



Student and Family Handbook

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All policies and procedures outlined in this handbook are subject to change or modification at any time that particular circumstances warrant. Changes will be announced via school communication and will be posted on the school website.

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Welcome Letter

Dear GLOBE community,

Bienvenidos! Bienvenue! 歡迎! Welcome to the 2018–2019 school year at The GLOBE Academy. We are thrilled to have you as part of our GLOBE family. Welcome home! We are extremely proud and excited to move ahead into year six as the GLOBE family together. Our school has a committed community that supports the success of our students. We are eager to continue with language immersion, constructivist learning theory, and a positive school culture while also forging new, strong connections to ensure the success of GLOBE for years to come!

Sincerely,

Christi Elliott-Earby, Head of School

Vision and Mission

The GLOBE Academy vision reflects the purpose of our academic endeavors and is our road map 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.

Core 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, respectfully sharing our thoughts, and encouraging others to do the same.

GLOBE At-A-Glance: Education Overview

Opened: 2013–14 school year

Type: Free Public Charter School, DeKalb County, Georgia

Admissions: By random lottery for students in the DeKalb Co. School District

Students: Approximately 900

Grades: K-8

Morning Arrival: Drop-off begins at 7:30 a.m. at both campuses; school begins at Lower Campus at 8:10 a.m., Upper Campus at 8:00 a.m.

Dismissal Times: Lower Campus at 2:35 p.m., Upper Campus at 3:15 p.m.

Teacher/Student Ratio, Grades K–1: Maximum 1:12

Teacher/Student Ratio, Grades 2–8: Maximum 1:24 (does not include teaching assistants shared among classes)

Class Size: Maximum 24 (does not include Middle School elective courses)

Curriculum: Georgia Standards of Excellence, Georgia Frameworks

Instructional Approaches: Dual-language immersion, constructivism, reading and writing workshop

Languages Offered: French, Mandarin, and Spanish

Demographics: Multiracial, multicultural, and multilingual community

Lunch Program: Healthy lunch program available to all students through wholesome-meals vendor

Parent Engagement: Active Parent Teacher Community Council (PTCC)

Governing Board

The GLOBE Governing Board of Directors is charged with the management of the affairs of the not-for-profit 501(c)3 corporation, GLOBE ACADEMY, Inc., 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 Governing 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 mission through the school's program and operations. Directors recognize that, in order to fulfill these obligations, they pledge to personally contribute needed resources and/or talents to maintain the school's success.

Please visit www.theglobeacademy.org for more specific information regarding the duties and obligations of the Governing 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

Office and School Hours

Lower Campus School Begins: 8:10 a.m.

Upper Campus School Begins: 8:00 a.m.

Lower Campus Dismissal: 2:35 p.m.

Upper Campus Dismissal: 3:15 p.m.

*When referenced in relation to policy and procedure, "school hours" is considered to be any time the student is on school premises for a school function, including, but not limited to sports events, activities, performances, and ECP.

Complete List of Policies

For The GLOBE Academy's complete list of policies, please see the [Bylaws](#) and related documents on the GLOBE website.

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 1, 2018 through June 30, 2023. Please visit [the GLOBE website](#) to view the complete charter agreement.

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Calendar

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

Drop-off, Dismissal, and Pick-up

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

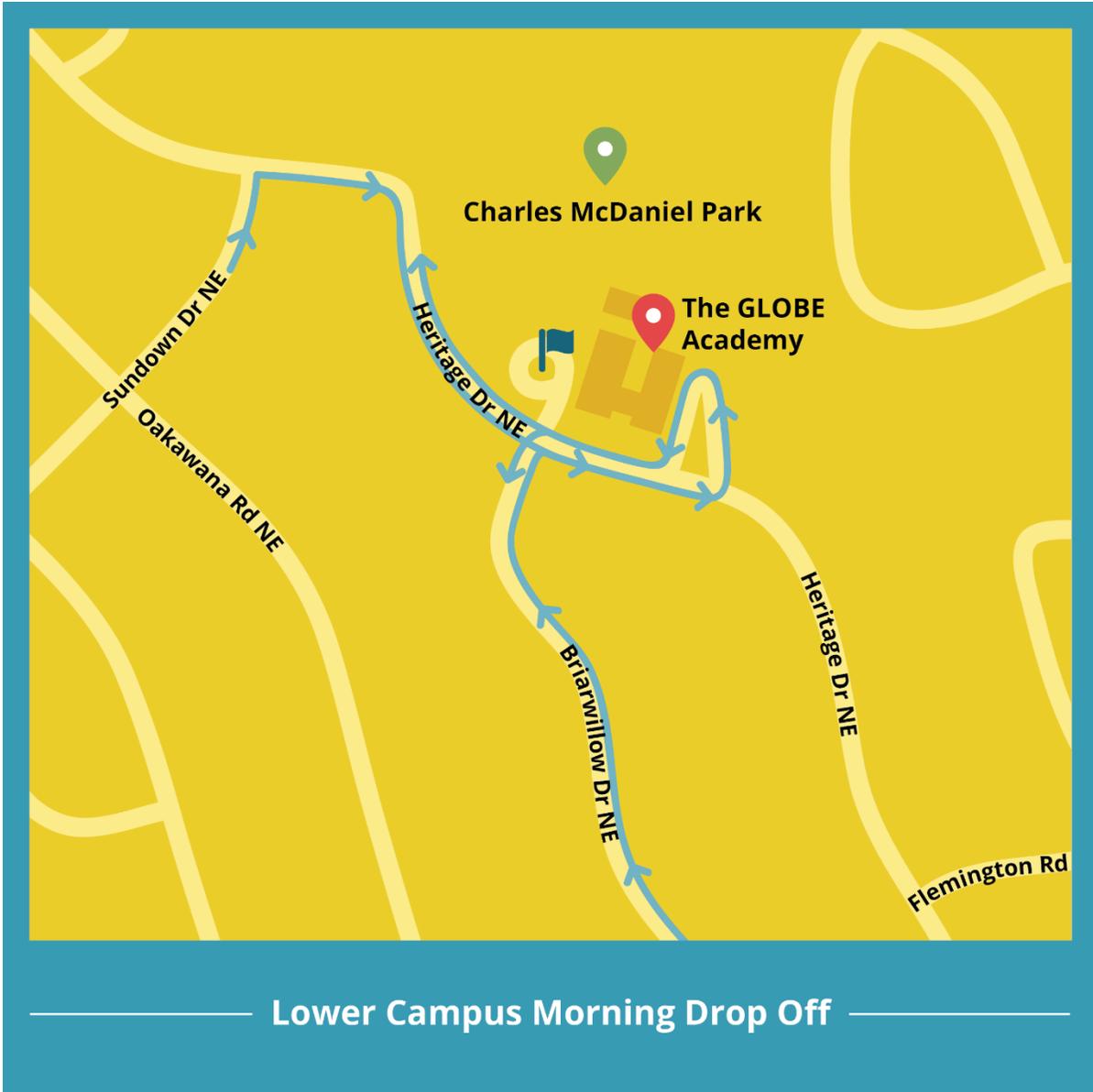
Morning Drop-Off Protocols

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:

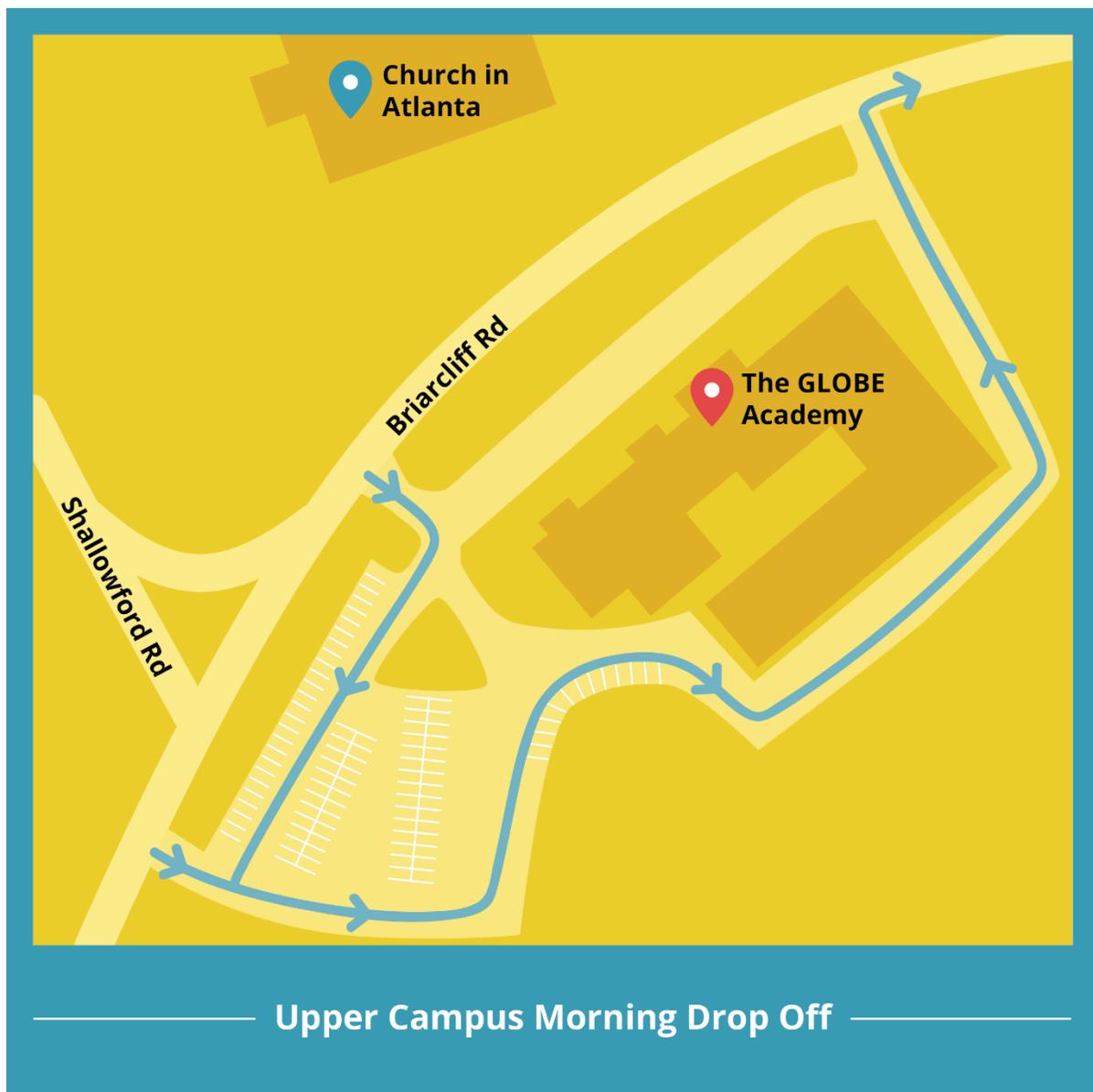
- From south of GLOBE, use Fisher Trail/Meadowvale Drive, which becomes Heritage Drive.
- From north of GLOBE, use Briarwillow or Oakawana to Heritage Drive.
- Drop-off will close at 8:10 a.m. After 8:10 a.m., parents must enter the school to sign students in at the office as tardy. See [Attendance](#) section for more information.



Upper Campus

Morning drop-off for UPPER CAMPUS (UC) occurs from 7:30 a.m. to 8:00 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 permitted onto Briarcliff.



Afternoon Pick-Up Protocols

- Early release/pick-up ends at 2:00 p.m. at LC and 2:45 p.m. at UC. If a child is being picked up before normal school dismissal, he/she must be picked up before 2:00 p.m. at LC and 2:45 p.m. at UC; after this time parents are asked to wait until normal dismissal time to pick children up.
- ALL GLOBE families (walkers, drivers, Extended Care Program (ECP), and Enrichment) will be assigned a pick-up number and a zone.
- Each family will be issued a formal GLOBE Academy Car Tag, which is REQUIRED to pick up their child at ALL times whether the child is a walker, takes a bus, or stays after school for ECP/Enrichment.
- If caretaker/family/bus does not have a GLOBE Academy Car Tag, he/she 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 someone for the day, the office staff AND his/her teacher must be notified by 2:00 p.m. that day. The family picking up the child MUST have the child's pick-up number. (Please note: A GLOBE Academy Car Tag for a special one-time pick-up is not required as long as there is written permission.)
- If the child is not staying for ECP/Enrichment on a particular day and will be dismissed to their assigned Zone, his/her teacher and the front office must be notified by 2:00 p.m. that day.
- Should a parent/guardian forget to call for any of the above special arrangements prior to 2:00 p.m., they MUST park their car and come to the front office to be cleared for pick-up.

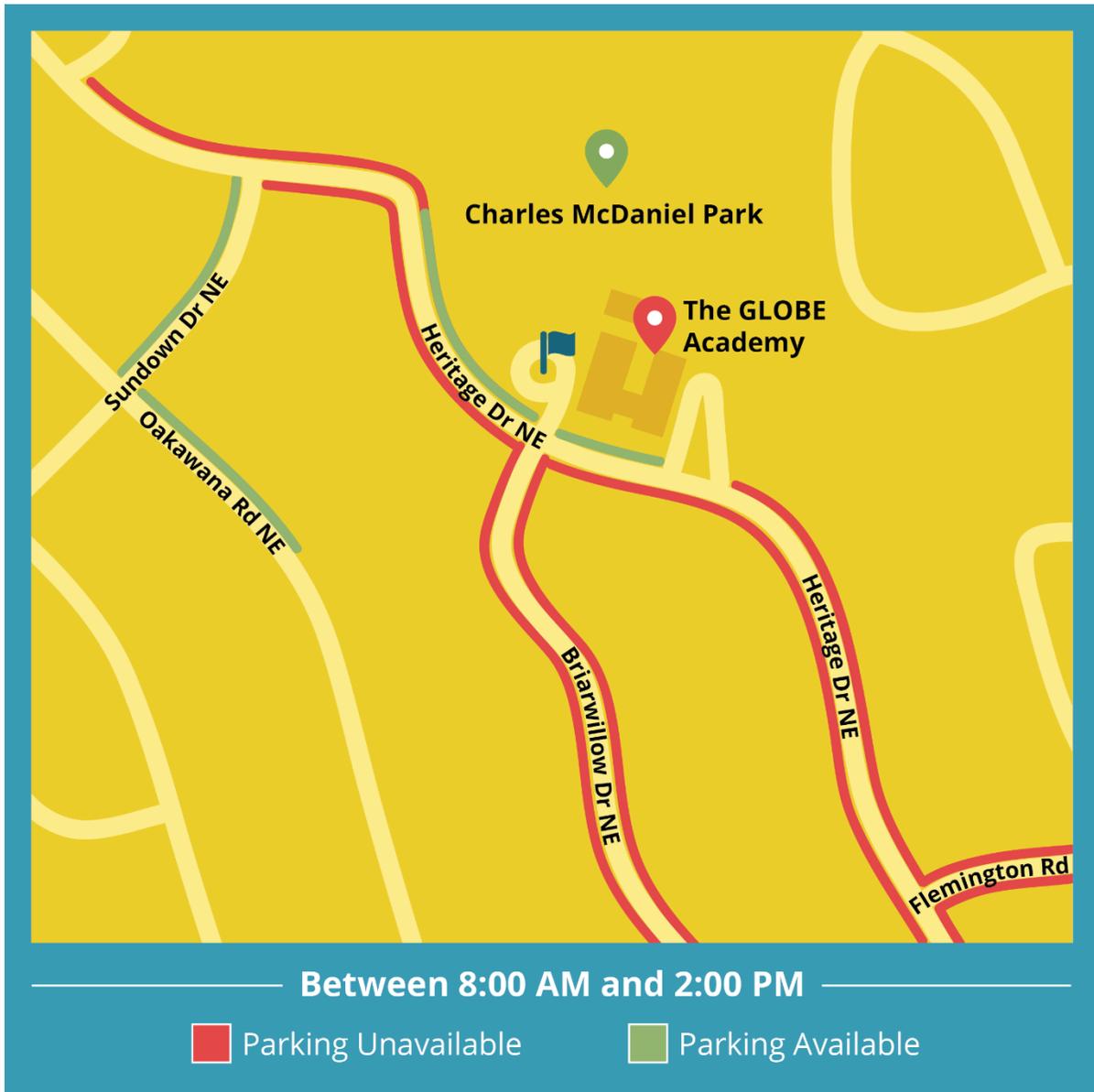
General Parking Protocols

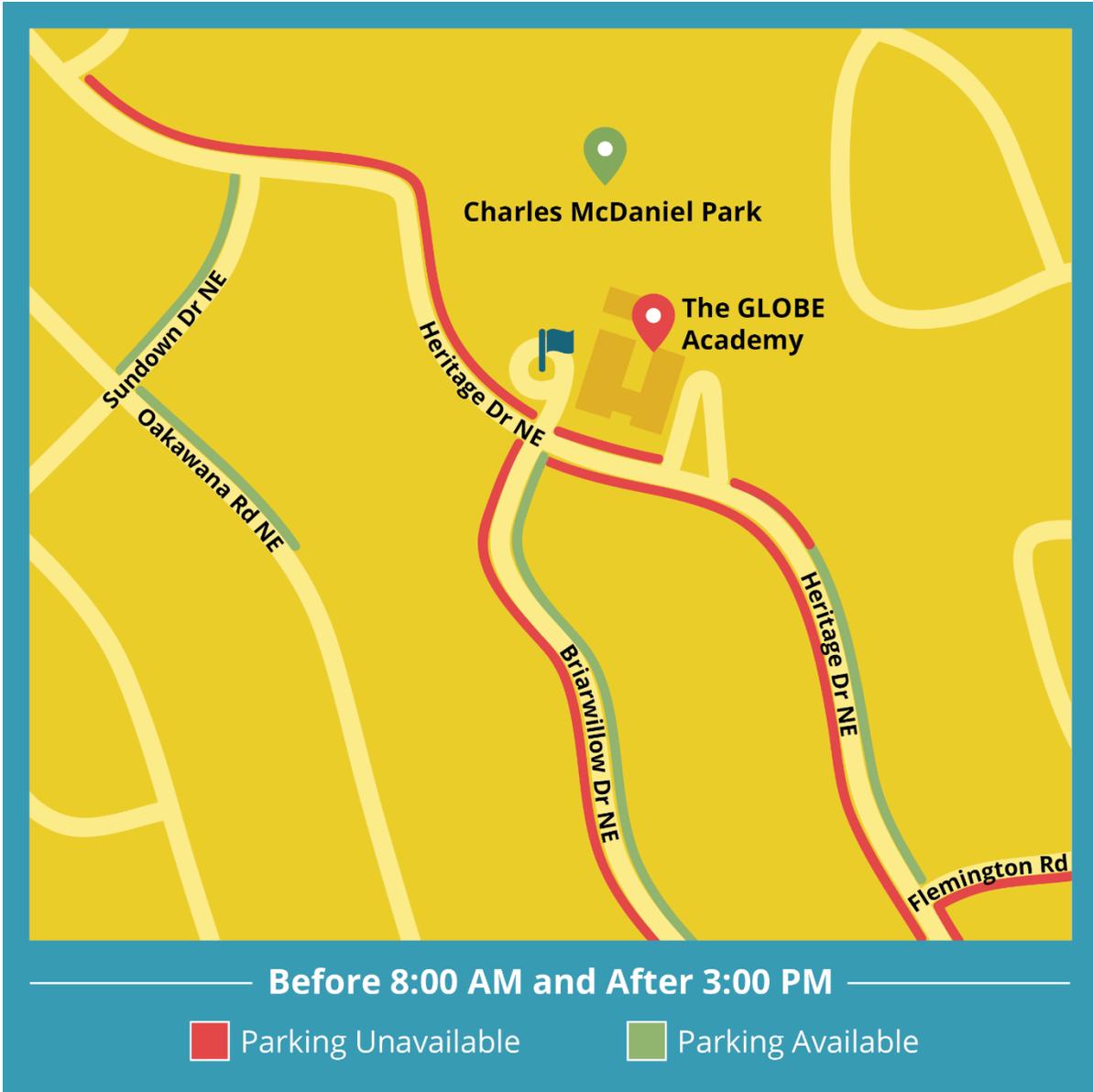
There is NO PARKING in the following locations:

- On Heritage Drive, Briarwillow Drive, or Flagpole Roundabout from 2:00 p.m. to 3:10 p.m
- Directly in front of the school on Heritage Drive
- In fire lanes in main parking lot
- In a "No Parking" zone
- In front of driveways

- Blocking mailboxes

If a parent/guardian is parking as a walker prior to 3:00 p.m., please park along Fisher Trail/Meadowvale Drive inside of Charles McDaniel Park or anywhere beginning at the corner of Sundown Drive and Meadowvale Drive in the direction of Fisher Trail.





Lower Campus Pick-Up Zones

For all carpools with a Kindergarten student:

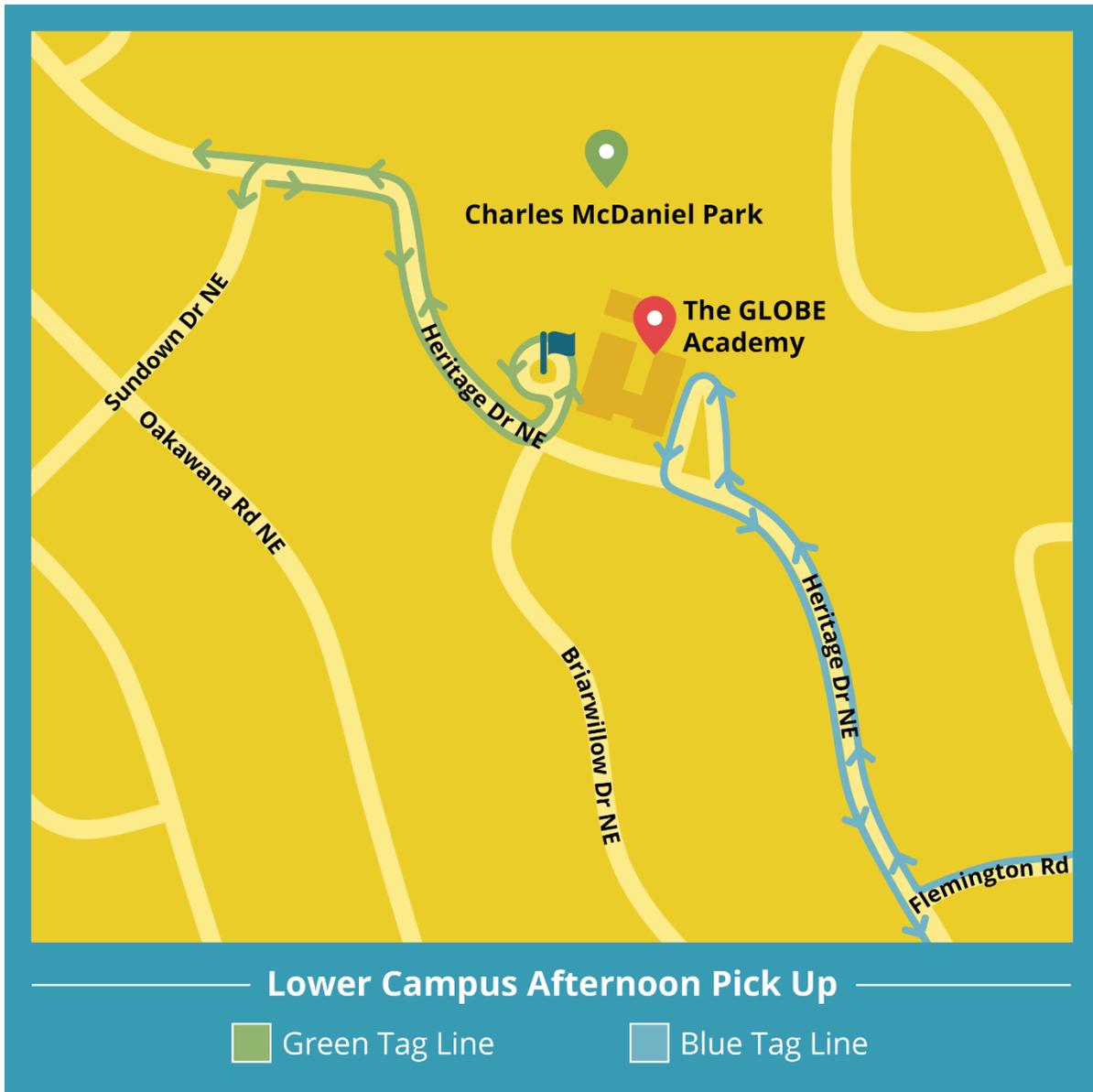
Zone A (Blue) Heritage – Pick-up takes place at the main entrance.

- ALL families must enter AND exit via Heritage Drive.
- Turn right into the main entrance parking lot and exit by turning LEFT ONLY onto Heritage Drive.
- Drivers will wait at entrance to 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 side entrance/upper set of doors on Heritage Drive.

For all carpools with Grade 1–3 students (no Kindergarteners):

Zone B (Green) – Pick-up takes place at the flagpole lot.

- ALL families must enter AND exit from the direction of the park. Turn left into the flagpole parking lot and turn RIGHT ONLY to exit in the direction of the park.
- Drivers will 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.



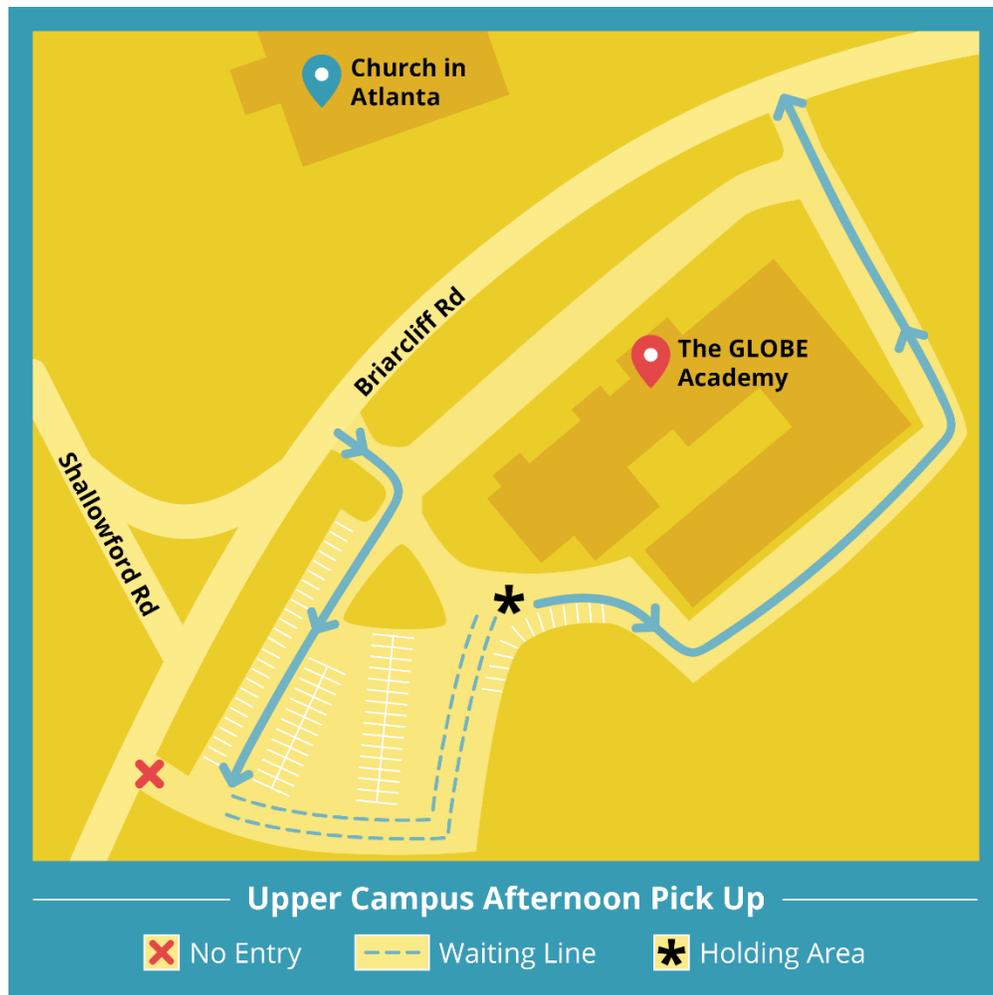
ECP/Enrichment Pick-Up

Parents must provide their official GLOBE Academy Car Tag pick-up number to staff to retrieve their child or children.

Upper Campus Pick-Up

- Enter the lot at the middle driveway.
- Turn to the RIGHT to go around the parking lot.
- Pay attention to cones and staff members who will line up the cars in the main lot.

- At 3:05, the carpool line will proceed around the back of the building.
- The carpool line will form in single file at the gym entrance.
- 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 UC, 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 gym at 3:15 p.m. and walked to the crosswalk at Briarcliff and Shallowford. Parents wishing for their children to be walkers should complete a walking release 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.

Dismissal

Any change from a student's normal pickup routine MUST be reported in writing to the office AND the classroom teacher in advance. 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. See [Afternoon Pick-up Protocols](#) for more specific information.

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.

Each week, a Weekly Reminders message goes out via email to the entire school community with important news and information. It is also posted on the school's parent portal at www.theglobeacademy.org. If anyone is not receiving these emails, please contact frontoffice@theglobeacademy.net to make sure the office has updated contact information.

Additionally, parents will receive weekly classroom newsletters outlining the details of what is coming for the following week and important reminders and information.

For staff contact information, visit www.theglobeacademy.org. Please note that correspondence may not be immediate and it may take up to 24 hours to receive a response. Should the matter be urgent, please call the school's front desk or email frontoffice@theglobeacademy.net. Communication received over the weekend will be addressed following return to school.

An appointment at the Lower Campus can be scheduled by emailing Jen Parker at jparker@theglobeacademy.net.

An appointment at the Upper Campus can be scheduled by emailing Pat Ferguson at pferguson@theglobeacademy.net.

Please join "Remind," a texting service for very important reminders and/or emergencies. To join, send a text message to 81010 with the message "@globers". That's it, sign-up is complete!

Student Directory

A Student Directory will be issued during the first semester of the school year. Parents have the option during registration to have the directory include their child's name, address, and telephone number. Use of the directory for mailing lists and non-personal or business use is prohibited.

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. Please see [Student Electronics](#) for information on student cell phone use.

Visiting

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. Elementary school 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 a parent/guardian needs to speak to a teacher or Head of School regarding his/her child, please call the school, email, or send a note to the teacher or the front office asking for a conference. Parents of Lower Campus students may escort children to the classroom on the first day of school only.

Dropping Off Items at School

Responsibility is a very important skills for students to accept and to practice. To help our **middle school students** learn responsibility, we strongly discourage parents from dropping off items such as projects, homework, clothes, shoes, or instruments for delivery to the students. This helps keep classroom disruptions to a minimum and aids students in developing an awareness of their actions.

Pets

We ask that all families please leave pets at home. Pets are not permitted anywhere on either campus unless they are service pets.

Parent/Teacher Conferences

Conferences take place following the distribution of standards-based progress reports in October and March and are an opportunity to discuss student progress. All elementary school parents are asked to have a conference during first semester. Middle school conferences will be scheduled based on student need and teacher availability. During 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. However, parents may request a conference with their child's teacher at any time by contacting the teacher via email or phone to schedule a mutually agreeable time.

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.

Text Message Notification Service

The GLOBE Academy has also set up a texting service. The school is able to text critical and emergency messages to the parents who are enrolled. Parents may enroll each cell phone by:

- **Text:** 81010
- **Message:** @globers

Once this is done, no other action is required and enrollment in the text service is complete.

Digital Learning

In the case of extended closures, The GLOBE Academy will utilize digital learning opportunities to minimize academic disruption. Look for communication from teachers to clarify expectations no later than 10:00 AM on the day of the closure.

Illness, Injury, Health, and Wellness

Sick Policy

When a child becomes ill at school, The GLOBE Academy 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, 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, or a nearby friend or relative. The child may return to school 24 hours after his/her 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.
- 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 – no nits (eggs) are present.

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.

Medications at School

In order 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. The medication form should be taken to the child's licensed prescriber (doctor, nurse practitioner) for completion and returned to the school nurse/admin. This order must be renewed as needed and at the beginning of each academic year. This form is necessary for all medications including over the counter and prescription.
- 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/admin.
- Self-administration of inhalers and EpiPens are allowed when approved by the student's physician, parent(s)/guardian(s), and GLOBE office staff/nurse.

Guidelines for Students with Life-Threatening Allergies

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. The GLOBE Academy cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The goal of The GLOBE Academy regarding life-threatening allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening allergic reactions.
- Prepare for any allergic reactions.
- Respond appropriately to any allergy emergencies that arise.

The school nurse/administration, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist, will prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening allergy.

The plans will be reviewed by the school nurse/admin, the student's parent(s)/guardian(s), and primary care provider and/or the student's allergist, and signed off by the child's physician indicating that he/she deems it to be adequate. Multiple copies of the Allergy Action Plan/Individual Health Care Plan will be kept at the school for quick access in the clinic, main office, 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 by the parents and provided information from the Allergy Action Plan of each of these students. School staff will take steps to ensure that these classrooms and instructional areas are as allergen-free as possible. During lunch, The GLOBE Academy will encourage "NO FOOD TRADING" and "NO UTENSIL SHARING" to minimize accidental exposure to allergens.

It is requested that each parent of a student with a life-threatening allergy inform the school nurse/administration of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Parents must arrange to meet with the school nurse/administration to develop an Allergy Action Plan/Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the plans.

In addition, parents should do the following:

- Provide the school nurse /administration with enough up-to-date emergency medications (including EpiPens), so they can be placed in all required locations for the current school year.
- Complete and submit all required medication forms.

- Provide a Medic ALERT ID for their child.
- Notify nurse/administration of any upcoming field trip as soon as possible and provide EpiPen 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 communicate clearly as soon as she/he feels a reaction is starting.
- Encourage their child NOT to share snacks, lunches, or drinks.
- Encourage their child to take as much responsibility as possible for his/her own safety.
- Help their child understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.

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. Students are not permitted to bring candy or gum to school.

Nut-Free School Policy

The GLOBE Academy is committed to offering safe educational environments for all students including students with food allergies. Food allergies can be life-threatening. Cooperative efforts between students, parents, physicians, and school staff members can help minimize risks. Because GLOBE has a population of students who have life-threatening anaphylactic allergies to peanuts and tree nuts, all food products must not contain nuts. 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. This means that NO peanut butter or products including peanuts or tree nuts will be permitted at The GLOBE Academy during school hours and at any before/after school functions or field trips.

Additional guidelines are as follows:

- Do not send any nuts or foods containing peanuts or tree nuts to be eaten for lunch or as classroom snacks or treats.
- 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 through school activities (including before care, aftercare, and enrichment) will not contain nuts. An ingredient label should be included, as many foods are processed in a facility that also produces nut products. This information is vital for nut-allergic individuals.
- Teachers will not be doing any classroom projects that involve nuts or nut shells.

Food in the Classroom (including parties and celebrations)

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 the known food allergies in the classroom and notify all parents of the lesson at least one week ahead of time. It is important for parents to alert teachers of allergies at the beginning of the school year.

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). Because of food allergies, some teachers request non-food celebrations like a pinata (with non-food prizes only), a special book, a favorite song, etc. Parents **MUST** work with the teacher ahead of time to discuss what the parent will bring and get it approved by the teacher.

Schoolwide 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.

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.

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. Most areas of GLOBE campuses are on an intercom system. In other instances, teachers are issued walkie-talkies for communication purposes.

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

Fact: The GLOBE Academy is a charter school and needs support. Efforts to raise money for GLOBE provide much-needed funding as a supplement to state and county funding. GLOBE's fundraising efforts also allow GLOBE to enhance and extend student learning and contributes to a sense of community. Fundraising opportunities are ongoing throughout the school year and are led by the Board of Director's Development Committee and the PTCC, with a goal of 100% participation at any level. 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 [GLOBE website under Support](#) for the various ways families can give to GLOBE.

PTCC (Parent Teacher Community Council)

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 GLOBE Academy Charter. Please consult the [PTCC section of the GLOBE 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 the GLOBE 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. This is why parent and family involvement is a critical element of The GLOBE Academy. Participation at every level is welcome.

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 a volunteer event, please log volunteer hours at www.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.

Georgia Law (O.C.G.A. 19-7-5 (b) (5)) requires volunteers in schools (including field trips) to be mandated reporters of suspected child abuse. Language in the law specifically spells out the definition of child service organization personnel (those required to report child abuse/neglect) as "persons employed by or volunteering at a business or an organization, whether public, private, for-profit, not-for-profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children." O.C.G.A. 19-7-5 (b) (5). Georgia law requires all volunteers to complete a training session on being mandated reporters of suspected child abuse. To meet the requirements of the law, an online training course is offered at the following link: [Child Abuse and Neglect: Mandated Reporting Requirements for Employees, Volunteers, and Contractors of Georgia Public Schools](#).

This is a free training course which takes approximately one (1) hour. If there is no home access to a computer, one can be accessed at the school to complete the training. (Please note: If this course or a Darkness to Light Training course has been completed within the last two (2) years, this course is not required.)

Once the online course is completed, please sign The GLOBE Academy Volunteer Information Form and The GLOBE Academy Volunteer Certification Form certifying that the training has been completed and the parent's/guardian's obligations are understood. Both forms can be located on [GLOBE's website under For Parents → Volunteer](#).

Grievances and Complaints

Grievance and Complaint Policy and Procedure

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, or employees/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 which develops between or among parties at The GLOBE Academy. The procedures are classified into two parts:

- PART ONE: Student/Parent/3rd Party Informal Complaints and Formal Grievance Procedures
- PART TWO: Employee (Certified and Uncertified) and Independent Contractor Grievance Procedure

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

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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-2, children spend half the school day in their English classroom with a teacher who speaks English and then switch with their partner class, spending the remainder of the day in their Language classroom with a teacher who speaks in another language. In Grades 3-5, 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, a 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 8th Grade students may be eligible to take the AP course of their language and earn college 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 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 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 seeks to encourage children to be curious, critical thinkers equipped to forward their learning within or outside of any structured learning environment.

Workshop Model

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 individual 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 a student's individual progress in order to select books and assignments that are appropriate for his/her level.

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

Homework and Grading

Homework

Homework is intended to supplement classroom instruction and provide opportunities for student practice of learned material. The guidelines below are an estimate of how much time should be spent on homework each night. Parents experiencing concerns about homework should please contact their student's teacher(s) directly.

- K-2 students: 30 minutes/night, including reading
- 3-5 students: 1 hour/night, including reading
- MS students: 1 ½-2 hours/night, including reading

Grading

GLOBE does not use numbers, ranks, or traditional A–F grades for grades K through 5. Rather, student academic performance is documented in relation to a student's progress towards the standards for each performance area at each grade level. In middle school (grades 6–8), grades become more standardized and move to the known, A-F model. This allows grades to be entered into the county grade recording system, Infinite Campus*, in preparation for high school. Detailed information regarding grading scales and scoring rubrics can be found in each middle school course syllabus.

Updates of academic performance are provided four times a year, in October, December, March, and May. Reports provide academic and related information on a student so that support and attention may be enhanced, maintained, or altered to help the student achieve maximum growth and learning. Standards-based reports (K-5) provide a detailed picture of a student's performance in each subject area or class by featuring a narrative that describes the student's skills and habits relative to 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. **Note:** Middle school report cards will be sent home in January and June (mailed) in order to enable attentive grading to mid-term and final exams.

**Please contact the Admissions Director, Susan Mellage, at smellage@theglobeacademy.net for information on how to access 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 a specific grade level. As such, the following scale is utilized to identify a student's progress towards a standard:

- **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, standards-based grades are reported as **Exceeds**, **Meets**, and **Does Not Meet** to the district and state.

Grade Level Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her 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 his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally 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 accept 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 and Dress Code

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. Please note the uniform policy does shift as students move to upper grades. Students in middle school are at an age when self-esteem and body image become a concern. The additional options (jeans, team t-shirts) allow students more comfort in selecting clothes for school that help them feel good about themselves while providing additional autonomy.

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 him/her. All clothing items must be solid color and plain—no wording, designs, stripes, or patterns. Logos may be no larger than 2" x 2".

	Acceptable Colors	Acceptable Styles
Tops	Navy White Light Blue Villager T-Shirts <ul style="list-style-type: none"> • 4-5: Fridays only • 6-8: May be worn M-F Spirit Wear – Fridays only	Short- or long-sleeved polo shirts If a child is cold and requires an extra layer in class, that garment must be solid navy, white, or light blue as well.
Bottoms	Navy Khaki Light Blue – dresses only Blue Jeans	Jumper or collared knit dresses* Shorts* Pants Skirts/skorts*

	Acceptable Colors	Acceptable Styles
	<ul style="list-style-type: none"> • K–5: Fridays only; <u>must</u> be paired with spirit wear top • 6–8: May be worn Monday–Friday; jeans may not have lace, rivets, patches, or other adornments, and may not be torn or ripped. Overalls are not permitted. 	<p>Jeggings/leggings may not be worn as pants.</p> <p>*Shorts, skirts, and dresses must be no shorter than the longest fingertip when student’s arms are fully extended at the sides of the body.</p> <p>Avoid excessively tight or baggy pants.</p>
Hosiery	<p>Navy</p> <p>White</p> <p>Black</p>	<p>Tube or knee socks</p> <p>Tights</p> <p>Leggings (as under layer)</p>
Shoes	<p>Shoes must be primarily:</p> <ul style="list-style-type: none"> • White • Black • Gray • Brown • Navy <p>Non-marking soles</p>	<p>Canvas or leather tennis shoes (preferred)</p> <p>Saddle shoes</p> <p>Boat shoes/Merrill-type Mocs</p> <p>Mary Janes</p> <p>Boots (winter)</p> <p>Backless shoes (clogs, Birkenstocks, Crocs, etc.), beach shoes, flip-flops, sports sandals, Heelys, and light-up shoes are not permitted.</p>
Accessories		<p>Small necklace</p> <p>Simple ring</p> <p>Wristwatch (not connected to Internet)</p>

	Acceptable Colors	Acceptable Styles
		<p>Tiny, plain, non-dangling earrings (no larger than ear lobe, no hoops)</p> <p>Plain, flat headbands.</p> <p>No hats.</p> <p>Purses (Upper Campus) must be small enough to fit inside the student's binder.</p>

Supplies

Parents/guardians should refer to [GLOBE's website](#) or consult with their student's teacher to find information about school supplies for the student's class.

Classroom and School Technology

Technology

Technology is used as a learning tool throughout The GLOBE Academy. Monitored computer access is available to Lower Campus students on a daily basis both in the library media centers, in labs, and in the classroom through laptops, tablets, and Smart Boards. Upper Campus students will be assigned a Chromebook for 1:1 use while in the school building.

Computers and Internet Acceptable Use Policy

By virtue of using a school computer, network, or online tool, the students and parents of The GLOBE Academy 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 his or her 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.

The following uses of the organization's Internet are acknowledged:

Personal Safety

- a. Students will not post contact information (e.g., address, phone number) about him- or herself or any other person.
- b. 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 parents' approval. Any contact of this nature or the receipt of any message a student feels is inappropriate or makes him or her feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- a. 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.
- b. Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. 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

- a. 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 will not link personal accounts to school accounts.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. They should not look for security problems; this may be construed as an illegal attempt to gain access.
- c. Students will avoid the inadvertent spread of computer viruses by following virus protection procedures when downloading software.

Inappropriate Language

On any and 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

1. Students will not repost a message that was sent to them privately without permission of the person who sent the message.

2. Students will not post private information about themselves or another person.

Respecting Resource Limits

- a. Students will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
- b. 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

- a. 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.
- b. 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 or not 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

- a. Students will not use the organization’s computer system to access material that is profane or obscene (pornography) or that advocates illegal acts, 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.
- b. 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.
- c. 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’ instruction in this matter.

Students' Rights

- a. 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.

- b. 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.
- c. 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, he or she 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 his or her use of their Internet account.

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 result in partial or full restitution being required by the student and/or family.

Nutrition Program

School lunch can be ordered and pre-paid through The GLOBE Academy's selected vendor, Wholesome Tummies. Parents/guardians must sign up via the [Wholesome Tummies website](#) for a school lunch account to order lunches.

Families may also choose to pack a lunch for their child. Please refer to the Nut-Free Policy listed in the [Illness, Injury, Health, and Wellness](#) section for more information regarding food items that are not allowed at GLOBE if packing a lunch from home.

Free and reduced lunches are available. Free and reduced lunch applications will be made available to all students before the first day of school. All families are expected to complete and return the forms regardless of eligibility for the program. All families that complete the application will earn 1 volunteer hour.

If a parent/guardian would like to eat lunch with their child (elementary only), please sign in at the front desk and receive a visitor's badge at the child's designated lunchtime. In order to encourage healthy eating, parent(s)/guardian(s) should not bring in fast-food items for their child to eat during school lunch.

Special Classroom Events

Movies in the Classroom

The organization emphasizes the use of 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 adhered to:

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 which are "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.

After School and Enrichment

The GLOBE Academy's Extended Care Program (ECP) is comprised of 3 programs: Before Care Program (BCP), Aftercare 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 the [GLOBE website](#).

Before Care Program: 7:00 a.m.–7:30 a.m.

This program is designed to help families who need an earlier drop-off time.

Extended Care Program: Dismissal–6:00 p.m.

The GLOBE's ECP is designed to provide students a comfortable and safe environment to grow and play. GLOBE's ratio is up to 14:1 but is often less. GLOBE's goal is to have a special art project, a unique service project, and a special guest/activity every month. Staff will work with the children on special activities as well as daily homework. Parents/guardians are invited to come and see the ECP program at any time.

Enrichment Programs

Enrichment programs are offered to currently enrolled GLOBE students in 6–8 week-long sessions. Vendors from the community provide exciting, educational, and fun options for enrichment at both GLOBE campuses.

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. Costs may be associated with some trips. 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.

Behavioral Exclusion for Field Trips: Field trips can be a valuable learning opportunity for students; however, behavioral expectations 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.

- a. 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.
- b. 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.
- c. End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year will be disallowed from attending the end of the year field trip.
- d. Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be 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 complete 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 currently responsible for.

Financial Limitations: Students cannot be excluded from a field trip based on the inability to pay the accompanying fee. If a family is facing financial difficulties and

unable to pay the accompanying fee, the student's parent or guardian must contact the Head of School (or designee) prior to the date the field trip permission slip is due back to school to make alternative arrangements.

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. Parents/guardians needing to contact a student at school should not call or send text messages to the student's cell phone. 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 damaged, lost or stolen.

Students should not bring their own personal electronic devices to school except when explicit permission has been given by a teacher for particular projects. Even in these instances, student devices will not be granted access to the school wi-fi. Any electronic devices used during the school day without permission will be confiscated and returned to the parents.

Students are not permitted to wear headphones during the school day.

Lost and Found

We strongly urge 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 semester. The GLOBE Academy will not be held liable for loss or damage of any property belonging to the student.

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

Discipline

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

Utilizing a constructivist model, students play a role in the discipline process. Through the use of a rubric designed by staff members at each campus, students can see how their behaviors align with CREST and understand the connection between specific behaviors and consequences. **GLOBE also follows the DeKalb County School's Code of Conduct which can be found on the [GLOBE website](#).**

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, the special education program at GLOBE works with students and families to meet students' individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment through an Individualized Education Plan (IEP). 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 inclusion model, students with identified disabilities are enrolled 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 are made available to support the specific learning needs of students with IEPs, however, there are instances when, 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 student 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.

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Enrollment and Attendance Zones

The GLOBE Academy will accept applications for Kindergarten, 1st grade, and 6th grade. Due to the rigorous nature of the language immersion program, applications for 2nd, 3rd, 4th, 5th, and 7th grade, including sibling applications, will not be accepted.

The attendance zone for eligible applicants is any residence within the DeKalb County School District as determined by DeKalb County School District (DCSD). Class size is at the discretion of the Head of School, with Board approval, as long as it is within legal limits.

Proof of Residency

Proof of Residency can include any one of the following:

- Signed copy of lease or rental agreement
- Signed copy of deed
- Current mortgage statement (no more than 30 days old)
- Current utility bill (Gas, water, or electric only. No more than 30 days old. Phone or cable bills cannot be accepted.)

If the parent(s) is not the property owner/lessee, but parent(s) 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 as required, notarized, and submitted with the application and all other supporting documentation. 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 Schools by 12th grade.

Lottery

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. The lottery will be open to the public and advertised in advance. A nonbiased third party will witness and certify the validity of the lottery.

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

Attendance

Attending school and being on time are critical to the children's success.

Student attendance rates impact the school's College and Career Readiness Performance Index (CCRPI) as well as other accountability reports. Further, several goals in the school's charter relate to student absences (excused and unexcused). Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). GLOBE's responsibility is to provide each student with quality instruction and inform parents if their child is absent from school.

If a student must be absent, his/her parent(s) 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. Unless excused by the Head of School, students are expected to be in school on time every day. 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.

The GLOBE Academy student is expected to attend school regularly and arrive on time. In the event that these conditions are not met, he/she will be withdrawn from GLOBE. School attendance is taken and reviewed daily.

Absences

If a student is going to be absent due to illness or an unexpected situation, the parent/guardian should email Lower Campus at myoung@theglobeacademy.net or Upper Campus at pferguson@theglobeacademy.net.

Upon returning to school the student should bring a note explaining the absence. As well, 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 and any prolonged

absences should be communicated to office staff and/or the student's classroom teacher.

The following absences will be considered excused:

- personal illness of the student or when attendance in school would endanger the health of the student or the health of others (appropriate medical documentation may be required within three days of the absence)
- serious illness or death in student's immediate family necessitating the absence (appropriate documentation required to validate the absences as an excused absence within three days of the student's return to school)
- court order by a governmental agency mandating the student's absence from school
- special or recognized religious holidays observed by the faith of the student
- weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.

Late Arrival

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. Repeated or habitual tardiness is an undesirable habit and is also disruptive to the orderly instructional process. *Middle school students accruing 5 or more tardies during the school day may be issued after-school detention.

Tardies may be excused due to events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with the court order, etc. Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., will be considered unexcused.

Students who arrive to Lower Campus after 8:10 a.m. or Upper Campus after 8:00 a.m. must be signed in by their parent or guardian. The office assistant will issue a late pass to students who arrive late.

Truant

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

The following chart applies to all *unexcused* tardies.

Number of 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.

The following chart applies to all *unexcused* absences.

Number of Unexcused Absences	Consequences Per Occurrence
3–5	School notifies the parent of absence and refers parent to the counselor who will then meet with parent for the purposes of discussing the reasons for absences and signing an attendance contract.
6–7	Letter sent to parent/guardian informing him/her 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 to conference with the parent/guardian for assessment and/or possible referral to Juvenile Court, Solicitor-General’s Office, DFCS, or other agency.
10	Withdrawal from The GLOBE Academy.

Early Checking Out

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. Parents/guardians, or authorized caregivers, must arrive before 2:00 p.m. at LC and 2:45 p.m. at UC to check children out early.

Please note: Parents should notify the front office if an authorized caregiver is going to pick a child up for early dismissal by providing the authorized caregiver’s name, phone number, and the approximate time to expect their arrival. Authorized caregivers who arrive to pick up children for early dismissal must show a photo I.D. to be copied by an office staff person.

To be considered “in attendance” for a school day, a student must be present for at least one half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

Attendance for middle school students is taken during EACH period of the school day. Unexcused absences may impact a student’s grade and/or the ability to obtain high school credit for advanced coursework.

Withdrawal from School

In the event that a student needs to withdraw from school, an email should be sent to Susan Melage, Admissions Director at stmelage@theglobeacademy.net several days before withdrawal, stating the date of the child's last day in school, new address, 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. Make sure all school-issued supplies are 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 in address, telephone numbers, or emergency information during the school year. Please email registration@theglobeacademy.net with updates to this information.