



Student and Parent Handbook

2023-2024

Dr. Nataliya Panasiuk

Principal

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questions, concerns or complaints, please contact Equity and Title IX
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The Student and Parent Handbook is intended as an informative guide for parents and students. It is reviewed annually and posted on the school website. The Student and Parent Handbook remains in effect until either notice of adjustments or changes are provided via hard copy and/or electronic form to parents and students or upon the occasion when a revised Student and Parent Handbook is issued. The administration reserves the right to make changes, additions or deletions as determined to be in the best interest of students, staff and general school organization and order. The Student and Parent Handbook will be reviewed with all students.

Our Vision

Develop, equip, and empower students to become Global leaders who make a positive impact in their family, community, and the world.

Our Core Values

- Curiosity
- Responsibility
- Diversity
- Service

School Hours

Monday-Friday

7:50am -8:20am – student breakfast

8:30am - school starts

3:15pm – school ends

3:15pm - 3:30pm - dismissal

Office Hours

Monday-Friday (excluding holidays and breaks)

7:30am-4:30pm

Communication

The school utilizes Parent Square as a primary mode of communication between school and homes. Notices, alerts, posts, and messages from school & classroom can be viewed on the Parent Square website, app, or in the email you provide when you register for it. Registration is required to see or send any messages, notices, alerts, or posts. Please check your email (including your spam folder) for the registration link sent from Global Academy of SC via Parent Square.



Global Academy of South Carolina : K-8

Tuition - Free Public School

(864) 765-0004 | Info@gacacademysc.com | www.gacademysc.com

School Year Calendar

2023

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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October 23						
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29	30	31				

November 23						
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December 23						
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31						

January 24						
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28	29	30	31			

Important Dates:

September

Aug.
 Sept. 4 Labor Day Holiday
 Sept. 5 First Day of School

October

Oct. 13 Staff Development

November

Nov 22-24 Thanksgiving Break

December

Dec 22-29 Winter Break

January

Jan 1-2 Winter Break
 Jan. 3 Staff development/
 Make-up day
 Jan. 15 MLK Holiday

February

Feb. 16 Staff development/
 Make-up day
 Feb. 19 President's B-Day Holiday

March

Mar. 15 Staff development/
 Make-up day

April

Apr 1-5 Spring Break

May

May. 27 Memorial Day Holiday

June

June 11-13 Early Release Days
 Jun 13 Last Day of School

First/Last day of school

Make-up day

Non-student day

No School day

Early Release day

2024

February 24						
Su	M	Tu	W	Th	F	Sa
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March 24						
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April 24						
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May 24						
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June 24						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

School Closures/Change of Schedule Due to Inclement Weather

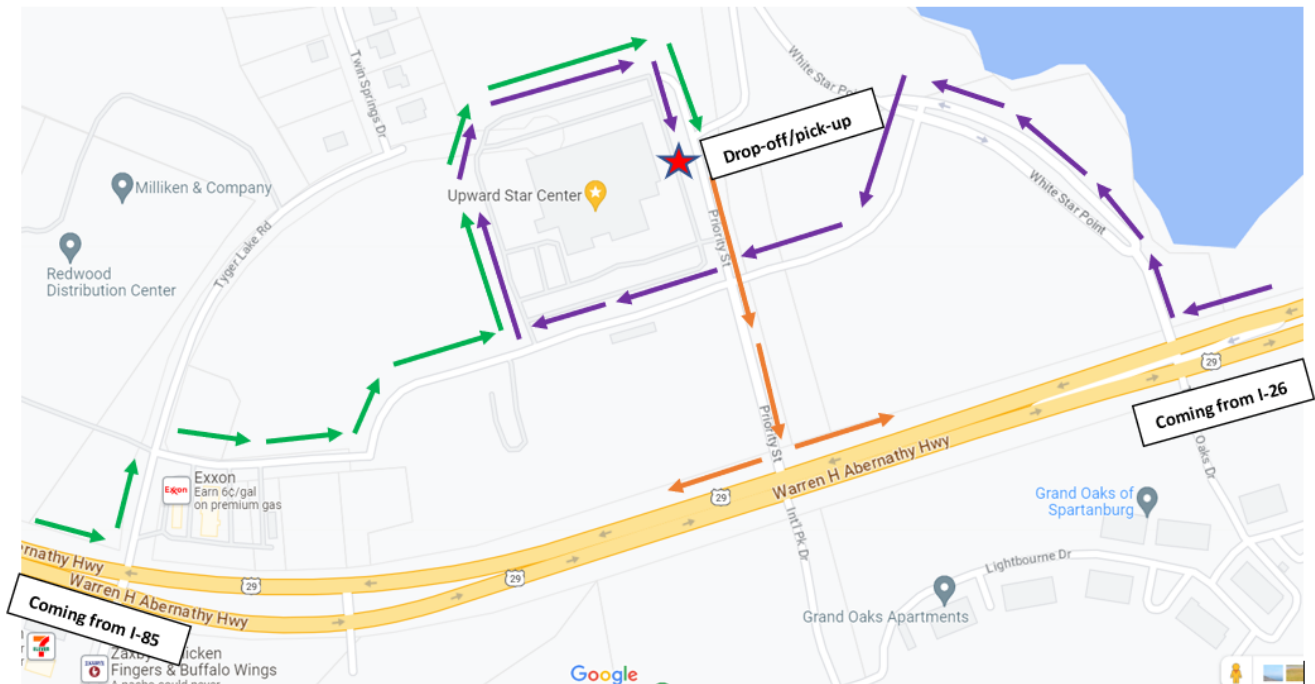
In instances of inclement weather or other emergency situations, it may be necessary to dismiss school early or to cancel the school day altogether. In the event of inclement weather, weather conditions will be monitored in consultation with local Emergency Preparedness and law enforcement and, as a general rule, a school closure decision will be made by 11 p.m. the evening before the closure or change of schedule or by 6:00 a.m. the day of the closure or change of schedule. The decision will be made to close the school, operate under a delay, or open school as normal. Only changes in the regular school schedule such as closing or delaying school will be announced. The announcement will be made via the school's electronic messaging system ParentSquare. To make up for the day of closure, the school will use the designated make-up days indicated in the School Calendar.

Arrival and Dismissal

Every morning from 7:45 am to 8:30 am, a staff member will be outside to greet and open the door for each child as they arrive at school each day. If arriving after 8:30 am, the parent is required to park the car and walk their children to the main office and check them in.

For arrival and dismissal, the parents are to use the designated entrance and exit. The speed limit on the school property is 10 MPH. The speed limit will be strictly enforced and any violators will be fined.

Entrance/Exit/Traffic Flow Map



Arrival:

From I-85: Enter campus by using Tyger Lake Rd. Follow the signs and staff directions to go to the back of the building until you reach the drop off/pick up destination on the side of the building. Exit to Priority St.

From I-26: Enter campus by using White Star Point. Follow the signs and staff directions to go to the back of the building until you reach the drop off/pick up destination on the side of the building. Exit to Priority St.

Dismissal:

Safety is a priority at Global Academy of SC. The school will use PikmyKid software/app to facilitate smooth, quick, and safe dismissal. All parents will receive information with their PikmyKid login/codes, either during orientation, meet the teacher or on the first day of school. It is imperative that parents are well-versed in the system.

All students must be picked up between 3:15 and 3:30 pm unless using our after-school program.

Dismissal Procedures:

1. Dismissal begins at 3:15pm for all grade levels. During the first week of school, we may start dismissal early to make sure the process runs smoothly.
2. For dismissal, parents will follow the same traffic flow as arrival.
3. When entering, please make sure to have your child's dismissal number ready. This number will be provided to you by the first day of school. Give this number to the staff member scanning-in cars. It is important that your number is scanned/recorded or your student will not know that you are in the carline.
4. Once the child's number is scanned, please follow the flow of traffic. Once at the drop off/pick up area, your child will exit the building and enter your car. There will be staff members placed strategically to ensure that your child(ren) exit the building and enter your vehicle safely.
5. Once your child(ren) is safely in the car, a staff member will signal to exit. Please wait till the signal before moving your vehicle. Follow the route to exit the campus.

Important!

Only individuals listed on the emergency contact card and/or Authorized Pick-up Form will be allowed to pick up students from the school if not a parent/guardian.

Any legal documentation stating custody or legal access to the child must be on file with the school. Only official documents will be followed.

It is the parents' responsibility to keep contact information updated. A valid photo identification will be required of all individuals picking up students at all times.

If being picked up inside the school (early release), no child may leave without an authorized parent/guardian or other authorized adult. If anyone other than the parent/guardian is picking up the child, that person must be listed on the Authorized Pick-up Form or a written note signed by the parent/guardian is required in advance of the pick-up time to grant that permission.

Parent/guardians and/or students deliver these notes to their teachers upon arrival in the morning.

If you are signing your child(ren) out early, please make sure to sign them out **before 2:30pm** in the main office. The teachers are not authorized to release students to parents who come to the classroom. No early checkouts will be permitted after 2:30pm, as all staff are assisting with dismissal preparation. Please do your best to refrain from excessive early checkouts as students miss valuable learning time.

Attendance and Absences

Daily attendance and active participation in each class is a critical part of the learning process. It is a key way that the parents of successful students partner with us. Policies and procedures established at Global Academy of SC are designed to be aligned with South Carolina requirements, emphasize the focus on attendance, and increase the chance for student success.

S.C. State Board Regulation 43-274 requires schools "to adopt policies to define and list lawful and unlawful absences."

GASC will consider students **lawfully** absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Pre-arranged absences for other reasons or extreme hardships at the discretion of the principal.

The school will consider students **unlawfully** absent if they are absent from school for any reason not meeting one of the conditions above.

Following any absence from school the student must present the main office with a written excuse, signed by his/her parent/legal guardian, or the medical professional who treated the child. These excuses must be presented no later than the student's 3rd day back at school and must contain

the student's full name, specific dates and class periods of absence, reason for the absence, and the signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work.

If a student fails to bring a valid excuse to school within the 3-day period of returning, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action.

The school will accept a parent-written note for 5 days of absences meeting the conditions described as lawful above. Following those 5 days, doctor's signed excuses are required.

Ten (10) consecutive days of unlawful absences will result in a student being dropped from school.

Suspension is not to be counted as an unlawful absence for truancy purposes.

Truancy

A student who has 3 consecutive unlawful days or misses a total of 5 unlawful absences, is considered truant (South Carolina State Board Regulation 43-274).

Once a student is determined to be truant, parents/guardians will receive a notification requesting a conference so that an Attendance Intervention Plan (AIP) can be put into place. It is imperative that the school and family collaborate in order to ensure the student's attendance improves. In the event of continued unlawful absences after the AIP has been held, the child/family may face court intervention and referral to the Department of Social Services for educational neglect.

Chronic Absenteeism In accordance with the Office of Civil Rights (OCR), schools are now required to capture the exact amount of instructional time that a student is missing throughout the day. The OCR deems a student to be defined as "chronically absent" when meeting the following:

- Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10% or more of the enrollment period
- ANY and ALL absences contribute to chronic absenteeism (lawful, unlawful, or suspensions)

Chronically absent students will be contacted to meet with school administration to discuss an Attendance Intervention Plan. If a student is absent 10 days without an excuse note or any communication with the school, the student will be withdrawn from the school and placed on the bottom of the waiting list.

Classroom Rosters

Prior to each school year, the class rosters will be formed for each grade level. The class placement for the students are final and will not be changed for any reason except academic reasons approved by the administration.

Early Dismissals

Early dismissals for appointments or illness must be arranged prior to departure. The Administration will accept notes and emails only in advance of an early dismissal. A written note/email must contain a parent/guardian contact number as well as the name of the adult who is picking up the student.

No student may be released into the custody of any individual who is not the custodial parent or guardian of the student unless the individual's name appears on the Authorized Pick-up Form unless the custodial parent or guardian has notified the school in advance. A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders of divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be maintained in the Administrative Office. It is the responsibility of the family to provide updated documentation to the school. If anyone seeks the release of a student from school, he/she must report to the Office and present satisfactory identification.

Admission Procedures -Enrollment and Lottery

To attend Global Academy of SC each prospective student's family must first complete a basic application form. Applications for admission are accepted throughout the school year; however, the open enrollment window is January 15th-February 15th for the following year. If the number of applications received exceeds the number of seats available, a lottery will be held. Those applicants' names drawn in the lottery will be entered in the order picked, with those beyond the enrollment cap placed on a waiting list based on when selected in the lottery process (See Enrollment/Lottery Policy and Procedures for more information). All applications received after the lottery will be placed on a waiting list in the order in which they were received by date and time. Any change of a student's address must be reported to the office within fifteen days to keep the school database accurate. Policy is on the school's website.

Immunizations Policy

A record of current immunizations or an exemption from DHEC is required by law for all students within 30 days of enrollment at Global Academy of SC. Failure to present this record or an exemption will result in the student not being allowed to come to school until the record or the exemption is presented to the school. This is ultimately the parent's responsibility to provide to GASC in a timely manner. A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or one's health care provider.

Kindergarteners must have all 4 year old immunizations prior to starting school

Allergies and Other Dietary Restrictions Policy

Guidelines for Managing Students with Severe Allergies or other Conditions

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. These guidelines have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions.

Family Responsibility:

Educate the child in self-management of his/her severe allergy or health condition including:

- a. Safe and unsafe foods
- b. Strategies for avoiding exposure to unsafe foods or allergens
- c. Symptoms of reactions
- d. Knowledge as to how and when to tell an adult or responsible friend they may be having an allergy-related problem
- e. Proper way to read food labels
- f. Provision of emergency medicine needed to treat the severe allergic reaction on or before the first day of school, or the next day of school after a child first learns of their severe allergy
- g. Awareness of the guidelines/procedures by the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
 - Notify the school nurse and/or principal of the child's allergy or health condition.
 - Work with the school nurse to develop a plan that accommodates the child's needs in his or her environment throughout the school day, including the classroom, cafeteria, after-school care, school sponsored activities, and on the school bus/carpool. Parents should also provide a Severe Allergy Emergency Action Plan.
 - Provide a medication permission form completed by the physician.
 - Provide a medical note by a physician stating that it is medically necessary for a classroom to be allergy aware if that is the case for your child.
 - Provide the school with emergency contact information.
 - Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school nurse and/or school allergy team and parents.

Student's Responsibilities:

- Learn to recognize symptoms and take them seriously in early stages of reaction.
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan.
- Learn to read labels.
- Do not share or trade foods.
- Wash hands before and after eating.
- Promptly inform an adult if you suspect that you have contacted an allergen.

- Develop trusting friendships with peers and ask them for help if needed.
- Report teasing or harassment immediately.

School's Responsibility:

- Be knowledgeable about, and follow applicable federal laws, including ADA, IDEA, Section 504, FERPA and any SC laws or district policies or guidelines that apply.
- Review the health records submitted by parents and physicians.
- Identify a school allergy team of, but not limited to, the school nurse, teacher, and administrator to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote allergy/health management should be made with the school allergy team's input.
- Include students with food allergies or health conditions in school activities. Students should not be excluded from school activities solely based on their severe allergy or health condition.
- Instill confidence in students by demonstrating awareness and understanding of the seriousness of food allergy or health conditions. Do not define the student by his/her food allergy(s) or health condition(s); rather, take the allergy or health condition into consideration when applicable.
- Assure that all teachers understand the allergy, can recognize symptoms, know what to do in an emergency, and work with other staff to reduce the risk of exposure of allergens in the meals, educational tools, arts and craft projects, or incentives of the student with allergies.

Health Needs & Medications

Any student who is under the care of a physician and taking medication during school must have their parent/guardian and physician complete forms for administration of medication. Prescription medications require parent/guardian AND physician written permission. Over-the-counter medications require parent/guardian written permission. Forms can be requested through the main office.

All medications must be supplied to school in the original container and delivered by the parent/guardian or a designated adult. **Students are NOT allowed to have any over the counter or prescription medications on campus in their possession.** Only trained personnel at school will be allowed to administer the medication to the student.

Medical Homebound

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason.

- A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school provides. The form

for Medical Homebound can be picked up from the school or by contacting the school office.

- The school leader then decides whether to approve the student for medical homebound services.
- The school will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

The goal of homebound medical homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular school setting as quickly as possible. State Board of Education Regulation 43-241 outlines the provision of medical homebound services. For further information please contact the school office.

Sick Policy

Under no circumstances should a parent/guardian bring or send a sick student to school if the student shows any signs of illness (symptoms requiring removal of student from school) or is unable to participate in the normal routine and regular school day. Children who become ill during the school day will be escorted to the front office. A parent/guardian will be called and that parent is expected to pick the student up within an hour. If a parent cannot be reached, or has not arrived within an hour, an emergency contact person will be called to pick up that student.

Illnesses/symptoms requiring removal from school include but are not limited to:

1. Fever: Fever is defined as having a temperature of 100.4 F or higher. A student needs to be fever free without the aid of fever-reducing medications for a minimum of 72 hours before returning to school.
2. Diarrhea: Diarrhea is described as 2 or more stools within a 4-hour period that are either loose, runny, watery and/or bloody. A student needs to stay home from school until the diarrhea has stopped, without the aid of anti-diarrheal medication for a minimum of 72 hours before returning to school.
3. Actively vomiting: The student may return to school the day after the vomiting is resolved.
4. Breathing trouble, hacking or continuous coughing.
5. Frequent scratching of body or scalp, live lice, rash or any other spots that resemble childhood disease.
6. The student is irritable, continuously crying or requires more attention than school staff can provide while ensuring the health, safety and well-being of the other students.
7. Severe asthma (with rapid heartbeat/student unable to speak)

A note from the student's health care provider is required when:

- The student has been diagnosed with COVID-19
- The student has been absent for 3 or more consecutive days

- The student has had surgery
- The student is returning to school after a hospitalization
- The student has been under doctor's care for a significant illness
- The student is returning to school after being absent because of communicable disease

Injury During School

The procedures for injury will be followed for any student who experiences injury during the school day:

1. Teacher will send the student to the designated health room if the injury is minor.
2. If the student is unable to move, the front office and admin will be notified to help transport the child to the designated health room.
3. School personnel will administer basic first aid.
4. Depending on the degree of injury, the parent and/or medical staff will be notified. If the parent cannot be reached, the school personnel will notify the next available emergency contact.
5. In the occurrence of a minor injury that only requires ice or a band-aid, the parent may not be notified, unless involving another student
6. The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Lice Control

The National Pediculosis Association recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free and in school. Pediculosis represents one of the most common communicable childhood diseases and it is imperative that we remain diligent to cease spread. The No Nit Policy encourages each family to do its part at home with routine screening, early screening, early detection, accurate identification and thorough removal of lice and nits. For more information, please visit www.headlice.org

The essential components of a No Nit Policy are the following:

- Early detection of head lice/nit infestations through routine screening.
- Children with live lice or nits present will be sent home from school immediately and not re-admitted until they are clear of live lice and nits. Adult head lice are gray or brown, wingless insects are approximately 1/8 inch in length. Adult females lay eggs (nits) by gluing them to the hairs near the base.

- Lice do not fly or jump and can be detected by parting the hair and examining near the scalp. Most commonly near ears and the back of the neck. Children between 3-11 years old are at a higher risk for head lice infestation.
 - A child's car seat cover may benefit from vacuuming as a few errant lice or eggs may temporarily lodge there and survive for a day or so.
 - Washing and drying (with heat) the pillowcases, sheets, nightclothes, towels and stuffed animals may possibly eliminate lice and eggs that might otherwise re-infest a family. Combs, brushes, hats and other hair accessories in contact with an infected person should be washed in hot water each day to dislodge any lice and nits. Head lice and their eggs soon perish if separated from their human host.
- Head lice rarely (if ever) cause direct harm and are not known to transmit infectious agents from person to person. They are a nuisance, but not considered a health risk. If you find lice or nits in your child's hair, alert the school and any families with whom your children had contact A.S.A.P. If your child is found to have nits or lice during the school day, the parents/guardians will be contacted to pick up the child from school immediately. The child will not be allowed back into school until he/she is lice free.

Incontinence Policy

All children attending Global Academy of SC are expected to be potty trained before starting kindergarten. However, it is understood that accidents sometimes happen. Parents/guardians should send a change of clothes with the child in case of "accidents." If a child accidentally urinates on himself/herself while at school, he/she can change clothes and return to class. If the child accidentally has a bowel movement on himself/herself, then he/she will have to be sent home in order to be cleaned properly in order to prevent infection.

Student Health Screenings

In accordance with the provisions of the School Health Services Act 381, the vision and hearing screenings will be conducted at GASC for students in grades K-5 in 2023-24 school year. In the subsequent years, the screening will be done as following:

1. Hearing Screening: Provided to students in K and 1st Grade and students entering SC schools for the first time in Grades K-5.
2. Vision Screening: Provided to students in K, 1st, and 3rd Grade and students entering SC schools for the first time in Grades K-5.

Student Code of Conduct

Students learn best in an environment that is positive and based on mutual concern and respect. Any behavior that disrupts or distracts from the learning environment will be addressed with students. Behavioral mistakes, as well as academic ones, are viewed as an opportunity for learning and the development of skills that will serve students as they continue to learn at school and throughout their lives. The resulting consequences may be punitive and/or restorative in nature. They may also be influenced by repetitive behaviors.

Some of these mistakes include, but are not limited to:

- 1) A student's actions, dress, possessions, etc. may not cause a problem for themselves or anyone else. 2) Skipping Class or being out of the appropriate area
- 3) Unauthorized use of Cell Phones during the instructional day
- 4) Profanity/Inappropriate gestures 5) Displays of affection, determined by the school, to be inappropriate or disruptive.
- 6) Treatment of a teacher or staff member
- 7) Treatment of other students

Behavior Resulting In Mandatory Consequences

The following is a list of rules established by the federal government, state government, or by the Board of Trustees. The penalties or consequences for violating these rules may be up to and including suspension or expulsion from school. The school reserves the right to search a student's belongings. At the time of the search only the student and school personnel will be present so as to maintain the student's privacy. Parents of any involved students will be notified as soon as possible if such actions are required.

- 1) Students shall not harm, threaten to harm, or cause another person to become fearful by intimidation, whether in person or through any medium. This includes any threats to the safety of the school environment. Fighting or verbal confrontations/provocations are also prohibited under this rule. The violation of this rule may result in suspension and or expulsion depending on the facts of the case.
- 2) The use of any tobacco product or alternative nicotine product, including vapes, on school property or at any school event by students or adults is prohibited by law. Violation of this rule will result in mandatory enrollment in tobacco prevention programs. Students who are in possession of or who use those products on campus may also be subject to suspension and or expulsion.
- 3) The violation of local laws or ordinances by any student or adult involving the school will be considered a major offense. This includes but is not limited to burglary, robbery, extortion, use of

alcohol or other illegal drugs, and sexual assault. Violations of local laws or ordinances may result in suspension and or expulsion. They may also carry additional legal consequences as determined by local law enforcement.

4) Harassment, defined as conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, sex, disability, or is of a sexual nature, whether verbal or physical, is prohibited. Unwelcome sexual advances, requests for sexual favors, sharing of written or graphic material of a sexual nature, touching, sexually oriented comments or jokes, obscene language, offensive remarks and communication, and any other behavior deemed by the school at its sole discretion to be a violation of this rule is also prohibited. Violation of this rule may result in suspension and or expulsion from school.

5) Bullying, defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another, is prohibited. Violation of this rule may result in suspension and or expulsion from school. Cyberbullying or harassment through social media may also be grounds for suspension and or expulsion.

6) Students shall not possess, handle, transport, or use any weapon, facsimile (toy or look alike) weapon, object that can reasonably be considered a weapon, dangerous object, or substance that could cause harm or irritation to another individual on any school property or at any school function. Any object thrown from a school bus may also be treated as a weapon. Violation of this rule is grounds for suspension and or expulsion.

7) Any student who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The term firearm also includes any explosive, incendiary, poison gas, bomb, or grenade.

Special Note on Safe Harbor: Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff member prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

Expulsions: When a student is alleged to have committed a violation of the Behavior Policy that could subject them to expulsion the Principal shall oversee a preliminary investigation to determine if there is cause to pursue an expulsion. The student will be suspended from Global Academy of SC pending completion of the investigation.

Following the investigation, if the Principal decides to recommend the student's expulsion to the Board of Directors, a conference will be held with the student and their parent/guardian. At the conference the Principal will explain that they are being recommended for expulsion, the basis for that recommendation, that the student will continue to be suspended pending the expulsion hearing, and the procedures set forth in the charter for that hearing. The process will then proceed following the procedures in the charter.

School Safety/Emergency Drills

School safety is a serious matter at GASC. Emergency preparedness drills will be held throughout the school year so students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergencies. A comprehensive Safety and Emergency Preparedness Plan is available in the school office.

Emergency Policy

School/Home Communication & Student Reunification

In the event of a school emergency it is important for both the school and each family to have a plan in place for communication as well as to safely reunite children with their families. In such situations, it is the school's first priority to ensure the safety of all students. After all students are safe and accounted for, the school will work with local responding agencies to facilitate communication to parents about picking up students.

Parent/Guardian Responsibilities

- Ensure all contact information remains updated.
- The number listed as your "Primary" phone on our information forms is the one that will be called with instructions in an emergency.
- Include as an emergency contact ANYONE who might pick up your child from school. (Students WILL ONLY be released to people who are on our list)
- Wait for an official communication from the school before coming on site.
- Once on site, be patient and follow the directions of emergency personnel.
- Do not try to contact your student by cell phone. Cell channels should be kept free for use by emergency and first responders and can crash if overloaded by too many people in a small area vying for usage.

Communication from The School

- Communication from the school to parents/guardians in an emergency situation will first come through our automated parent contact system ParentSquare. Our automated phone system will call your primary "primary" phone number listed in Powerschool. If you would like to update your contact information so that a different number is listed in this field, please contact us.

- After the original message is sent, a repeat call will go out 15 minutes later. These messages will contain directions only.
- Once all students have been accounted for and safely picked up, an informational statement will be released in conjunction with responding authorities containing more information about the incident itself.
- It is important for parents/guardians to note that during an emergency, school personnel will not be at their desks. This means that there will not be anyone available to answer the phone. All information that will be needed to guide you in the process of coming to pick up your child will be contained in the automated messages.

Reunification

- Parents/Guardians will wait to receive instructions on how to proceed to the area that they will pick up their student before coming on site. Depending on the emergency, it may be a site other than the school.
- Emergency personnel will be at each entry to the school. It is imperative that their instructions be followed.
- Only people listed as emergency contacts on each student’s information in Powerschool will be able to pick up those students.
- Please be patient, 100% safety and successful reunification is our goal. Speed is not.

School Meals, Snacks/Beverages

Global Academy of SC participates in the National School Lunch Program. The students will receive full breakfast and lunch daily. Based on the federal poverty guidelines, the students may receive free or reduced priced meals if they are eligible. The students who are not eligible to receive free/reduced priced meals, will have two options:

1. Pay full price for meals. The parents/guardians must provide payments for meals via PowerLunch online platform. It is parents’ responsibility to monitor the balance of the student’s account. The school will send reminders to the parents if the funding balance needs to be refilled. We will accept cash or online payments at this time.
2. Bring breakfast/lunch from home. The food will be stored in the classroom and can be heated (if needed) in the cafeteria during meal times by the staff per request.

	Paid	Reduced
Breakfast	\$3.30	\$0.30
Lunch	\$4.25	\$0.40

The students are discouraged from sharing meals with each other for safety reasons. Parents are allowed to drop off food at the front desk.

No junk food (chips, candy, cookies, soft drinks, energy drinks, etc.) will be allowed in the classroom. It is a teacher’s discretion whether food and drinks will be allowed in the classroom in general. If permitted in the classroom, we encourage parents to provide healthy snacks and water only to bring to school if desired.

Celebrations /Deliveries/ Special Activities Policy

For all celebrations and special activities/events, homemade or home baked foods cannot be distributed to students within the classroom or in an applicable classroom setting. Acceptable foods that may be brought, with teacher notification, for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item(s).

School Uniforms

GASC has set a high standard of dress to encourage the greater respect for students and others, which will result in a higher standard of behavior. Every student in attendance shall wear the school uniform in accordance with GASC’s Dress Code Policy. Parents select to have their child(ren) attend GASC with full acknowledgment of the expectations and policies. Purchasing uniforms from GASC is a policy requirement and the dress code will be enforced by teachers and staff. School shirts and sweatshirts should be purchased in the school main office. Bottoms may be purchased from any retailer of the parents’ choice.

T-Shirt Cost: \$7.50



Sweatshirt Cost: \$16



Students who qualify for free/reduced meals, will be eligible to receive two (2) free t-shirts and one (1) sweatshirt. We recommend to have up to four (4) t-shirts and two (2) sweatshirts for each student. Bring the letter with the case number (TANF, SNAP, Medicaid) to the main office to receive two free t-shirts and one free sweatshirt. Additional tops can be purchased in the main office as well.

Bottoms (not provided by the school):

Pants and skirts– khaki, gray, dark (navy) blue

Important Dress Code Information for all students:

- Please write your child’s name on the label of any school attire to reduce items in the lost and found.
- Students MUST wear their GASC t-shirt under their GASC sweatshirt.
- Shirts must be tucked in. A white undershirt may be worn.

Bottoms- Pants, Shorts, Skirts:

- All “Bottoms” must be no shorter than fingertip length.
- Pants should not drag on the floor and should be worn around the natural waistline.
- Rips, tears, or holes should not reveal bare skin higher than fingertip length.

Shoes:

- No cleats, or shoes with built-in rollers.
- Closed-toe shoes are required for Physical Education and Science lab for safety reasons.
- No bedroom shoes, slippers, or “footy” pajamas are to be worn.

Hats/Headwear:

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building unless specifically authorized by administration for religious, medical, or other reasons.
- Children should take caution when wearing coats or hats with drawstrings around the neck area while on the playground. These drawstrings may contribute to entanglement or strangulation when playing on playground equipment.

Hair:

- Hair style, including any color, must not draw excessive attention thereby disrupting the focus of learning.

Piercing and jewelry:

- Piercings or jewelry must not be excessive or draw excessive attention thereby disrupting the focus of learning.

Discrimination and Harassment

1. Policy against Discrimination

a. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity or in any employment conditions or practices conducted by this school, except as provided by law.

b. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students or other persons protected by applicable law.

c. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability, handicap or sexual orientation.

2. Policy against Sexual Harassment or Other Forms of Harassment Prohibited by Law

a. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state and federal law.

The School forbids sexual harassment, or any other illegal form of harassment, of any employees, students, volunteers, or visitors. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

b. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

3. Definition of Sexual Harassment

a. Prohibited sexual harassment includes, but is not limited to, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

i. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

ii. Submission to or rejection of the conduct by an individual is used as the basis for the employment or academic decisions affecting the individuals.

iii. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct

a. By the individual is used as a basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

b. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

i. Graphic verbal comments about an individual's body or appearance.

ii. Sexual jokes, notes, stories, drawings, pictures or gestures.

iii. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.

iv. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.

v. Spreading sexual rumors

vi. Touching an individual's body or clothes (including one's own) in a sexual way, including but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing and fondling.

vii. Cornering or blocking normal movements.

viii. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

5. Definition of Other Forms of Prohibited Harassment

a. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

i. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

ii. Has the purpose or effect of interfering with an individual's work or academic performance

b. Examples of prohibited actions, which may constitute harassment include but are not limited to the following:

i. Epithets, slurs or negative stereotyping;

ii. Threatening, intimidating, or hostile acts, such as stalking; or

iii. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

6. Retaliation Prohibited

a. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

Bullying Prevention and Intervention

Global Academy of SC is committed to providing all students with a safe, respectful learning environment that is free from bullying. Please be advised that any and all forms of bullying, cyber-bullying, and retaliation by students, staff, and parents are prohibited in the school.

Bullying is defined as follows:

“The repeated use by one or more individuals of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at the target, that:

- a) Causes physical or emotional hurt to the target or damages to the target's property;
- b) Places the target in reasonable fear of harm to himself or of damage to his property;
- c) Creates a hostile environment at school for the target;
- d) Infringes on the rights of the target at school, or
- e) Materially and substantially disrupts the education process or the orderly operation of a school.”

Bullying can be physical or psychological and includes such repeated behaviors as name-calling, excluding, teasing, pushing and verbal threats, and includes cyber-bullying. In the event that we receive a report of alleged bullying, school administration will take all steps required within the Anti-Bullying Policy to promptly investigate and remedy bullying situations. Parent and student notification of bullying incidents, as well as the investigation and response to such incidents, will be made in accordance with our policy in keeping with all students' privacy rights. While GASC strives to consider all perspectives, including student and parent input, the final determination of whether specific conduct constitutes bullying lies with GASC staff.

Academic Integrity

Academic honesty and integrity are critical components of GASC's educational program. Cheating and plagiarism are strictly forbidden. Cheating includes but is not limited to:

- Intentionally using or giving unauthorized aid on any work, for example, homework, projects, tests, quizzes, exams, computer programs, etc.
- Passing information, either general or specific about a test or quiz to any student who has not yet taken it.

- Taking someone's idea or works and presenting them as your own work.
- Copying the school's software, using illegally copied software or copying an electronic file.

Note: Violations of academic integrity will result in loss of credit for the work, parent contact, and/or disciplinary action.

Homework Policy

The purpose of homework is to help young learners to develop positive study habits outside of school. GASC believes that reiterating the learning outside of class is essential to student success and homework is a way for students to get additional practice with content. Homework should be an extension of in class activities and will be assigned at teacher discretion. Homework may include but is not limited to projects, online platforms, studying for tests, reading, etc. Teachers are not required to accept homework over a week late. However, the late policy may be amended based on circumstances and at the teacher's discretion.

Electronic Media Guidelines - Acceptable Internet Use Policy

The internet links to thousands of computer networks around the world, giving GASC students access to a wide variety of computer and information resources. GASC does not have control of the information on the internet. Some sites accessible via the internet may contain material inappropriate for education use in a K-8 setting. GASC and the system administrators do not condone use of materials and does not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of internet privileges.

GASC denies any responsibility for the accuracy or quality of information obtained through its internet accounts.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of GASC facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the GASC network.
2. Students may not allow others to use their account name and their password. To do so is a violation of the Acceptable Use Policy.

3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of Internet at GASC or to improperly restrict or inhibit others from using and enjoying the internet is a violation of the Acceptable Use Policy.
4. Transmission of materials, information, or software in violation of any school district policy, or local, state, or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of internet proxy services to circumvent the network filters will result in suspension and loss of internet privileges.

Violating the Acceptable Use Policy may result in:

- Restricted network access
- Loss of network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Field Trip Policy

Global Academy of SC recognizes the importance of out-of-classroom experiences for students. Each of our classes may take field trips during the year. A field trip is a journey or excursion away from school grounds, involving two or more persons; organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance.

Guidelines for Field Trips

- All field trips must be approved by the Principal.
- All field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the trip director) designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s), and on return.
- The parent or guardian of each student participant must sign a Field Trip Permission Slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first.
- When a bus is required, all students must ride on the school bus.
- Younger or older (minor) siblings may not accompany parent chaperones on field trips, as they may distract attention away from the supervision of students.

- Students who have had multiple or severe behavior problems may have certain restrictions in regards to participation in Field Trip activities.

After School Program

Global Academy of South Carolina offers a fee-based after school program on regular school days from 3:30 to 6:00 PM and on early-release days from 12:30 to 6:00 PM. The program will start on September 5, 2023.

The program is structured and students receive a snack each day. The program does not operate during holidays and non-student days.

To sign up for the program, the parents need to register and pre-pay the appropriate fee in cash or online to be able to participate in the program. To sign up for the program, fill out the form here: [After-school program form](#).

Program Fees:

Regular School Days (3:30pm-6pm)

Daily Rates	Weekly Rates
1 child - \$8	1 child - \$40
2 children - \$15	2 children - \$75
3 children - \$20	3 children - \$100
4 children - \$25	4 children - \$125

Early-Release Days (12:30pm-6pm) *lunch will be provided

- 1 child - \$15
- 2 children - \$25
- 3 children - \$35
- 4 children - \$40

The child/children must be picked up ON TIME at the end of the after school program. Late pick up fees - \$5 for the first 15 minutes and \$10 for each additional 15 minutes.

Retention Policy

The following information is intended to identify those students who are not performing at their current grade level. If ANY of the following criteria are NOT met, a team that includes the student’s teachers, parents, and administration will consider retention of the student.

1-Attendance-Absences that number 20 or greater for the academic year will put a student in consideration for retention.

2-Academic Success In Core Classes-All students must pass their core classes and/or subjects. The student's yearly score in each class must be 60 or above to be considered passing.

The final decision on retention rests with the Governing Board based on the recommendation of the principal. Teachers will discuss retention with parents in the event that a student is being considered for retention throughout the school year. If such discussions have taken place, teachers will schedule a student success meeting at the end of 3rd nine weeks to make decisions about retention.

Student Services

Global Academy of SC utilizes a Student Success Team (SST) problem-solving Response to Intervention (RTI) approach to provide individual interventions and assistance to students who may be struggling academically or experiencing behavioral or emotional difficulties. The SST team aids the teacher in developing intervention strategies and identifying data collection instruments. When classroom data continues to show a lack of positive student results, the teacher requests additional assistance from the SST. The SST, including the teacher, may also consult with representatives of the special education department or others who may have special areas of expertise for suggestions or input in the review of the data. After the SST reviews the interventions attempted and the student performance in relation to those interventions, additional or revised interventions may be recommended with increased frequency or intensity. Frequent progress monitoring provides the SST with information concerning the effectiveness of those interventions.

Students with Identified Special Needs/Notice of Child Find

Any student that enrolls at GASC who is served through a 504 Plan or an IEP must notify the school of previous services. If a parent, administrator or teacher suspects that a student has a disability they should contact the Special Education Coordinator.

Upon request, GASC is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Evaluation Planning team to determine if the child has a disability, and if the child needs special education services. The school locates, identifies, and evaluates all children with disabilities who are enrolled in GASC.

A school staff member who reasonably believes a child may be a child with a disability has a legal duty to refer the child, including a homeless child, to the school in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent/guardian that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to school administration.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting, Coordinator of Special Education, at (864) 765-0004.

Volunteers/Volunteer Guidelines Policy

School volunteer programs succeed when teachers and volunteers form an effective, cooperative education team and function as co-workers. Global Academy of SC welcomes and encourages volunteers in our school. Parents and community supporters may volunteer for committees and numerous other activities. In order for this to remain a positive experience for the volunteers, the students, and the faculty and staff of Global Academy of SC, volunteers are asked to adhere to the guidelines set forth by Global Academy of SC.

Procedures Upon arrival:

- All visitors must check in at the main office, present a state-issued picture identification and state the purpose of their visit.
- Visitors are required to wear a visitor's badge provided by the school at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only.
- Visitors must at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, visitors must return to the main office and check out.
- The school reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

Confidentiality

As a matter of professional ethics, volunteers do not discuss teacher, student, or school affairs with other people. It is extremely important that confidentiality be upheld at all times and this does extend to public (social) media formats such as Facebook, Instagram and Twitter.

Emergency Drills

Volunteers must follow the same procedures as staff, including leaving the building. In case of a real emergency, office staff will give the sign-in sheets to the emergency crews, so volunteers should remember to sign out upon leaving for the day.

Learning Environment

Maintaining a focused and productive learning environment is paramount to the goals of Global Academy of SC. We ask that volunteers respect the learning environment and do not perform any

activities during instruction time that might detract from the learning of our students. Please work with the classroom teacher to ensure which activities may or may not interrupt.

No Cell Zone

Remember to turn your cell phone off to avoid distractions.

Student Discipline

Adult volunteers have a responsibility to inform staff if there is a problem. Volunteers should not discipline a child including laying hands on the child. They should notify the supervising staff member or a teacher of any inappropriate student behavior and allow the staff to handle it as trained.

Volunteer Dress & Behavior

Dress appropriately. Bringing younger siblings is not recommended while volunteering. When volunteering for a specific academic purpose, volunteers should remember not to use this time to personally monitor your own child's performance or to discuss personal matters with your child's teacher.

Visitor Policy

Visitors, including parents, are not permitted to go to their child's classroom unannounced before, during or after school hours because this disrupts normal routines and instruction. For the safety and protections of all students, visitors (including parents) must present a valid Driver's License (each and every time they visit/volunteer) which will be processed through the Raptor Screening System. Parents will also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Classroom visits are allowed with prior approval from the teacher and administrator. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Parent/Teacher Conferences

Conferences between parents and teachers are encouraged and may be requested by either party. If a parent wishes to schedule a conference with a teacher, the parent should email the teacher directly. The teacher will then contact the parent to schedule a meeting. Conferences will be held during a teacher's planning period or immediately before or after school and on designated in-service days. Conferences must be scheduled in advance.

All parents/guardians are expected to participate in parent/teacher conferences twice a year in the Fall and Spring. The dates will be announced and communicated with the parents via ParentSquare.

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved must be approved by the Principal. Any unapproved materials will be removed or confiscated.

School Supplies

Each teacher will provide the parents with the list of supplies to bring to the school by the students prior to the beginning of the year. Some additional supplies for special projects may be requested throughout the year. The teachers will communicate with parents in advance if any additional supplies will be needed.

Lost & Found

A lost and found container is maintained at school. To help minimize the number of lost articles, please put your child's name on items of clothing such as jackets, sweaters, coats, hats, gloves, and water bottles. Remind your child to check the lost and found container for missing items. Any unclaimed items will be discarded monthly and donated to charity.

FERPA

The Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent and Student Handbook Acknowledgment

Dear Parents/Guardians,

Please make sure that you familiarize yourself with the GASC's Parent & Student Handbook for the 2023-2024 school year. You can find a copy of the handbook on our school website (gacademysc.com) or request a copy in the front office.

Thank you,

Global Academy of SC Administration

I acknowledge that I have received and read the 2023-2024 Parent & Student Handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature: _____ Date: _____

Return this signed page with your child to school