



Student and Family Handbook

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Welcome

Dear GLOBE community,

¡Bienvenidos! Bienvenue! 歡迎!

Welcome to the 2021–2022 school year at The GLOBE Academy — and welcome home!

As we enter a new normal, after a year shaped by a global pandemic, all of us at GLOBE are laser-focused on creating the best learning environment for our students, while protecting the health and wellness of our whole community. We are eager to advance our aim of creating globally minded citizens, through a successful language immersion program, a diverse and dynamic school culture, and a thoughtful plan for ensuring the success of the school for the years to come.

Please take a look through this handbook for answers to your questions about how things work at GLOBE, and keep it handy for easy reference throughout the year. (We'll also have it available on our website.) If you have any questions, please don't hesitate to reach out to us.

We are thrilled to have you as part of our GLOBE family and hope you share in our excitement for the year ahead.

Sincerely,

Christi Elliott-Earby
Executive Director

Vision, Mission, and Values

The GLOBE Academy's vision reflects the purpose of our academic endeavors and serves as our roadmap to that purpose. Our core values drive our daily steps toward our ultimate goal: to create a vibrant, dynamic, and unique learning experience that engages every student, stimulates their intellectual curiosity, and facilitates academic excellence and achievement. To those ends, our vision and mission are:

Vision

To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.

Mission

The GLOBE Academy fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential learning model and a constructivist approach, GLOBE inspires students to be high-performing, lifelong learners equipped to make a positive impact in the world.

Values

The GLOBE Academy's core values are expressed in the acronym CREST: Community, Respect, Empathy, Sustainability, and Trust. These values are expected of the governing board, faculty, staff, parents, and students. They are woven into daily life at GLOBE and incorporated into the curriculum.

- **Community:** We are inclusive, and we nurture and support one another.
- **Respect:** We treat ourselves and each other with kindness and dignity.
- **Empathy:** We strive to understand and share the feelings of others.
- **Sustainability:** We aim to conserve our resources for optimal use in the present and future.
- **Trust:** We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.

Globe at a Glance

- Opened: 2013–14 school year
- Type: Free public charter school in DeKalb County, Georgia
- Admissions: By random lottery for students in the DeKalb County School District
- Students: Approximately 1,100
- Grades: K–8th
- Morning Arrival: Drop-off begins at 7:30 a.m. at both campuses; school begins at Lower Campus at 8:10 a.m. and begins at Upper Campus at 8 a.m.
- Dismissal: Lower Campus 2:35 p.m., Upper Campus 3:10p.m.
- Maximum Student-to-Teacher Ratio: 1:12 in grades K–2, 1:24 in grades 2–7 (excluding teaching assistants, who are shared among classes)
- Maximum Class Size: 24
- Curriculum: Georgia Standards of Excellence, Georgia Frameworks
- Instructional Approaches: Dual-language immersion, constructivism, reading and writing workshop
- Languages Offered: French, Mandarin, and Spanish
- Lunch Program: Healthy lunch program available to all students
- Parent Engagement: Active Parent Teacher Community Council (PTCC)

Board of Directors

GLOBE's Board of Directors is charged with the management of The GLOBE Academy and must pursue such policies and principles in accordance with law, the provisions of the Articles of Incorporation, GLOBE Bylaws, and any written charter entered into by the Board.

As trustees of public funds, the Board of Directors is responsible for ensuring the school's long-term financial stability and integrity of the charter. The board sets the strategic plan and is responsible for overseeing the effective, faithful execution of the school's mission. In order to fulfill these obligations, board members pledge to contribute needed resources and talents.

Please visit theglobeacademy.org/board-of-directors for more specific information regarding the duties and obligations of the Board of Directors, as well as a list of current members.

Campus Locations

Lower Campus (K–3)

2225 Heritage Drive NE, Atlanta, GA 30345

Phone: 404-464-7040

Upper Campus (4–8)

4105 Briarcliff Road, Atlanta, GA 30345

Phone: 470-355-4422

Hours of Operation

School Hours

Lower Campus School Begins: 8:10 a.m.
Lower Campus Dismissal: 2:35 p.m.

Upper Campus School Begins: 8 a.m.
Upper Campus Dismissal: 3:10 p.m.

Front Office Hours

Lower Campus: 7:30 a.m.–3:30 p.m.
Upper Campus: 7:30 a.m.–4 p.m.

Charter Information

Georgia law grants groups the right (or “charter”) to start new public schools that report to the local school district and to their own independent governing boards. By freeing charter schools from many of the constraints of traditional public schools, charter school law in Georgia intends for charter schools to “increase student achievement through academic and organizational innovation.” Charter schools are public schools funded through state and local sources.

The current GLOBE charter agreement runs from July 2018 through June 2024. Please visit our website to view the [complete charter agreement](#).

The Parent Experience

Calendar

The GLOBE Academy follows the DeKalb County School District calendar, with a few exceptions. Please refer to our website for changes or updates in the [school calendar](#).

Drop-off and Pick-up

Please follow the following procedures in order to help drop-off and pick-up run safely and efficiently.

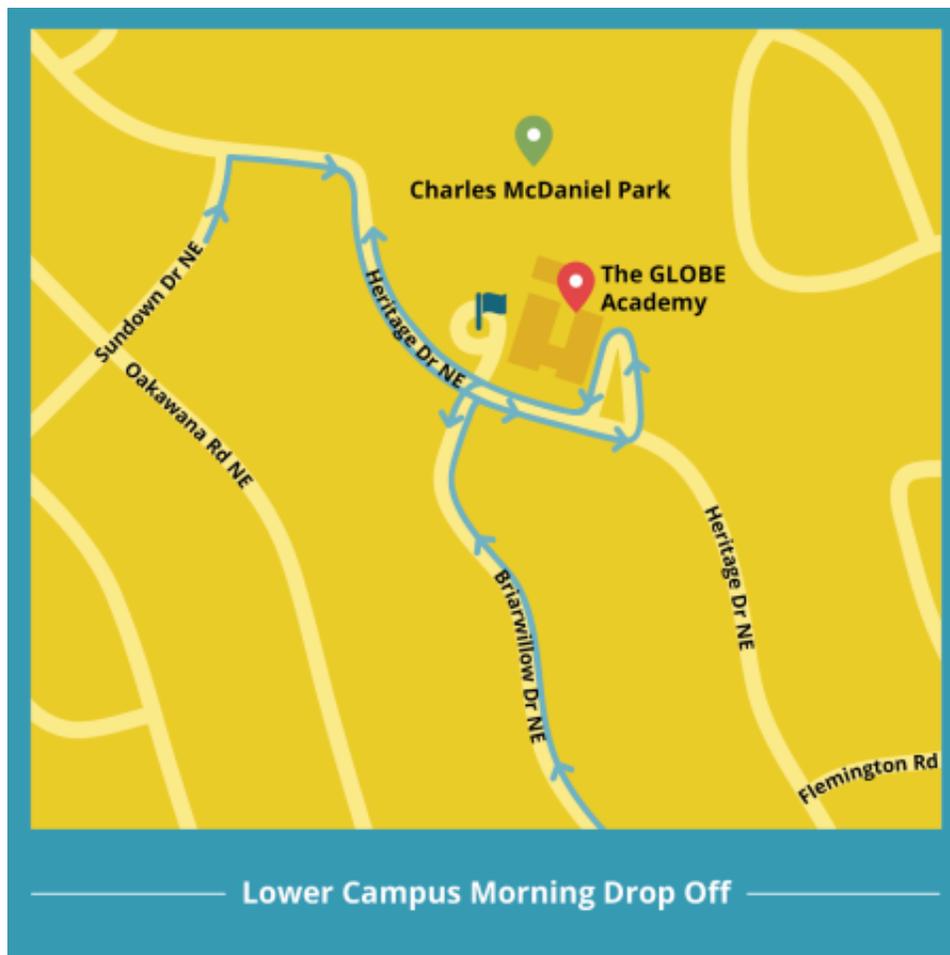
Morning Drop-Off: Lower Campus

Morning drop-off at Lower Campus (LC) occurs from 7:30 a.m. to 8:10 a.m. at the main entrance.

For morning drop-off, please do not use Heritage Drive from the Briarcliff side (east of GLOBE). Instead, approach the school as follows:

- From south of GLOBE, use Fisher Trail/Meadowvale Drive, which becomes Heritage Drive.
- From north of GLOBE, use Briarwillow or Oakawana to Heritage Drive.

Drop-off will close promptly at 8:10 a.m. After that time, parents must enter the school to sign students in at the office as tardy. See Attendance section for more information.

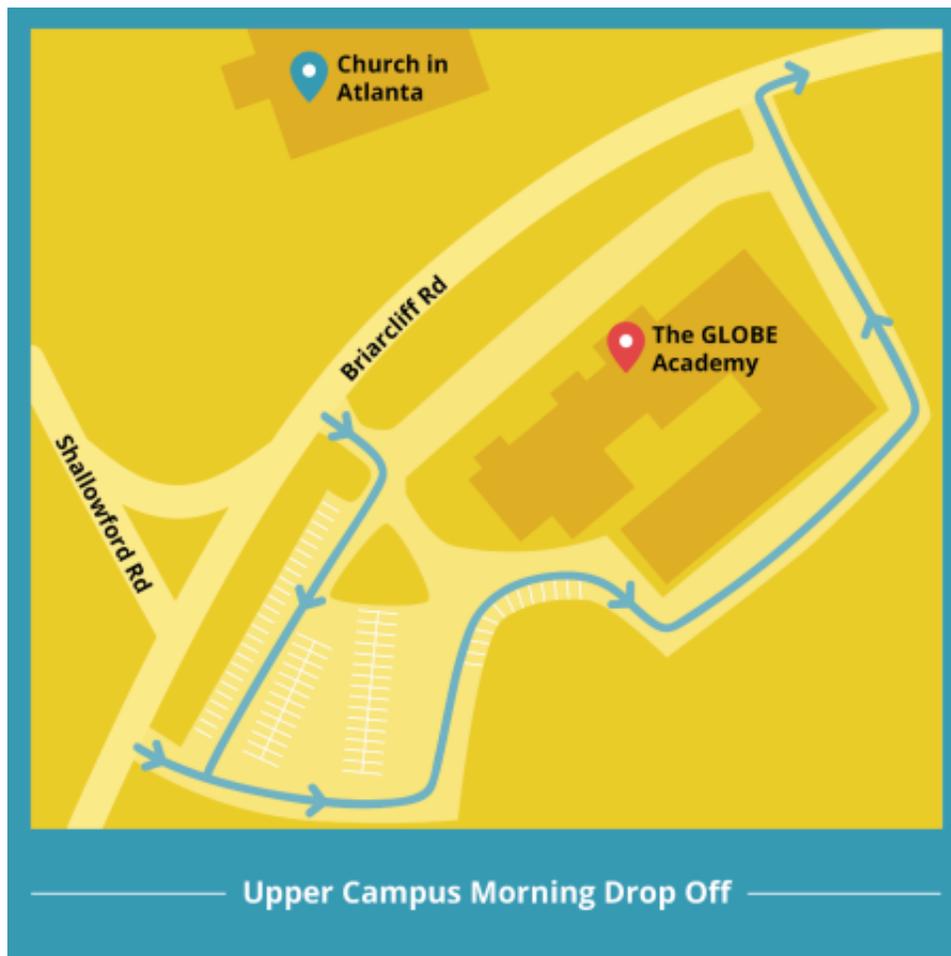


Morning Drop-Off: Upper Campus

Morning drop-off for Upper Campus (UC) occurs from 7:30 a.m. to 8 a.m. at the gym entrance.

- Enter the lot at either the middle or far right driveway.
- Turn to the RIGHT to go around the parking lot and then along the back of the building.
- Pull forward to the sidewalk by the gym door.
- Turn RIGHT to exit the driveway and turn RIGHT on Briarcliff Road. No LEFT turns are permitted onto Briarcliff.

Drop-off will close promptly at 8 a.m. After that time, parents must enter the school to sign students in at the office as tardy. See Attendance section for more information.



Pick-Up Protocols

- At Lower Campus, pick-up time is from 2:40–3:10 p.m. At Upper Campus, pick-up time is from 3:10–3:40 p.m.
- If a child is being picked up before normal school dismissal, they must be picked up before 2:10 p.m. at Lower Campus and before 2:45 p.m. at Upper Campus; after this time, parents are asked to wait until normal dismissal time to pick children up.
- All GLOBE families (walkers, drivers, Extended Care Program, and Enrichment) will be assigned a pick-up number and a zone. They will also be issued a formal GLOBE Car Tag, which must be presented at pick-up, regardless of whether the child is a walker, takes a bus, leaves by car, or stays after school for Enrichment.
- If caretaker/family/bus does not have a GLOBE Car Tag, they will be required to park and enter the main office to show identification. If the person's name is listed as being allowed to pick up the child, a sticker will be issued to show the staff that the student can be released.
- If the child is riding home with another family on a given day, their parent must notify the front office and the child's teacher by 2 p.m. that day. The family picking up the child must have the child's pick-up number. (Note: A GLOBE Car Tag is not required for a one-time pick-up, as long as written permission has been provided.)
- If the child is not staying for ECP/Enrichment on a particular day and will be dismissed to their assigned zone, parents must email their teacher and the front office by 2 p.m. that day. Should a parent/guardian forget to do this by 2 p.m., they must park their car and come to the front office to be cleared for pick-up.

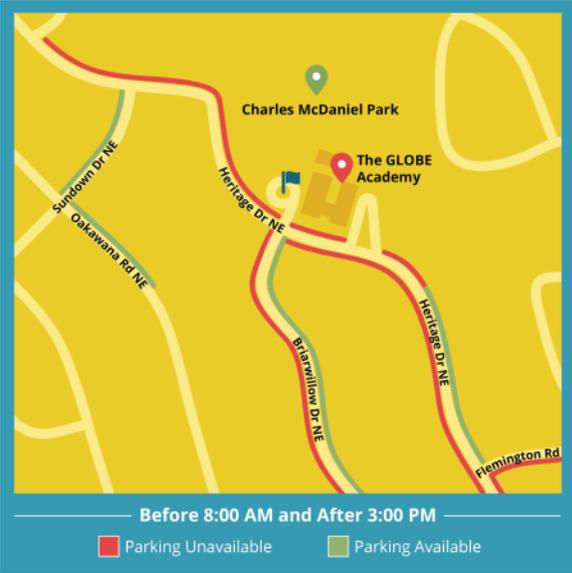
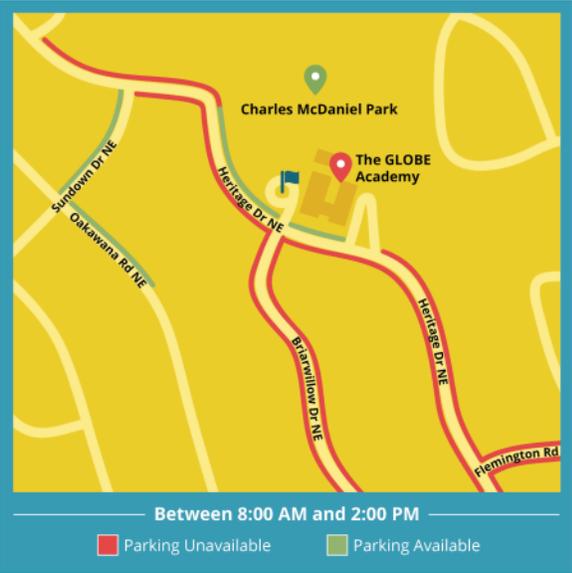
For safety's sake, it is critical that parents report any variation from a student's normal pick-up routine to the front office and the student's teacher. Written permission from the parent/guardian must be provided if a student is to leave school with anyone who is not the student's parent or legal guardian; picture identification may be required for verification before the student is released.

Parking Protocols

There is NO PARKING in the following locations:

- On Heritage Drive, Briarwillow Drive, or Flagpole Roundabout from 2 p.m. to 3:10 p.m.
- Directly in front of the school on Heritage Drive
- In fire lanes in the main parking lot
- In “No Parking” zones
- In front of driveways
- Blocking mailboxes

If a parent/guardian is parking their car prior to 3 p.m. and walking to pick up their child, parking is permitted along Fisher Trail or anywhere beginning at the corner of Sundown Drive and Meadowvale Drive in the direction of Fisher Trail.



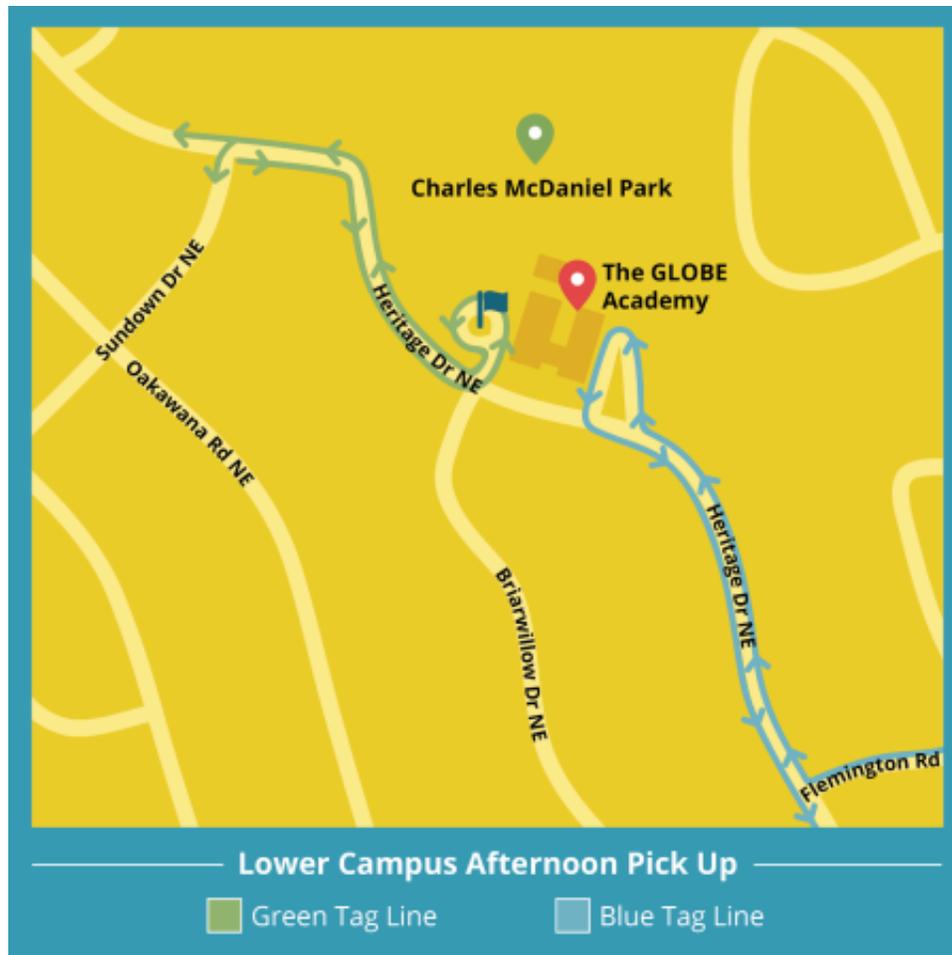
Lower Campus Pick-Up Zones

For Zone A (Blue) — that is, all carpools with a kindergartener — pick-up takes places at the main entrance.

- Everyone must enter and exit via Heritage Drive.
- Turn right into the main entrance parking lot, and exit by turning left onto Heritage Drive.
- Wait at the entrance to the main parking lot until cued by staff to move into the parking lot.
- Zone A (Blue) walkers will pick up their child(ren) at the lower set of side doors on Heritage Drive.

For Zone B (Green) — that is, all carpools without kindergarteners — pick-up takes place at the flagpole lot.

- Everyone must enter and exit from the direction of the park. Enter by turning left into the flagpole parking lot; exit by turning right in the direction of the park.
- Wait at the corner of Heritage and Briarwillow until cued by staff to move.
- Zone B (Green) walkers will pick up their child(ren) at the lower set of side doors on Heritage Drive.



ECP/Enrichment Pick-Up

Parents must present their official GLOBE Academy Car Tag to pick up their child(ren) from Extended Care or Enrichment.

Upper Campus Pick-Up Zone

- Enter the lot at the middle driveway.
- Turn right to go around the parking lot.
- Pay attention to cones and to staff members, who will line up the cars in the main lot.
- The carpool line will form in single file at the gym entrance.
- At 3:10 p.m., the carpool line will proceed around the back of the building.
- Once loaded, cars will be dismissed to exit in groups of six.
- Parents should remain in line until their car is dismissed.
- Due to the large number of students at Upper Campus, GLOBE requests that all car riders be dismissed through the carpool line. There is not space in the parking lot for parents to “park and walk.”
- Walkers are dismissed from the double doors by the auditorium at 3:15 p.m. and walked to the crosswalk at Briarcliff and Shallowford. Parents who want their children to walk must complete a walking release form each school year.



Neighborhood Courtesy

Please respect GLOBE's neighbors in the community by obeying all speed and parking regulations and by not blocking driveways or mailboxes.

Communication

The most critical way parents and families can and should be involved in their students' school experience is through staying informed about school activities. Please read all correspondence sent from the school, whether via the student, through the mail, or electronically.

Newsletters

Each week, a newsletter with important news and information is sent via email to the entire school community; it is also posted on the school's parent portal at theglobeacademy.org. Please subscribe to the newsletter [here](#).

Parents will also receive weekly classroom newsletters from each of their child(ren)'s teachers.

Text Reminders

Please join Remind, a texting service for critical reminders and emergencies. To join, simply send a text message to 81010 with the message "@globers".

Contact Information

For staff contact information, visit theglobeacademy.org/staff. Please note it may take up to 24 hours to receive a response from individual staff members. If the matter is urgent, please call the front office or email lcfroffice@theglobeacademy.net or ucfroffice@theglobeacademy.net.

Telephone Use

Students may only use the school phones in case of an emergency and only with permission of faculty and staff. Parents/guardians should not call school during the day with messages for students unless it is an emergency.

Visitors

The following is our normal visiting policy, but please see additional [COVID guidance](#) until further notice.

- At both campuses, all visitors and parents must enter through the main doors and are required to sign in at the school front office and wear a visitor's tag, which must be worn while on school grounds.
- Parents are welcome to come and eat lunch with their child. However, parents and other visitors may not visit the classroom without an appointment or a volunteer task.
- If you need to speak to a teacher or Head of School regarding your child, please email or send a note to the teacher, or call or email the front office, asking for a conference.
- Parents may escort children to the classroom on the first day of school only.

Pets

Animals are not permitted anywhere on either campus unless they are certified service animals.

Parent/Teacher Conferences

Conferences take place following the distribution of progress reports in October and March and provide an opportunity to discuss students' progress.

All elementary school parents are asked to have a conference during the first semester. During the second semester, parents will be contacted to schedule a conference if their student is not meeting standards or if there are other issues to address. Therefore, not all parents will be invited to have a March conference.

Middle school parents will have the opportunity to sign up for fall conferences, but time slots will be prioritized for students in high need. All parents may request a conference with their child's teacher at any time by contacting the teacher via email or phone.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of students and staff.

If a potentially hazardous event occurs prior to the beginning of the school day, parents are asked to listen to radio or television broadcasts or to check the Internet (local news networks, school webpage, social media, etc.) for further information. GLOBE follows DeKalb County decisions on weather emergencies. If emergency early dismissal is necessary, the school will contact parents with dismissal instructions.

Weather notifications will be delivered via Remind, GLOBE's text message notification service. To enroll, simply text @globers to 81010.

Illness, Injury, Health, and Wellness

Please see [COVID protocols and communications](#) until further notice.

Sick Policy

When a child becomes ill at school, GLOBE contacts the parents immediately so that the child can be picked up within one hour. This ensures prompt medical attention when necessary and minimizes the spread of infection and communicable diseases. If the illness is contagious, per health department guidelines, a doctor's note is required before the student is allowed to return to school.

Please keep contact information updated on school records to include current phone numbers for home, work, cell, and a nearby friend or relative. The child may return to school 24 hours after their symptoms have subsided without the use of fever-reducing medication.

To prevent the spread of illness, please keep children at home if any of the following symptoms are present:

- Fever – 100.4°F or greater.
- Vomiting – two or more occasions within the past 24 hours.
- Diarrhea – three or more watery stools, or any bloody stool, within the past 24 hours. • Cough-persistent, productive cough Rashes – especially with fever or itching.
- Eye discharge or conjunctivitis (pink eye) – eye is not clear or 24 hours has not passed since antibiotic treatment began.
- Change in behavior – child expresses not feeling well and/or is not able to keep up with program activities.
- Head Lice – Live bugs are present and/or head has not yet been treated (chemically or manual extraction)

Immunizations

The GLOBE Academy follows DeKalb County requirements for childhood vaccinations.

Georgia law requires children attending daycare or school to be protected from certain vaccine preventable diseases. The DeKalb County Board of Health offers vaccines to protect children and prepare them for school at clinics throughout the county.

Georgia law states that parents who move to Georgia from another state and enroll their child in a Georgia school for the first time must provide the child's daycare center or school with a Certificate of Immunization (Form #3231) within 30 days of enrollment. This certificate verifies that the child has received the immunizations recommended for his/her age. Parents can obtain this certificate from the child's private physician or the DeKalb County Board of Health. Parents should bring a complete record of the child's immunizations in order to complete the certificate. For more details, call the DeKalb County Board of Health immunization information line at (404) 294-3762 or call a local health center.

Hearing and Vision Screening

Periodically during the school year, students' hearing and vision will be tested by qualified professionals. If any screening indicates that further diagnosis is needed, parents/guardians will be advised immediately.

Medications at School

To ensure the health and safety of children requiring any medication during the school day, the following procedures must be followed:

- Physician's Request for Administration of Medication Form must be signed by the child's physician and parent/guardian. This form is necessary for all medications including over the counter and prescription. The medication form should be taken to the child's licensed prescriber (doctor, nurse practitioner) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.
- All medication must be brought to school by an adult in a pharmacy or manufacturer labeled container that is properly labeled with the child's name.
No student may carry either prescription or over-the-counter medication, including inhalers and EpiPens, at school without the permission of the GLOBE nurse/administration.
- Self-administration of inhalers and EpiPens are allowed when approved by the student's physician, parent(s)/guardian(s), and GLOBE office staff/nurse.

Life-Threatening Allergies

The parents of any student with a life-threatening allergy should inform the school nurse or administration of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis). At that time, the parents must meet with the school nurse or administration to develop an Allergy Action Plan/Individual Health Care Plan for the student; the parents will also be asked to provide medical information from the child's treating physician to help formulate that plan.

The Allergy Action Plan/Individual Health Care Plan will be reviewed by the school nurse or administration, the student's parent(s)/guardian(s), and the student's primary care provider and/or allergist. It will be signed off on by the child's physician, indicating that they deem it to be adequate. Multiple copies of the Allergy Action Plan/Individual Health Care Plan will be kept readily available at the school, including in the clinic, in the main office, in the student's homeroom, and in the homeroom teacher's emergency binder/backpack.

EpiPens will be available in the nurse's office, and those prescribed for individual students will be kept in that child's homeroom emergency backpack or, with permission, carried by the child at all times.

Staff will be trained to identify and respond to reactions from life-threatening allergies, including the use of EpiPens. Any staff involved with students who have life-threatening allergies will be informed of the allergies by the parents and provided information from the Allergy Action Plans. These staff will take steps to ensure that their classrooms and instructional areas are as allergen-free as possible.

During lunch, GLOBE will encourage "no food trading" and "no utensil sharing" to minimize accidental exposure to allergens.

In addition, parents should do the following:

- Provide the school nurse with sufficient up-to-date emergency medications (including EpiPens), so they can be placed in all required locations for the school year.
- Complete and submit all required medication forms.
- Provide a Medic ALERT ID for their child.
- Notify the school nurse of upcoming field trips as soon as possible, and provide EpiPens to be taken on field trips.

- Encourage their child to wash hands before and after handling food.
- Teach their child to recognize the first symptoms of an allergic/anaphylactic reaction and to, as soon as they feel a reaction starting, communicate it clearly with a staff member.
- Encourage their child not to share snacks, lunches, or drinks.
- Encourage their child to take as much responsibility as possible for their own safety.
- Help their child understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.

While GLOBE cannot guarantee an allergen-free environment or prevent harm during an emergency, GLOBE works diligently to minimize the risk of exposure to food allergens, educate the community of the seriousness of the matter, and maintain school-wide protocols for handling emergencies.

Comprehensive school-wide efforts are designed to prevent any occurrence of life-threatening allergic reactions, prepare for any such allergic reactions, and respond appropriately to any allergy emergencies that arise.

Nut-Free School Policy

GLOBE is committed to offering safe educational environments for all students, including those with life-threatening food allergies. Because many students have life-threatening anaphylactic allergies to peanuts and tree nuts, nuts are not permitted at school.

Students who have documented anaphylactic reactions to peanut butter and other nut-related products can react not only by ingestion but also by contact with nuts. This means that just by touching a small amount of peanut or tree nuts, these children could suffer a severe or life-threatening anaphylactic reaction, possibly leading to death. It is incumbent upon the whole GLOBE community to help minimize such risks.

Additional guidelines are as follows:

- No peanut butter or products containing peanuts or tree nuts will be permitted at GLOBE during school, at before- and after-school functions, or on field trips.
- If a food containing peanut butter or nuts is brought in, the food will be Ziploc bagged, labeled with a reminder, and sent home with the child at the end of the day to enjoy outside of school.
- All food offered at school activities (including extended care and enrichment) will not contain nuts.
- Teachers will not be doing any classroom projects that involve nuts or nut shells.

Food in the Classroom

Food can be an important part of the curriculum for learning about other cultures, the environment, and healthy lifestyles. If teachers include food as part of a lesson (e.g., planting vegetables and herbs in the school garden and then sampling the produce), they will work to avoid known food allergens and will notify all parents of the lesson at least one week in advance.

Birthday Parties

Teachers are encouraged to recognize student birthdays in a creative manner that is meaningful to the child but does not infringe upon instructional time. Parents may not send sugary snacks like cupcakes to school for birthday celebrations. Some teachers allow parents to bring in a healthy group snack, like fruit; other teachers, because of food allergies, request non-food celebrations, like a piñata (with inedible prizes only), a special book, a favorite song, etc. Parents must work with the teacher ahead of time to discuss

what the parent would like to bring and to get the teacher's approval.

School-wide Celebrations

The GLOBE Academy hosts many school-wide celebrations involving food on evenings and weekends (summer picnic, fall festival, family potluck, etc.). Both campuses continue to be nut-free campuses during these events, so please do not bring food containing peanuts or tree nuts.

Healthy Snacks

Students are encouraged to bring healthy, non-sugary snacks with them to school daily to eat during times designated by the teacher. Because sugary snacks have been proven to negatively affect children's attention, mood, and ability to focus, GLOBE does not allow children to bring such snacks to school. Please see the student's teacher for more specific guidelines.

Safety

Security and Emergency Procedures

During the school day, at both campuses, one front door will be the sole entrance for students and families. Visitors will need to ring the security buzzer to enter the school. All visitors must sign in and out.

Emergency exits have been identified for each room. Maps indicating these exits will be posted in the rooms. Regular emergency drills—including fire, tornado, and lockdown drills—will take place during the year at both campuses.

All areas of GLOBE campuses are on an intercom system. Teachers are issued walkie-talkies for daily dismissal and emergencies.

Searches by School Personnel

In accordance with state and federal law, should a school staff member have reasonable suspicion that a crime or violation of school rules has occurred, the school staff member has the authority to conduct an appropriate search.

Reasonable suspicion is defined to mean that the person initiating the search has a well-founded suspicion — based on objective facts that can be articulated — of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

If reasonable suspicion exists, and if the school staff can justify the search at its inception, a reasonable search can be conducted to prove or disprove the stated suspicion.

Student lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material that violates school rules, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the school authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband. The school does not need reasonable suspicion to utilize drug sniffing dogs.

Students or student property may be searched based on reasonable suspicion of a violation of school rules, policy, or state law. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, preferably both the individual conducting the search and the witness will be of the same gender as the student. Students may be asked to empty pockets, remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

Fundraising

Throughout the year, GLOBE conducts fundraising efforts to supplement the funding we receive from the state and county. Such fundraising efforts also allow GLOBE to maintain GLOBE facilities and deliver an exceptional educational experience for all students.

Fundraising opportunities take place throughout the school year and are led by the Board of Directors' Development Committee and the PTCC, with a goal that 100% of families will contribute. What GLOBE asks is that families give what they can, with the understanding that their child's education is the best investment they will make.

Visit the [fundraising](#) section of GLOBE's website for the various ways families can give to GLOBE.

Parent Teacher Community Council (PTCC)

The PTCC's vision is to be an engaged community that supports the learning environment and unique culture of GLOBE. Participation in the PTCC is open to any parent/guardian with children attending GLOBE, GLOBE faculty and staff, and members of the greater community who are supportive of the vision and mission of The GLOBE Academy. All are welcome and encouraged to get involved.

The PTCC is supported by a non-for-profit foundation and as such is entrusted with fundraising and event responsibilities on behalf of GLOBE. The PTCC leadership team consists of four officers (two co-chairs, a secretary, and a treasurer), two representatives of each of the five Parent Action Committees (PACs), two teacher representatives, and two community stakeholders appointed by the Head of School. The PTCC is empowered to raise and spend raised funds for sustaining and improving GLOBE. The PTCC provides resources for improvements to The GLOBE Academy including but not limited to, faculty, facilities, technology, teacher, and program improvements.

The PTCC aggregates reports of the activities and plans of each PAC and reports them to the Governing Board for appropriate evaluation and action. The PTCC is not empowered to enter The GLOBE Academy into contracts of any kind, represent GLOBE in any official communications through any media format, or make any substantive change to any school activity governed by the school's charter. Please see the [PTCC section of GLOBE's website](#) for more information.

PAC (Parent Action Committees)

PACs are workgroups of the Parent Teacher Community Council (PTCC). PACs are narrowly focused groups of parents charged with tackling specific challenges or planning specific aspects of GLOBE growth and development. PACs meet regularly and are open for any parent to join. PACs are dynamic and subject to change in response to changing conditions. Please consult the [PTCC section of GLOBE's website](#) for more information on joining a PAC.

Volunteers

Research has shown that children who see their parents and guardians engaged in their school perform better in school. Family involvement, therefore, is a critical element of the GLOBE experience.

Participation at every level is welcome, but each family at GLOBE is requested to perform a minimum of 10 volunteer hours per year. This includes, but is not limited to, helping the teacher with class projects, chaperoning field trips, volunteering at school events, helping at school grounds workdays, serving on PTCC planning committees, and more. Many volunteer opportunities can be done from home, in the evenings, or on weekends.

After you volunteer, please log your hours at theglobeacademy.org/volunteer. Families will receive an updated volunteer hours report at the end of each semester. Grandparents, nannies, etc. are welcome to participate and will count towards the family's 10 volunteer hours.

Grievances and Complaints

When any member of The GLOBE Academy community has a complaint or grievance, the Grievance and Complaint Policy and Procedures are to be followed in order to best resolve the conflict. The GLOBE community includes but is not limited to students, parents, employees, and independent contractors.

Complaints or grievances could include a matter of school policy or procedure, concern over the actions of another community member, or a serious misunderstanding that develops between or among parties at The GLOBE Academy.

A detailed description of The GLOBE Academy's Grievance and Complaint Policy and Procedures can be found [here](#).

The Student Experience

Dual Language Immersion

The GLOBE Academy is a dual language immersion school which means that half of a student's instruction time is in English, and half is in a foreign language. Children are assigned to a homeroom with other classmates and have a "partner" class. In Grades K–5, children spend the entire day in English or the foreign language and switch every other day.

GLOBE offers three language tracks: French, Spanish, and Mandarin. Upon enrollment, each student is assigned to a language track and stays in that language track throughout their time at GLOBE. Families who speak the foreign language at home or children who have attended a language immersion preschool are considered heritage speakers and are given preference for that language.

In middle school, the dual language immersion model ends. Students switch classes for all subjects, taking a high-level language course for high school credit.

In addition to learning another language, students are introduced to life in other countries through regular interaction with teachers, parents, and community members from other cultures, as well as through school-wide cultural celebrations and service-learning projects.

Constructivism

Teaching and Learning practices at GLOBE are guided by a constructivist theory of learning that places students at the center of their learning in a hands-on way. Students are active participants in their learning experiences, which guide them toward demonstration of mastery of higher-order concepts and skills. This approach does not rely on textbooks, worksheets, or ample homework; rather, it is driven by rich and engaging standards-driven projects and learning experiences that help students demonstrate understanding and develop meaningful skills.

Constructivist Theory is grounded in the work of developmental psychologist Jean Piaget and requires a student-centered approach to teaching and learning. According to Black and Ammon (1992), constructivism in the educational area is “more concerned with understandings achieved through relevant experience than with accumulated facts received from others.” Thus, students learn by engaging in their environment and with adults and peers. Instructional activities are relevant and varied, encouraging active participation as teachers serve primarily as facilitators and conduct questioning sessions to encourage student inquiry, elicit student responses, and probe for deeper understanding.

One way to understand constructivism is to distinguish it from a traditional learning environment, in which students are considered receptacles of information. In such settings, teachers are the keepers and disseminators of information. Teachers in constructivist settings, on the other hand, present children with tools for inquiry and teach them to link their individual interests and affinities to learning. This allows children to construct their own knowledge base. GLOBE believes that this is the proper foundation for lifelong learning. The faculty encourage children to be curious, critical thinkers equipped to advance their learning within or outside of any structured learning environment.

Reading and Writing Workshop

The GLOBE Academy uses best practices of the Reading and Writing Workshop developed by Lucy Calkins at Teachers College, Columbia University.

GLOBE's students are involved in authentic reading and writing experiences that focus on the strengths and needs of each child.

Teachers use a "mini-lesson" to introduce new concepts in reading and writing skills. Students then work individually or in small groups on assignments specific to their reading and writing level. The act of reading independently and writing independently in the classroom is key to developing literacy skills. During work time, teachers work with students one-on-one or in small groups, guiding the work and providing feedback. Teachers closely monitor each student's individual progress in order to select books and assignments that are appropriate for their level.

Not only are students developing their reading and writing skills through these workshops, but they are also actively engaging in the learning process and well on their way to becoming lifelong readers and writers.

Grading

GLOBE does not use numbers, ranks, or traditional A–F grades for grades K through 5. Instead, student academic performance is documented in relation to a student’s progress towards the standards for each performance area at each grade level.

As students transition to middle school (grades 6–8), standards-based assessments are concurrently scored with letter grades. This allows grades to be entered into the county grade recording system, Infinite Campus*, in preparation for high school. Detailed information regarding the breakout of GLOBE’s grading system is communicated to families prior to the first reporting period.

Four times a year — in October, December, March, and May — students and families in grades K–5 receive standards-based reports. These reports provide academic and related information on a student, so that support and attention may be enhanced, maintained, or altered to help the student maximize their growth and learning. They deliver a detailed picture of a student’s performance in each subject area or class, through a narrative that describes the student’s skills and habits relative to the class and/or the Common Core Georgia Performance Standards (CCGPS) for the course.

Reports sent home in October and March are progress reports, while those sent in December and May reflect the entire semester.

*Please email registrar@theglobeacademy.net for information regarding parent access to Infinite Campus.

Standards-Based Grading System

Standards-based assessment provides an accurate snapshot of student abilities based on the standards for which they are accountable at their grade level. The following scale is used:

- 4 – Has demonstrated advanced, in-depth understanding of the standard. (I know it even better than my teacher taught it.)
- 3 – Has demonstrated a complete understanding of the target learning goal. (I know it just the way my teacher taught it.)
- 2 – Has demonstrated a simple understanding of the target learning goal. (I know some of the simpler stuff but can’t do the harder parts.)
- 1 – Is able to partially demonstrate understanding with assistance. (With some help, I can do it.)
- 0 – Is not successful with the learning goal, even with assistance. (Even with help, I can’t do it.)

In order to report grades to the school district and for traditional transcript purposes, the school reports Meets Expectations (M), Exceeds Expectations (E), or Needs Improvement (N) to the county and state.

Grade Level Retention

The purpose of promotions and retention is to provide maximum consideration for the long-term welfare of the student and to provide an opportunity for each student to progress through school according to their own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another, upon completion of satisfactory work; however, a student may be retained when their standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next

higher grade. Retention typically occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the Head of School. If parents/guardians do not agree with the decision of the HOS, an appeal may be made in writing to the Board. All appeals must be requested within two (2) weeks after the close of school.

Uniforms

Students at The GLOBE Academy are required to wear uniforms. School uniforms provide a sense of community and help ensure safety by making it easier for faculty and staff to identify students. GLOBE's uniform policy does not require uniforms to be purchased from a particular vendor.

Any item worn in the building during the school day must comply with the uniform policy. A student arriving at school out of dress code will be held in the school office until appropriate clothing is brought to school for them.

The details of the uniform policy are on the chart that follows. Additionally, note that all clothing items must be solid color and free of wording, designs, stripes, or patterns. Logos may be no larger than 2" x 2".

	ACCEPTABLE COLORS	ACCEPTABLE STYLES
TOPS	Navy White Light blue Spirit wear <ul style="list-style-type: none"> • K–5: Fridays only • 6–8: Every day 	Short- or long-sleeved polo shirts. If a child is cold and requires an extra layer in class, that garment must be solid grey, navy, white, or light blue.
BOTTOMS	Navy Khaki Light blue – dresses only Blue jeans <ul style="list-style-type: none"> • K–5: Fridays only; must be paired with spirit wear top • 6–8: May be worn daily; jeans may not have lace, rivets, patches, or other adornments, and may not be torn or ripped. 	Jumper or collared knit dresses* Shorts* Pants** Skirts/skorts* *Shorts, skirts, and dresses must be no shorter than the longest fingertip when a student's arms are fully extended at the sides of the body. **Avoid excessively tight or baggy pants. Jeggings/leggings may not be worn as pants.
HOSIERY	Navy White Black	Tube or knee socks Tights Leggings (as under layer)
SHOES	White Black Gray Brown Navy	Canvas or leather sneakers (preferred) Saddle shoes Boat shoes/Merrill-type Mocs Mary Janes Boots (winter) Backless shoes (clogs, Birkenstocks, Crocs, etc.), beach shoes, flip-flops, sports sandals, Heelys, and light-up shoes are not permitted. Shoes must have non-marking soles.
ACCESSORIES		Small necklace Simple ring Wristwatch Tiny, plain, non-dangling earrings (no larger than ear lobe, no hoops) No hats.

Supplies

Parents/guardians should refer to [GLOBE's website](#) or consult with their child's teacher for information about the school supplies they are expected to provide. Such supplies will need to be brought to school by the first day of school.

If the cost of school supplies presents a financial hardship, parents or guardians may confidentially email Christi Elliott-Earby at celliot-earby@theglobeacademy.net.

Classroom and School Technology

Technology

Technology is used as a learning tool throughout The GLOBE Academy. Monitored computer access is available to students in the library media centers, in labs, and in the classroom through laptops, tablets, and Smart Boards.

By virtue of using a school computer, network, or online tool, GLOBE students and parents agree to abide by GLOBE's acceptable use policy.

Acceptable Use Policy

GLOBE offers Internet access for student and staff use at school, and various online tools for staff, student, and parent use. This policy is the Acceptable Use Policy for use of online tools and Internet use at GLOBE.

The Internet system and online tools have been established for a limited educational purpose to include classroom activities and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum, and GLOBE has the right to place reasonable restrictions on the material students access or post, the training students need to have before they are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Georgia. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying.

Access to the Internet is available through this school only with permission of the Head of School or their designee and the student's parents. This policy applies to the use of school equipment at school, or the use of services established or maintained by the school which may also be used off property.

Personal Safety

- Students will not post contact information (e.g., address, phone number) about themselves or any other person.
- In general, students will not interact online with anyone they do not know personally. They will not agree to meet with someone they have met online without their parents' approval. Any contact of this nature or the receipt of any message a student feels is inappropriate or makes them feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- Students will not attempt to gain unauthorized access to GLOBE's computer system or go beyond their authorized access by entering another person's account number or accessing another person's files.
- Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students will not use GLOBE's system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should students give their password to another person.
- Students must immediately notify a teacher or the system administrator if they identify a possible security problem. They should not look for security problems; this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following virus protection procedures when downloading software.

Inappropriate Language

On all uses of the Internet, whether in application to public or private messages or material posted on web pages, students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person by a persistent action that distresses or annoys another person, and they must stop if asked to do so.

Respect for Privacy

- Students will not repost a message that was sent to them privately without permission of the person who sent the message.
- Students will not post private information about themselves or another person.

Respect for Resource Limits

- Students will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
- Students will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

Plagiarism and Copyright Infringement

- Students will not plagiarize materials that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If they are unsure whether they can use a work, they should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.

Inappropriate Access to Material

- Students will not use the organization’s computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parent approval.
- If a student mistakenly accesses inappropriate information, they should immediately tell their teacher or another staff member. This will protect them against a claim of intentional violation of this policy.
- Parents should instruct their child(ren) if there is additional material they think would be inappropriate for him or her to access. The school fully expects that students will follow their parents’ instructions in this matter.

Students' Rights

- **Free Speech:** Students' right to free speech, as set forth in the school disciplinary code, applies also to their communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict students' rights to free speech for valid educational reasons. The school will not restrict rights to free speech on the basis of its disagreement with the opinions expressed.
- **Search and Seizure:** Students should expect no privacy of the contents of their personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that they have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that a student has violated this acceptable use policy, the school disciplinary code, or the law.
- **Due Process:** The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the organization's Internet system. In the event of a claim that a student has violated this policy, the school disciplinary code, or the law in a student's use of GLOBE's system, they will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on their Internet use.

Other Acknowledgments

The school makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. The organization will not be responsible for any damage a student may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Anyone caught breaking these rules will be subjected to disciplinary procedures depending upon the severity of the infraction. Additionally, any student caught intentionally damaging or vandalizing a school computer may be disallowed from utilizing computer resources. Any such act may also result in partial or full restitution being required by the student and/or family.

Nutrition Program

This year, all GLOBE students are eligible to receive lunch free of charge.

Families may also elect to pack a lunch for their child. In an effort to promote healthy eating, fast food should not be provided. All food must also comply with the school's nut-free policy.

Typically, parents and guardians are welcome to come eat lunch with their children; they simply need to sign in at the front desk and receive a visitor's badge at the designated lunchtime. Until further notice, however, Covid-related restrictions on school visitors are in place.

Please note: Even though free lunch will be provided to all who want it this year, GLOBE still must collect forms assessing families' official eligibility for the free and reduced lunch program. Regardless of your eligibility, every family is expected to complete and return the form. (Plus, doing so earns you credit for one volunteer hour.)

Movies in the Classroom

GLOBE emphasizes engaging the multiple intelligences of students, and as such, will use various media to educate students. Teachers are welcome to occasionally use videos in the classroom and at school sponsored events, providing that the following policies are followed:

Copyright

Teachers are required to follow the legal copyright requirements of videos and media within the classroom.

Elementary Students

Elementary students may be shown G-rated movies without parental permission. Movies that are rated PG require that the teacher notify parents at least one week in advance using the school's online communication system, giving parents the option to opt their students out of watching the video.

Middle School Students

Students in grades six through eight may be shown G- or PG-rated movies without parental permission. Movies rated PG-13 require that the teacher notify parents at least one week in advance using the school's online communication system, giving parents the option to opt their students out of watching the video.

R-rated Movies

No R-rated movies may be shown to students during school events.

Extended Care and Enrichment

The GLOBE Academy's Extended Care Program (ECP) comprises 3 programs: Before-Care Program (BCP), After-Care Program (ACP), and Enrichment Program. GLOBE's goal is to offer a balanced program that provides mental, emotional, and physical enrichment opportunities for the GLOBE family. For detailed information on the Extended Care Program, please visit GLOBE's website.

Before-Care Program: 7 a.m.–7:30 a.m.

This option is for families that need an earlier drop-off. Students will be released to their classroom at the appropriate time.

After-Care Program: Dismissal–6 p.m.

The after-care option provides students with a safe and comfortable environment to grow and play. Our low student-to-teacher ratio enables us to provide more individualized attention for special art projects and activities, homework, and playground time.

Enrichment Programs

Enrichment programs are offered in eight-week sessions. We have partnered with vendors from the community to provide fun and exciting educational options; details and registration information will be available at GLOBE's open house or shortly thereafter. All enrichment fees are paid directly to the vendors.

Activities and Field Trips

Classes will participate in field trips throughout the year. Parents will be notified of each trip in advance, and permission slips will be sent home with students.

Financial Limitations: Many field trips have a fee, either for the event the students are attending, for transportation, or both. It is GLOBE's policy that any student with a financial need should not have a barrier to attending school-sponsored activities. If assistance is needed with any fees, please contact the Head of School or Assistant Head of School before the permission slip is due.

Behavioral Exclusion for Field Trips: Field trips can be a valuable learning opportunity for students; behavioral expectations, however, are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.

- The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
- If a student has received a referral or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
- End-of-year class field trips are reserved for students who meet school expectations during the school year.
 - Students who have been issued a suspension during the year will not be allowed to attend.
 - Parents or guardians of students who have received only one suspension may ask the staff behavioral team for an exception to this rule, presenting the reasons they feel their child should be allowed to attend. The staff behavioral team can decide whether to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, such as being accompanied by a parent.

Student Counts: Before transporting students to or from any field trip, the teacher and at least one other adult will do a roll call to ensure all students are accounted for. At any given time, each staff member and chaperone should know the number of students they are responsible for.

Student Electronics

Students may have in their possession a personal cell phone for emergency use only.

- The phone must be turned completely off and kept out of sight during school hours. Any infraction will result in confiscation and the phone returned to parents/guardians.
- Repeated violations of this policy may result in disciplinary action.
- The school is not responsible for student cell phones which may be lost or stolen.
- Parents/guardians needing to contact a student at school should not call or send text messages to the student's cell phone.

Students should not bring their own personal electronic devices, including smart watches, to school, except if permission has been given by a teacher for a specific project. Any devices used without such permission will be confiscated and returned to the parents.

Lost and Found

We strongly encourage parents/guardians to label all personal possessions with their child's name. Clothing or items lost at school are taken to the school lost-and-found until claimed. All unclaimed articles will be donated to a charitable organization at the end of each 9 weeks. The GLOBE Academy will not be held liable for loss or damage of any property belonging to the student.

GLOBE PTCC has a partnership with Mabel's Labels. Visit the [Mabel's Labels fundraising site](#) to learn more.

Discipline

The GLOBE Academy staff takes a positive approach to discipline that promotes teaching students to make good choices. This approach helps children develop the intrinsic decision-making skills that will keep them safe, happy, and successful in their life's endeavors.

We apply this approach through the following strategies and tactics:

- Constructing a positive, mutually supportive classroom culture
- Positive reinforcement of healthy class norms
- Specific and authentic encouragement
- Natural consequences to unacceptable behavior
- Individual discipline plans for those students who need a little more structure

GLOBE also follows the [DeKalb County School's Code of Conduct](#).

Maintaining School Property

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, corridors, restrooms, and outside grounds and to exercise proper care in the use of school furniture and equipment. Students will be expected to make financial restitution for the deliberate damage of school property.

Support and Assessment

For students with identified learning disabilities, GLOBE's special education program works with students and their families to meet students' individual needs. This may involve accommodating and/or modifying curriculum and instruction, and/or Individualized Education Plan (IEP) assessment.

A Lead Teacher for Special Education (LTSE) works with a team of special education teachers to oversee the services provided to students with IEPs so that students make progress towards their goals. Through the immersion model, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers, and/or with students working directly with special education teachers.

A broad spectrum of special education services is available to support the specific learning needs of students with IEPs; there are, however, instances where, based on the needs of the student, a more appropriate placement for a student may be at either the student's zoned school or at a DeKalb County School District (DCSD) school with programs designed to meet the needs of students with certain types of disabilities. Parents of students with special needs should speak with the school's administration to discuss the language immersion program and how their child might best be served.

The GLOBE Academy has been assigned a consultative school psychologist who will facilitate any evaluation of students who have been referred for special education services. GLOBE staff includes a school counselor to work with students both in one-on-one and group settings to address social and emotional issues. Parents/guardians of students will be notified of consultations.

Enrollment and Attendance

Enrollment and Attendance Zones

The GLOBE Academy accepts applications for kindergarten, 1st grade, and 6th grade.

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), The GLOBE Academy can also accept students for enrollment in 2nd through 5th, and 7th and 8th grade who meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment.

Applicants must reside within the DeKalb County School District (DCSD).

Enrollment numbers are at the discretion of the Executive Director, with Board approval, as long as class sizes remain within legal limits.

Proof of Residency

Proof of residency within the DeKalb County School District attendance zone is required.

Property owners may establish residency with one of the following:

- Current mortgage statement
- Current utility bill — gas, water, or electric only (We cannot accept phone or cable bills.)

In the case of a lease, provide both of the following:

- Current lease
- Current utility bill – gas, water or electric ONLY

If the parent is not the property owner/lessee, but the parent and student reside with a relative or other person who is a property owner/lessee within the DeKalb County School District, an Affidavit of Residency must be completed, notarized, and submitted with the application. In such a case, the parent AND the owner/lessee of the residence must both be present to submit the lottery application during Open Enrollment.

If a parent/guardian prefers not to submit their child's Social Security card or if the child does not have one, they can submit a SSN waiver. Please note that the child will not be eligible for the Hope Scholarship if a Social Security number is not provided to DeKalb County School District by 12th grade.

Lottery

The GLOBE Academy will accept applications for kindergarten through eighth grade. In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), 2nd–5th and 7th–8th grade applicants must meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment.

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To participate in the lottery, a student's application must be received during the Open Enrollment period and prior to the enrollment application deadline as established by the school's Board. The lottery will take place on the last Friday in February at noon. An unbiased third party will witness and certify the validity of the lottery.

A detailed description of the lottery policy and procedures can be found on GLOBE's website under [Admissions](#).

Attendance

Punctual and regular attendance is the joint responsibility of the student and their parent(s) or guardian(s). If a student must be absent, their parent must notify the school's front office prior to 7:45 a.m. on the day of the absence.

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also given to anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

Additionally, student attendance rates impact the school's College and Career Readiness Performance Index (CCRPI), GLOBE's performance on charter goals, and other accountability reports.

Absences

If a student is going to be absent due to illness or an unexpected situation, their parent or guardian should email Lower Campus at lcfrontoffice@theglobeacademy.net or Upper Campus at ucfrontoffice@theglobeacademy.net.

Upon returning to school, the student should bring a note to their teacher explaining the absence.

If a student is going to be absent for medical appointments or family-related reasons, the main office should be notified prior to the absence. Any prolonged absences should be communicated to office staff and/or the student's classroom teacher.

Late Arrival

Students are tardy when they arrive at school after the beginning of the official school day or are not in their assigned class at the official beginning of the class period. Habitual tardiness is disruptive to the instructional process.

Students who arrive at Lower Campus after 8:10 a.m. or Upper Campus after 8 a.m. must be signed in by a parent or guardian. The office assistant will issue them a late pass.

Early Checkout

Any child who must leave school prior to regular dismissal time must check out with the main office staff. Parents/guardians or authorized caregivers must come in person to the main office to check the child out; they must arrive prior to 2 p.m. at Lower Campus and prior to 2:45 p.m. at Upper Campus.

Please note: Parents should notify the front office if an authorized caregiver is going to pick a child up early. They must provide the authorized caregiver's name, phone number, and their approximate arrival time.

Authorized caregivers who arrive to pick up children early must show a photo ID, which will be photocopied.

Truancy

Any child subject to compulsory attendance who has more than five days of unexcused absences during the school year will be considered truant. Truancy is a serious offense that requires stern corrective action on the part of the school and the parents.

Consequences of unexcused tardies are as follows:

UNEXCUSED TARDIES	CONSEQUENCES PER OCCURRENCE
5	Parent and student receive an email reminder from the school.
6–9	Parents will receive a call from the school counselor.
10–14	Parent/counselor conference required. Attendance contract developed and signed.
15	Contact with social worker.
16	Withdrawal from The GLOBE Academy.

Consequences of unexcused absences are as follows:

UNEXCUSED ABSENCES	CONSEQUENCES PER OCCURRENCE
3–5	School notifies the parent of absences and refers parent to the counselor. Counselor will meet with the parent to discuss the reasons for absences. Parent will sign attendance contract.
6–7	Letter sent to parent informing them of the student's absences and the administrative and legal consequences of continued absence from school.
8–9	Counselor will make a referral to the school social worker, who will arrange a conference with the parent for assessment and/or referral to Juvenile Court, Solicitor-General's Office, DFCS, or other agency.
10	Withdrawal from The GLOBE Academy.

Withdrawal From School

In the event that a student needs to withdraw from school, their parent or guardian should email registrar@theglobeacademy.net several days in advance. The email should indicate the child's last day in school, new address (if applicable), and new school. This will allow the office to prepare the necessary forms, so the child's records can be sent to the new school. All school-issued supplies must be returned before the child withdraws.

Additionally, The GLOBE Academy is authorized to withdraw a student who has missed more than 10 consecutive days of school due to unexcused absences or is no longer a resident of the local school system.

Change in Student Information

It is imperative that the school office be notified immediately if a family has a change of address, telephone numbers, or emergency information during the school year. Please email registrar@theglobeacademy.net with updates to this information.