coordinator or Direct shall be responsible for administering, documenting and secured storing of all medications.

2. The parent or legal guardian must complete and sign a School Medication Authorization for the administration of any medication at school. This authorization will include the student's physician name, medication's name, dosage, and frequency. For a prescribed medication, a duly licensed, Georgia physician must also sign the School Medication Authorization detailing the medication's name, dosage, time of administration, and potential side effects. The school will administer the medication only in accordance with the written medication instructions from the prescribing physician. The parents or legal guardians shall authorize the staff member assisting with the administration of medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary. The school will contact the parent/guardian as soon as possible if this should occur. Only medical information related to this instance shall be discussed.

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

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

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

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

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

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

Parent Support Group: ClearWater Academy has an informal parent support group. Parents meet monthly or as needed. Kim Weinreb is the parent coordinator for the group (kim.weinreb@gmail.com). Parents are encouraged to attend, but attendance is not mandatory. Information distributed at meetings will be sent via email to all parents following each meeting.

Records: A student whose account is 60 days overdue may not be allowed to attend class. All students must have a zero balance on their accounts in order to receive records.

School Closings: In the event of a school closing due to severe weather, please tune into WSB-TV/Atlanta or access the WSB website at www.wsbtv.com to view "school closings" under the "weather" tab. You will also receive a call (Calling Post recorded message) or text alerting you of the closing, therefore please notify CWA of any phone number/email changes that may occur during the school year.

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

Student Code of Conduct: We have established school-wide rules to define expectations and encourage behavior that benefits learning and respect for all people. We also foster a culture of care and concern for all people, especially those in our school circle. Various strategies are used to encourage and give students practice in solving problems independently. We desire to provide a safe physical and emotional environment. We use Collaborative Problem Solving developed by Dr. Ross Greene to promote independent exploration of problems, consequences and mutually-satisfying solutions. ClearWater Academy's Student Code of Conduct fosters the following basic tenants of respecting the rights, dignity and safety of all people:

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

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

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

Strategies and Consequences include:

- Student will be asked to identify his/her emotion, label it and describe its intensity using the "emotion thermometer."
- Student will be asked to move to a neutral location away from other students.
- Student will be guided through Collaborative Problem Solving process and may be asked to participate in recording the process, plan for future and solutions. A peer mediator may be utilized in Upper School.
- Student will be asked to write an appropriate letter of apology to the offended person/people. Letter(s) will be copied to parents. As needed, appropriate consequences will be required to improve damaged school culture, property, etc.
- Supervising staff will notify parents by email or phone of offense, problem-solving strategy used and solutions as needed.
- Parents will be required to review the incident with their student, sign and return documentation.
- The Associate Director or Director may make a follow-up phone call with parents to review situation and solutions.
- All communications/documentation will be recorded in student's permanent school file.

Excessive violations of the Student Code of Conduct's Non-Negotiable offenses may result in suspension (in-school or out of school), expulsion and/or ineligibility for re-enrollment.

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

Therapies: You will receive regular progress reports on your student's progress during weekly therapy sessions. Therapy sessions are provided weekly and in accordance with your child's school level and tuition structure. Upper School and Lower School Transition parents may elect to contract privately with the school's therapy provider for individual therapies not covered by tuition. Contact the school office if you would like for your Upper or Lower Transition School student to receive individual therapy and the appropriate forms will be forwarded to you. A therapist will also contact you to arrange for services during the school day. Insurance billing is not available for therapies covered by your student's tuition.

Tornado Drill Procedures: ClearWater Academy observes annual community tornado/severe weather drill.

Tornado Watch or Warning

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

Additional Information:

- í Be aware that electrical power and phone service may be disrupted
- í Follow campus administrator instructions until danger has passed
- í Sheltered areas should be 30 feet or more away from exterior glass doors
- í Avoid gyms or large areas with high walls and roofs
- í The best shelter is on the first floor in a multi-floor structure, away from exterior windows.

Transcripts/Student Evaluation Requests: ClearWater Academy will transfer transcripts/documentation to other schools with appropriate transfer request form signed by a parent/guardian. The first request and transfer will be executed as a courtesy to the requesting family at no charge. Additional requests for documentation and/or for additional schools will be executed for a \$25 fee payable before transcripts/documentation can be transferred. Only CWA-generated documents will be transferred. Transcripts/documentation will be transferred as sealed, confidential communications directly to the requesting school; not to parents/guardians.

- í School/camp requests for student evaluations by teachers or administrators will be executed at no charge and will be sent as sealed, confidential communications directly to the requesting school/camp; not to parents/guardians. Please provide school/camp address when submitting evaluation/feedback forms.

Transportation/Carpooling: ClearWater Academy assumes no responsibility for providing transportation to/from school. Parents are encouraged to arrange carpools on their own.

Tuition/Fees: (see current Tuition Policy) Upon acceptance and enrollment, families should access the following website to determine if their student is eligible for the Georgia Special Needs Scholarship/SB-10 (school choice option) funding. Eligible students must be enrolled by mid-September (additional dates in mid-December and early March require supplemental paperwork). For specific dates and further information, visit

<http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>. A \$300 activities and materials fee is required per student, in addition to a \$100.00 technology fee. A \$500 enrollment/re-enrollment deposit is also due at time of enrollment/re-enrollment and is deducted from total tuition due.

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

- **Dress code:** Students are to wear our school uniform from arrival until dismissal times, unless it is a Therapeutic Riding, ORA, or designated Spirit day. On these days, students are to dress in a CWA t-shirt and comfortable, appropriate shorts/jeans suitable for these activities. All uniforms must be clean, fit appropriately, and be in good repair at all times. Only shirts with embroidered logos are acceptable (no heat/screen printed logos). Socks are to be worn at all times. Closed-toe shoes or sneakers should be worn on riding and ORA days. Hats or caps may not be worn in class (unless approved as a sensory strategy). Shirts must be tucked in and a belt must be worn if pants/shorts have belt loops. Girls may wear appropriate makeup. There should be no visible piercings aside from girls' post-type earrings. Modest bows, clips, and bracelets that are not distracting are allowed. On designated spirit days, a CWA t-shirt may be worn with uniform pants, skorts or shorts and approved socks and shoes. Appropriate under garments should be worn at all times.
- **Hair policy:** All hair must be kept neat and well groomed. Radical styles including unusual shapes and/or colors are not permitted for boys or girls. Boys' hair must be cut above the eyebrows, not to cover more than ½ of the ear, above the collar, and may not stand more than one (1) inch above the head. Boys should groom facial hair as needed. The administration reserves the right to rule on the appropriateness of the uniform and hair style.
- **Dress Code Violations:** Violations to the dress code will result in the following consequences:
 - 1st offense -- Review the dress code in the handbook with an administrator.
 - 2nd offense – Notify parents of 2nd offense and supply copy of dress code reminder.
 - 3rd offense – Lunch Detention
 - 4th offense – 2nd Lunch Detention
 - 5th offense – After school suspension
- **Required Uniform:** Uniform items may be purchased from J & R Clothing Uniform Store, Lands' End Uniform Catalog or Wear Me in Fayetteville. Please keep in mind that J&R Clothing and Wear Me will allow proper fitting before purchase and embroidering.
 - **Pants/Shorts:** Boys and girls: Please wear clean khaki or navy shorts or pants that fit properly and are in good repair. Shorts must be at least fingertip length. If pants or shorts have belt loops, a belt must be worn. Loops may not be cut off.
 - **Skorts/Dresses:** All girls may wear a full wrap khaki or navy skort or skirt with “biking” shorts underneath. Lower School Primary/Transition and Upper School Transition girls only may also choose a solid navy or light blue mesh polo-type dress with biking shorts underneath.

- **Shirts:** Mesh-style collared polo shirt in dark navy, light blue or white in short or long sleeve is required. For your convenience, Lands End and J&R Clothing item numbers/names are listed below. Embroidered logos only (no heat transfer logos). Approved embroidery vendors will have approved logo color combinations for shirts.
 - **Outerwear:** Sweater vests, v-neck sweaters, crewneck sweaters, button-front v-neck cardigan, or zip-front cardigan may also be worn. Sweaters and outerwear worn all day must be navy only with embroidered logo.
 - **Belts:** Students must wear a belt with pants or shorts if the item has belt loops. Belt loops may not be cut off.
- **Uniform Resources:**
 - **J&R Clothing Uniform Store** - 1307 Georgia Highway 85, Fayetteville, Ga 30214
Phone: [770-461-3440](tel:770-461-3440) or online <http://www.jandrclothing.com/>
 - **Lands End Uniform Catalog** - Phone: [1-800-469-2222](tel:1-800-469-2222), Fax: [1-800-332-0103](tel:1-800-332-0103) - use catalog order form, order online www.landsend.com/uniforms, or Mail: Lands' End for School, 2 Lands' End Lane, Dodgeville, WI 53595-0001
 - ClearWater Academy's preferred school number is TBD (amendment to info will be sent via email upon availability). The logo number is TBD (info to follow). The logo application price is \$5.50. Use the size chart in the center of catalog to help you order the proper size. They will also hem items. If you need help with sizing, call 1-800-469- 2222, 7:30am – 12:00pm CST and request assistance in sizing.
 - **Wear Me** – Hudson Plaza Shopping Center, 47 Hudson Plaza Place, Fayetteville, GA 30214. Phone: 770-719-8511. Shirts in-stock (navy blue, light blue, white). Shirt purchase includes logo embroidery. Wear Me will embroider logo (\$7.00) on items bought elsewhere.
 - **Vendors' Uniform Item Numbers/Names** (for your convenience):
 - There will be a group fitting and order opportunity in April at CWA. (J&R requires 6 or 12 total pieces to embroider items.)

Land's End:

Shirts (boys/girls)

Item #051469	5X9 School Uniform Short Sleeve Solid Performance Mesh Shirt
Item #051438	5X3 Big Kids Long Sleeve Solid Performance Mesh Shirt
Item #230949	5XX School Uniform Short Sleeve Feminine Fit Mesh Polo Shirt
Item #230952	5X1 School Uniform Girls Long Sleeve Feminine Fit Mesh Polo Shirt
Item #230955	5X5 School Uniform Girls Short Sleeve Feminine Fit Interlock Polo Shirt
Item #230952	5X1 School Uniform Girls Long Sleeve Feminine Fit Interlock Polo Shirt

Dresses (lower school girls only)

- Item #393668 5X4 School Uniform Girls Short Sleeve Mesh Polo Dress
- Item #393676 5X9 School Uniform Girls Long Sleeve Mesh Polo Dress

Skorts and Skirts (biking shorts required underneath skirts)

- Item #320134 5XX School Uniform Blend Chino
- Item #407088 5X3 School Uniform Box Pleat Skirt

Pants and Shorts (boys/girls)

- Item #442867 5X8 School Uniform Girls Perfect Fit Boot Cut Blend Pants
- Item #442875 5X2 School Uniform Girls Perfect Fit Plain Front Blend Chino Pants
- Item #403776 5X2 School Uniform Plain Front Blend Chino Shorts
- Item #231164 5X4 School Uniform Boys Plain Front Stain & Wrinkle Resistant Chino Shorts
- Item #231152 5X1 School Uniform Boys Pleated Front Chino Shorts
- Item #403847 5X9 School Uniform Boys Plain Front Blended Chino Pants
- Item #231069 5X4 School Uniform Boys Pleat Front Blended Chino Pants

Outerwear

- Item #430999 5X6 School Uniform Girls Zip Front Drifter Cardigan Sweater
- Item #223023 5X5 School Uniform Boys Zip Front Drifter Cardigan Sweater0
- Item #414762 5X3 School Uniform Girls V Neck Drifter Sweater Vest
- Item #223015 5X0 School Uniform Boys Drifter Sweater Vest

Item #223004 5X2 School Uniform Boys Drifter Crew Sweater

Item #414759 5X1 School Uniform Girls V-neck Drifter Sweater

Item #414756 5X8 School Uniform Girls Button Front Drifter Cardigan Sweater

Item #315296 5X1 School Uniform Boys Button Front Drifter Cardigan Sweater

J & R Clothing:

Boy and Girl Uniforms

S/S Polo Style Knit Shirts (Dark Navy, White, Light Blue)

L/S Polo Style Knit Shirts (Dark Navy White, Light Blue)

Feminine Fit Mesh Polo Shirt (Dark navy, light blue, white)

Skirts (requires biking shorts underneath)

#143 Poly Cotton Solid (Khaki or Navy) (biking shorts required underneath)

Skorts

#104 Poly Cotton Solid (Khaki or Navy)

#2653/#580/#7982 Solid (Khaki or Navy)

Girls

Khaki or Navy Short

Khaki or Navy Pant

Khaki or Navy pull-on short/pant

Boys

Shorts Solid Twill

Pants Solid Twill

Pants Tri Blend

Khaki or Navy pull-on short/pant

Jackets/Outerwear

Fleece Jacket or Nylon Hooded Jacket

Sweaters

Crew Cardigan (button front)

V-Neck Cardigan (button front)

V-Neck Pullover

V-Neck Vest

Visitors: Students may have visitors during his/her lunch period only. Family members are welcome to join their student for lunch and enjoy eating together in the Safe Room or Galley Kitchen downstairs.

Parents/guardians and visitors are not allowed to join students in the cafeteria due to limited space for students and supervising staff. Parents/guardians are encouraged to limit visits to special events, birthdays, etc.

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

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

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

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