SOAR Academy

School of Opportunities, Achievement, & Results

"Soaring to New Heights"

STUDENT HANDBOOK 2016-17

2011 Riverside Drive
Macon, Georgia 31204
(478) 779-4800

WELCOME

Greetings, SOAR Academy Eagles! We are excited that you have joined our Eagles nest, and it is our goal to cultivate, develop, and enhance your educational experience, and most importantly, equip you with the tools and strategies that will help you to be successful!

We would like to make sure that you are familiar with all of our policies, procedures, and rules. This handbook serves as a resource guide for parents and students so that you may be thoroughly oriented to our school. Please take the time to read the handbook carefully and discuss it together to ensure that its contents are completely understood and followed. Should you have questions about any of the information included, please contact the school at 779-4800.

At SOAR Academy, the agenda is used as a planning tool for our students, as well as a means of communication between teachers and parents. It allows students to record assignments and projects and organize them by the day, week, or month. In addition, parents and teachers will be able to use the agenda to communicate about student progress, request conferences, or ask questions.

Our mission is to create a supportive educational environment where students feel they are given a ***second*** chance – not a *last* chance. We will accomplish this by setting goals/targets for every student that are individualized affording each student opportunities to succeed in ways that reflect his or her aptitudes and interests.

We encourage you to get to know your child's teachers, class routines, and expectations. We are proud of the professional credentials of our teaching staff and will furnish you, upon request, the professional qualifications of any of your child's classroom teachers.

I look forward to working with you this school year as we *SOAR* to new heights together!

With warmest regards,

Terese Martin
Dr. Terese Martin, Director

PROGRAM DESCRIPTION

SOAR Academy has two programs within the school. One program is referred to as the **Opportunity Achievement Center (OAC)**; the other is referred to as the **Personalized Learning Center (PLC)**. The **Opportunity Achievement Center** provides alternative school services for students in grades six through twelve who have been unsuccessful in a traditional school setting due to chronic behavioral challenges. The **Personalized Learning Center** gives students a non-traditional environment where they can recover and accrue credits at an accelerated pace and make progress towards graduation.

The school combines educational and social support systems to create a learning environment in which student needs are met. We use a blended model of instruction that combines direct instruction with online learning while using a behavioral support system that focuses on continuously setting goals/targets, self-reflection, and communication.

MISSION & VISION

BIBB COUNTY SCHOOL DISTRICT'S MISSION

To develop a highly trained staff and an engaged community dedicated to educating each student for a 21st century, global economy.

BIBB COUNTY SCHOOL DISTRICT'S VISION

Each student demonstrates strength of character and is college or career ready.

BIBB COUNTY SCHOOL DISTRICT'S VALUES

coMPETENCE

LOYALTY

OPEN COMMUNICATION

DEFINED AUTONOMY

HONOR

SOAR ACADEMY'S MISSION

To create a supportive educational environment where students feel they are given a ***second*** chance – not a *last* chance.

SOAR ACADEMY'S VISION

Each student will be equipped with the social and academic skills needed to be successful in life.

DAILY SCHEDULE

Middle School OPPORTUNITY ACHIEVEMENT CENTER	TIMES	High School OPPORTUNITY ACHIEVEMENT CENTER	TIMES	High School PERSONALIZED LEARNING CENTER	TIMES
Character Ed/ Homeroom	7:45-8:10 (25)	Character Ed/ Homeroom	7:45-8:10 (25)	Breakfast	8:00-8:20 (20)
SOAR Time (inc. 20 min. breakfast)	8:10-9:00 (50)	SOAR Time (inc. 20 min. breakfast)	8:10-8:55 (45)	1st Period	8:25-9:15 (50)
1st Period (Read 180 Block)	9:00-10:20 (80)	1st Period	9:00-9:55 (55)	2nd Period	9:15-10:05 (50)
2nd Period	10:20-11:20 (60)	2nd Period	9:55-10:50 (55)	3rd Period	10:05-10:55 (50)
3rd Period (inc. 25 min. lunch)	11:20-12:45 (85)	3rd Period	10:50-11:45 (55)	4th Period (inc. lunch)	10:55-12:10 (75)
4th Period	12:50-1:50 (60)	4th Period (inc. lunch)	11:45-1:10 (85)	5th Period	12:10-1:00 (50)
SOAR Time	1:50-2:20 (30)	5th Period	1:10-2:05 (55)	6th Period	1:00-1:50 (50)
Dismissal	2:22	SOAR Time	2:05-2:20 (20)	Dismissal	1:50
		Dismissal	2:20		

BIBB COUNTY SCHOOLS STUDENT CALENDAR 2016-17

August 1, 2016	**First Day of School for Students**
September 5, 2016	**HOLIDAY - Labor Day**
September 21, 2016	**½ Day for Students**
October 3, 2016	**Staff Development Day (No Students)**
October 4-7, 2016	**Fall Break (schools closed)**
October 26, 2016	**½ Day for Students**
November 11, 2016	**HOLIDAY - Veteran's Day**
November 21-25, 2016	**Thanksgiving Break**
December 20, 2016	**Last Day before Christmas Break**
December 21-January 4, 2017	**Christmas Break**
January 5, 2017	**Staff Development Day (No Students)**
January 6, 2017	**Second Semester Begins**
January 16, 2017	**HOLIDAY - MLK Day**
February 20, 2017	**Staff Development Day (No Students)**
February 21-24, 2017	**Winter Break (schools closed)**
March 15, 2017	**½ Day for Students**
March 27-31, 2017	**Spring Break**
May 26, 2017	**Last Day of School for Students**
May 29, 2017	**HOLIDAY – Memorial Day**
May 30-31, 2017	**Teacher Work Days (No Students)**

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ARRIVAL AND DISMISSAL

The instructional day is from 8:20am to 2:20pm. Transportation will be provided for all students.

Arrival instructions:

- **Students should not arrive on the school grounds before 7:45am**.
- **PLC** students should immediately report to the cafeteria upon arriving to school to eat breakfast from **8:00am-8:20am**, while **middle** and **high school OAC** students will be escorted to their homeroom classes until their specified time for breakfast. At that time, their homeroom teachers will escort them to breakfast and will then return to their classes to eat breakfast in the classroom.
- Students may not leave school once they arrive and should not loiter outside the building or in the halls.
- Students must be in their classrooms by **8:20am**. Students who are not in class by 8:20am will be counted tardy and must report to the office with a parent/guardian before going to class. **A parent or guardian must accompany his/her child who is tardy to the office to be signed in at the time the student arrives.**

Dismissal instructions:

- **Students must leave the school grounds no later than 2:45pm.**
- Students will be dismissed from their classrooms and escorted to the dismissal area at the following times:
    - **1:50pm** for **PLC** students
    - **2:20pm** for **high school OAC** students
    - **2:22pm** for **middle school OAC** students
- Students may not return to the campus once they leave.
- Students are not to loiter outside the building or in the halls.
- Students will not be released to any person whose name is not listed on the child's emergency procedure card, and any person picking up a child must sign him/her in the main office.
- Parents must come into the office to sign out their children if they are late picking them up.
- A child is also tardy if he/she leaves school for any period during the day or leaves school early.

ATTENDANCE

Attending school on a daily basis is critical to ensuring that each student does not fall behind in his/her school work. Parents should send their children to school **every day** and **on time** unless they are ill or have a family emergency. Students must be in attendance for at least one-half of the school day in order to be counted as present. If he/she leaves before **11:30am,** or arrives after that time, it is counted as an absence. **The principal determines whether or not an absence is excused and may require supporting documentation from a doctor, dentist, court, etc. in order to make this determination.** Documentation cannot be sent by fax, email, or telephone. Acceptable excuses for absences include the following:

- Serious illness or hospitalization, including maternity confinement and delivery;
- Serious illness or death in the immediate family;
- Special and recognized religious holidays observed by the student's faith;
- Court orders or mandates by order of government agencies;
- Conditions rendering attendance impossible or hazardous to student health or safety; and
- Other circumstances for which the parent or guardian makes **prior** arrangements with the building principal for his/her child to be absent from school (i.e., college visits, serving as a legislative page, etc.).

Consequences for unexcused absences:

Students who have more than **ten (10) unexcused** absences may **not** be promoted to the next grade. Students who demonstrate a pattern of absences and tardies shall be referred to the school's social worker

for counseling and appropriate intervention. Students shall present a written excuse signed by a parent or guardian within (3) three days of returning to school. Failure to present an excuse within (3) three days shall result in an **unexcused** absence. Documentation presented after three (3) days will not be considered.

Excused absences shall not penalize student grades *IF* the following conditions are met:

- Students must make-up any missed work or tests within two (2) days for each day missed. Failure to make up work after a reasonable amount time will result in a grade of zero (0).
- Students participating in school-related or sponsored activities are considered to be in attendance at school. However, they are still required to make-up any work missed from class.
- Absences resulting from OSS are excused. However, students are still required to make-up any work missed from class within a reasonable amount of time.

BOOKS/BOOK BAGS

Students may not bring book bags to school. All books are the property of the Bibb County School System, and proper care of all instructional materials is the responsibility of the student. Lost or damaged books or other instructional material must be replaced at the student's expense.

BREAKFAST/LUNCH PROGRAM

All students are encouraged to eat a well-balanced meal each day at school so that they can remain energized and focused on their assignments throughout the school day. Breakfast and lunch will be served daily at school free of charge to all students. Adult prices are listed below.

PRICES	ADULT/STAFF	ADULT/VISITOR
Breakfast	$1.50 per day	$1.75 per day
Lunch	$3.00 per day	$3.65 per day

Important reminders:

- Breakfast is served each morning beginning at 7:45am *(refer to **Arrival/Dismissal** section for specified times based on the **program of enrollment**)*.
- If a student must have specially prepared food due to allergies and/or cannot drink milk for medical reasons, the parent should provide official documentation from the child's doctor. This information should be on the physician's official letterhead and should have the original signature of the child's physician. Copies will not be accepted.

BUS/TRANSPORTATION

Riding the bus is a privilege, and students who ride the bus must adhere to all bus safety rules. Students are expected to sit in their assigned seats, exercise self-control, demonstrate respectful and courteous behavior toward one another and the bus driver, and obey the driver's instructions. **Anyone who violates the safety standards may be suspended from the bus.**

Community bus stops have been identified throughout the county by Bibb County Schools' Transportation Department that will pick up students enrolled in the **middle** and **high school OAC** program and drop them off. Students must choose **one (1)** of the stops as a **primary** location to be picked up from each morning and dropped off each afternoon. Once chosen, this location must **remain** the same **daily**. Students will be given a bus pass and should have this pass with them each time they board the bus.

Students enrolled in the **PLC** program will ride the bus from their neighborhood bus stop to their home schools and will then change buses to board the bus that goes to Hutchings College & Career Academy. This bus will then transport the PLC students to SOAR Academy after the Hutchings College & Career Academy students are dropped off.

It is the **parent's responsibility** to ensure that their child arrives to the designated stop before the scheduled pickup time to avoid missing the bus and is picked up from the same location at the designated time. It is the **parent's responsibility** to supervise their child between the home and the bus stop, while waiting for the bus arrival, and after the child has been dropped off. Students who misbehave at school bus stops are subject to the student discipline code and the bus discipline code.

Students who ride the bus to school should return home on the bus unless they have a written note from parents indicating a change in transportation. Changes should be made at least 24 hours in advance. **If no notification is received, your child will follow his/her regular method of getting home.** Telephone calls will not be accepted. Special needs students who opt to ride the bus must follow all of the rules pertaining to expected conduct and safe travel on the bus as described above.

Only **PLC** students are allowed to drive a personal vehicle; however, they must apply and be approved for a parking permit through the main office in order to do so. To apply for a permit, the following items must be submitted: valid driver's license, car insurance for the vehicle to be driven, signed parental consent, and **$40 parking fee**. **PLC** students may apply for a one-day parking pass if they will need to drive occasionally. The one-day parking pass require a student application (must be submitted at least 24 hours in advance), parental consent form, a copy of the students driver's license, and cost **$3.00** per day. **When a student has been given permission to drive, no other student is allowed to ride with that student without written consent from the parent/guardian.** A **Transportation Consent Form** must be completed by the parent/guardian.

CELLPHONES/ELECTRONIC DEVICES

Cell phones, laser pointers, electronic watches (that beeps or makes other types of noises), as well as any other types of electronic device (games, radios, CD players, MP3 players, iPods, etc.) are prohibited. Such items are considered contraband and will be confiscated and returned to the parent for a **$25.00 fee**. Neither the school nor any of the school personnel are responsible for any lost, damaged, or stolen personal items belonging to students.

CHEATING

SOAR Academy has high expectations for its students and requires an academic environment that rejects cheating or any other form of dishonesty. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Students earn respect for themselves and their academic work through academic integrity and ethical conduct. Recognition, understanding, and using academic integrity policies prepare students for post-secondary education, work, and life.

These include, but are not limited to the following behaviors and/or actions:

- Changing answers on a graded assignment after it has been scored.
- Copying, faxing, e-mailing, or duplicating assignments that are submitted as original work.
- Exchanging assignments with other students, either handwritten or computer generated.
- Giving or receiving answers during tests or quizzes.

- Submitting material without giving the name of the author/artist and/or source.
- Taking someone's assignment and submitting it as the student's own work.
- Using any form of memory aid during tests or quizzes without permission from the instructor.
- Taking photographs of assignments, including notes.

Category Violations:

Calculators and Electronic Memory Devices

- Sharing a calculator or electronic memory device during a test, quiz, or other graded assignment for the purpose of sharing information related to the assignment.
- Storing test or quiz information in the quiz or electronic memory device.
- Using any calculator or electronic memory device without the permission of the teacher.

Lab Activities and Reports

- Attempting to corrupt another student's data by altering laboratory data.
- Submitting another student's graphs, diagrams, computations, or written work as your own.

Research Papers

- Allowing another student to copy or paraphrase all or part of your research paper or essay.
- Copying or paraphrasing all or part of another student's research paper or essay.
- Buying a research paper or essay.
- Copying phrases, sentences, or paragraphs without providing proper citation and quotation.
- Downloading from the Internet any part of a research paper or article to submit as your own.
- Hiring someone to write a research paper or essay.

Tests and Quizzes

- Accessing a test or quiz to determine the questions in advance of its administration.
- Coding language *(e.g. making sounds during quiz or test administration)*.
- Getting answers from friends, looking on their papers, or passing notes of any kind during a quiz or test.
- Having a book bag open with answer sheets or notes visible.
- Having a book hidden and using it during a quiz or test administration.
- Leaving a testing site with test materials in your possession or stealing tests.
- Modifying electronic test materials so that they will not score properly *(e.g. scantron tests)*.
- Placing answers on calculator lids or trading calculators.
- Programming iPods or other MP3 players with notes.
- Putting answers on the floor next to the desks and covering them.
- Using a hidden reference or review sheet during a quiz or test administration.
- Writing answers on your body parts, clothing, desk, or water bottle labels.

Homework

- Allowing another student to copy or paraphrase all or part of your homework.
- Buying a paper or project or hiring someone to write a paper that has been assigned as homework.
- Copying or paraphrasing all or part of another student's homework.
- Plagiarizing summaries/commentaries in lieu of reading the assigned materials.
- Receiving help on assignments that have been identified as work to be done solely by you.
- Sharing files or copying and pasting information from the Internet into your assignment.

COMMUNICATION BETWEEN SCHOOL AND HOME

- **Mid-term progress reports** will be sent home midway through the nine-week period for all students. These reports must be signed by the parent and returned the following day.
- **Report cards** will be sent home at the end of each nine-week grading period and should also be signed and returned the following day.
- Parents can monitor their child's academic progress and attendance through **Parent Portal** on the Infinite Campus's website, which requires a user name and password to access.
- Parents are strongly encouraged to attend regularly scheduled **parent/teacher conferences**, as this allows time for the teacher and parents to discuss student progress towards meeting his/her individual goals. Parents may request conferences by calling the school or by sending the teacher a written request. All parent conferences must be **scheduled** in advance, and appointment times can be made between **2:45pm-3:45pm**. The principal is available to discuss any parent concern. **However, parents should discuss matters of concern with the teacher first.** If you do not believe that the teacher has adequately addressed your concern, then you may seek help from the principal or assistant principal. We are ready to work with you to ensure that this will be a successful year for your child and can only accomplish this goal by working together as a team.
- Other means of communication include **telephone calls**, **e-mails**, **written notes, and letters**.
- The Bibb County School System also has an **automated calling system**, which is used to report student absences and emergencies, such as school closings, evacuations, natural disasters, school lock downs, or other major incidents. A recorded message is sent to parents via the telephone. **Please ensure that the school has accurate telephone numbers on file for you.**

COMPUTER/TECHNOLOGY USE

Student use of computers and/or school-owned technology is a privilege conditional on being compliant with state and federal laws, Board and school regulations, and satisfactory behavior. Technological resources are provided for the sole purposes of the schools' academic, administrative, and support activities. Any other use is forbidden. By using the computing resources at SOAR Academy, the user agrees to abide by the following guidelines and rules:

Computer/Technological Resources may be used for the following purposes:

1. Instructional purposes
2. Administrative or other support functions

Computer/Technological Resources may NOT be used for the following purposes:

1. Business or profit
2. Use any account or password other than your own, unless explicitly authorized by a staff member
3. Impair the usability of any computer or related system. This includes:
   a. Deliberately degrading or altering the performance of a computer or communications system
   b. Deliberately destroying or altering the files of another user
4. Use any resource for which you do not have specific authorization. This includes:
   a. Deliberately viewing or taking the files of another user.
   b. Deliberately taking or illegally copying school software.
5. Access material that is obscene, pornographic, or harmful to minors.
6. Reproduce or distribute any copyrighted material without first gaining permission of the owner.
7. Overuse or waste of computing resources.
8. Use obscene or threatening language or harass users with obscene or threatening materials.
9. Play games and access network resources that are not directly related to instruction.
10. Disguise or hide your identity.

11. No equipment can be removed from its assigned location without administrative approval and notification of its assigned use.

CONTRABAND

Students are not permitted to possess contraband items while on school system property or while in attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and returned to the parent at the discretion of the administrators. Students wearing inappropriate clothing under this policy will be isolated from the rest of the student. Any contraband item that is illegal will be turned over to the proper law enforcement officials.

Contraband items include, but are not limited to:

- Alcoholic beverages;
- Cell Phones, as well as any other type of Electronic Communication Devices;
- Cigarette Lighters and matches;
- Clothing, which incites other students or is otherwise so distractive that its presence interferes with the teaching and learning process and/or the orderly school environment;
- Controlled substances, prescription drugs, and over-the-counter medications with the exception of those prescription drugs and over-the counter medications that are allowed under the provision established by Board Policy concerning medicines;
- Gang-related materials or paraphernalia;
- Materials, which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature;
- Materials, which if loaded on a computer, could disrupt the computer or the computer network;
- Pepper Spray, mace, or other dangerous chemicals and irritants:
- Pornographic materials;
- Tobacco products;
- Weapons, as defined by the Board Policy, and stipulated in the Student Code of Conduct

COUNSELING PROGRAM

The Counseling Program is designed to assist students in meeting their academic, social, and emotional needs. Students may see the counselor by requesting appointments. Teachers, as well as parents, may also refer students. In addition, group counseling and classroom guidance sessions are conducted as needed.

DISCIPLINE PLAN

In order to ensure that students are afforded a high quality education, the school environment must be conducive to learning. Our primary goal is to educate all students; however, when the behavior of an individual student conflicts with the rights of others and impedes their learning, intervention and/or corrective action may be necessary for the benefit of that individual, as well as others. Students shall be governed by policies, regulations, and rules set forth in the **Bibb County Code of Conduct**. In addition, students are expected to follow the guidelines included in this **School-wide Discipline Plan**.

This plan focuses on teaching students how to develop personal responsibility for their behavior. Society demands conformity to laws in order for people to co-exist peacefully. Conformity is important in the school setting to teach our students how to grow up to be productive citizens. Below are the Non-Negotiables for our school in which every student at SOAR Academy is expected to abide by at **ALL** times:

Non-Negotiables:
In order to ensure that SOAR Academy is a safe and positive learning environment, it is important to establish the offenses that fall under the category of Non-Negotiables. Committing any of the offenses listed below will result in out of school suspension and habitual violators will be recommended for expulsion.

Alcohol and Drugs
SOAR Academy is an alcohol, drug, and tobacco-free environment. No person shall possess, sell, use, transmit or be under the influence of any drug, alcohol, or intoxicant or anything that may be represented as drugs, narcotics, or alcohol on any property owned by the district; off the school property, at a school activity/event; in route to and from school; or in route to and from a school activity/event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this policy. All prescription medicine must be turned in to the office before class begins.

Bullying
No student shall willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or demonstrate any intentional display of force that would give the victim reason to fear or expect immediate bodily harm. Any student involved in such bullying is subject to appropriate disciplinary action.

Disrupting a Public School
It is unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this law shall be guilty of a misdemeanor of a high and aggravated nature.

Fighting
Fighting, pushing, hitting, tripping, or any form of aggressive behavior is prohibited. Students involved in fighting will be charged with **Disrupting a Public School** and may be subject to long-term suspension or expulsion from school.

Inappropriate Physical/Sexual Contact
Any behavior, which is sexual in nature is forbidden on school grounds during, before, or after school hours; off the grounds at any school activity, function or event; or at any event which is subject to jurisdiction of school authorities. Students who demonstrate provocative, flirtatious, or sexually-oriented behaviors before, during, or after school are subject to appropriate disciplinary action.

Weapons
The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel and is a violation of state law. No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests, and other similar or related functions; in any school related vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function. Students violating this policy are subject to expulsion and criminal charges.

In order to ensure that all of our eagles are granted the opportunity to ***SOAR***, everything we do is guided by the following four principles:

Strive for Success

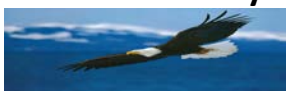
Own your Choices

Attitude is Everything

Raise Expectations

In addition, the rules and expectations are described in more detail in a **Behavior Matrix**, which is located on the following page. This matrix outlines what these behaviors look like in key areas of the school, including during assemblies/events, bus arrival/dismissal, cafeteria, classroom, hallway, and restroom. Core values and character education, which includes accepting personal responsibility for one's own actions, modeling good behavior, and maintaining self-control are directly aligned to this framework and are included in the school's educational program.

SOAR Academy



Behavior Matrix

"Soaring to New Heights"

	Strive for Success	**O**wn your Choices	**A**ttitude is Everything	**R**aise Expectations
Arrival/ Dismissal	* Arrive and leave on time. * Follow dress code. * Promptly move to designated area.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Be courteous to others. * Use professional language and tone.	* Enter and exit the bus quietly. * Single-file line. * Wait your turn.
Assemblies/ Events	* Look and listen to presenter. * Remain engaged.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Use professional language and tone.	* Keep hands, feet, and objects to self. *Stay seated.
Cafeteria	* Keep area clean. * Stay in line. * Sit in designated area.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Use professional language and tone.	* Throw away all trash. * Use table etiquette.
Classroom	* Ask questions. * Come prepared and ready to learn. *Remain engaged. * Take on challenges.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Listen and follow directions. *Respect others' learning. * Use professional language and tone.	* Work cooperatively with others.
Hallway	* Move with a purpose. *Respect others' personal space.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Respect others' personal space. * Use professional language and tone.	* Single-file line right side of hall. * Refrain from loitering. * Remain quiet.
Restroom	* Keep area clean. * Practice good hygiene.	* Accept feedback. * Learn from mistakes. * Respond appropriately.	* Respect others' personal space. * Use professional language and tone.	* Refrain from horse playing.

Eagle Points:
Students are expected to come to school to perform a **job** – not just to play or have fun. To simulate a real-world experience, students are permitted to earn a ***salary*** for their hard work.

Students are given a **Time Sheet** (Tally Sheet) to keep in their notebooks at the beginning of each week and start each week with a total of **100 points**. Students can **earn** points for following the rules and expectations outlined in the **SOAR Behavior Matrix**. Likewise, they can **lose** points when they choose not to. At the end of each week, students will receive a salary based on the number of points that they have left. The amounts given are as follows:

121 points or higher	=	$7.00 (Max Salary)
101 - 120 points	=	$6.00
100 points	=	$5.00 (Base Salary)
90 - 99 points	=	$4.00
80 - 89 points	=	$3.00
70 - 79 points	=	$2.00
60 - 69 points	=	$1.00
0 – 68 points	=	$0.00

Students have a variety of choices of things that they can spend all or a portion of their salary, which are outlined below:

- **Eagles School Store** – students may use their Eagle Bucks to purchase items *(i.e. school supplies, candy, drinks, etc*.) from the school store on **Fridays,** and teachers may escort their classes to the store immediately following their lunch period before returning to class to purchase items; ***Eagle Bucks Cost*** = $0.50-$1.50 per item.
    - **School Store** will also be opened **Mon-Thurs** from **11:15am-1:15pm** and teachers may escort their classes to the store immediately following their lunch period before returning to class to purchase items with **U.S. money**. Students may bring no more than **$5.00** to school per day. Any additional money will be confiscated and must be picked up by a parent/guardian.

- **"Dress for Success" Wednesdays** – students may use their Eagle Bucks to wear "dressy" attire on Wednesdays; ***Eagle Bucks Cost*** = $1.00
    - Males: white button down dress shirts with a tie and black slacks; tie should be the color assigned for your program of enrollment.
    - Females: dress shirt with black slacks or knee-length dress/skirt (must have black leggings/tights underneath all dresses/skirts). Shirt should be the color assigned for your program of enrollment.

- **"Dress Down" Fridays** – students may use their Eagle Bucks to "dress down" on Fridays in a school spirit t-shirt with jeans; ***Eagle Bucks Cost*** = $1.00

- **Eagles Recreational Center** – students may use their Eagle Bucks to go to the Eagles Recreational Center to participate in activities/games on **Fridays**; ***Eagle Bucks Cost*** = $3.00
    - **Middle School OAC** Times – 10:00am - 11:00am
    - **High School OAC** Times – 11:15am - 12:15pm
    - **PLC** Times – 1:00pm - 1:45pm

Criteria for Earning Eagle Points:

Gain of 5 points	Gain of 10 points	Gain of 15 points
• Being chosen as Student-of-the-Week • Completing all assignments for the week • Going the Extra Mile • Perfect Attendance for the week • Serving as a Peer Tutor • Serving as a Student Helper for the week	• Assisting during a school-wide activity/event • Avoiding a problem situation • Diffusing a problem situation • Extreme act of kindness • Outstanding demonstration of leadership • Outstanding demonstration of teamwork	• Being chosen as Student-of-the-Month • Perfect Attendance for the month • No Disciplinary Referrals for the month

Criteria for Losing Eagle Points:

Loss of 10 points for each offense	Loss of 30 points for each offense	Loss of 50 points for each offense and immediate referral to the office
• Dress code violation • Eating of gum, candy, or food • Hallway disturbance • Inappropriate lunchroom behavior • Out of designated area • Possession of Cell Phone or other electronic device • Rudeness or use of bad manners	• Academic dishonesty • Defiance/Willful disobedience • Horse playing • Gambling/Trading Goods • Not respecting others' property • Refusal to carry out instructions • Technology violation • Theft • Use of inappropriate language/gestures or profanity	• Activating a Fire Alarm • Assault/battery • Being disrespectful towards adults • Bullying/Harassment/Threats • Defacing or destroying property *(payment of damaged property)* • Disorderly conduct • Fighting • Gang-related behavior • Inappropriate touching/sexual harassment • Possession of a weapon or drugs

Other Classroom Consequences:
In addition to losing points, other classroom consequences may be assigned by the teacher. These include the following:

- Behavior Contract
- Classroom Hearing
- Counselor/Therapist Referral
- Isolated Lunch
- Parent Contact/Conference
- Peer Mediator or Student Mentor Referral
- Reflection Writing Assignment
- Restorative Justice
- Seat Change
- Student Conference
- Team Time-out

Office Disciplinary Consequences:
Once referred to the office, the consequences that students can receive depends on the type of offense that the student violated, as well as the number of prior offenses that the student has received. Examples of possible consequences that the student can receive from the administrator include the following:

- Administrative Time-Out
- Campus Police Referral
- Community Service
- Counselor/Therapist Referral
- Evidentiary Hearing
- Homebound Placement
- Out of School Suspension
- Parent Conference
- Peer Mediator or Student Mentor Referral

***NOTE: In order to participate in **field trips**, students must have no office disciplinary referrals within **thirty (30) days** PRIOR to the date of the scheduled field trip.

Bus Violations Consequences:
Student safety is a top priority, especially while on the school bus. Thus, the safety rules that govern student conduct while on the school bus will be strictly enforced by the bus drivers. In addition, the school will enforce the consequences for bus violations as described in the Bibb County Code of Conduct.

- **1st Offense** – Warning, conference with parent, and bus behavior contract issued
- **2nd Offense** – Up to ten day bus suspension and required conference with administration before the student can continue riding the bus
- **3rd Offense** – Suspension from the bus for the remainder of the year

DRESSCODE/ UNIFORM POLICY
Appropriate dress and appearance is a critical component of the educational program. Wearing inappropriate clothing to school can have a negative influence on the educational process and climate of the school. In an effort to minimize student dress from interfering with the instructional process, the following guidelines should be followed on a daily basis:

Shirts

- Colors are based on the program of enrollment as listed below:
    - **Sky Blue** for **middle school OAC** students
    - **Yellow** for **high school OAC** students
    - **Burgundy** for **PLC** students
- Short or long sleeve polo type shirt with a collar; solid in color with no fringes or embroidery. Brand names/symbols (e.g. Duck, Polo, Nike, etc.) must be pocket size or smaller (4 inch maximum). No other picture, symbol, statement, or advertisement on clothing is allowed.
- Only **white** undershirts may be worn under collared shirts.
- All shirts must be worn tucked into the pants at all times.
- Undergarments should not be visible through shirts.

Pants

- Only **Khaki** pants are permitted for **ALL** three programs.
- Must fit at waistline and be the proper size for the student; may not be too tight or too loose.
- Undergarments should not be visible through pants.
- Must be worn with a belt.
- Must be hemmed and cannot touch the floor.
- Cargo pants, capri-style, hip-huggers, jeggings, joggers, leggings, stretch pants, as well as pants with holes or frays, are not permitted.
- Gym shorts cannot be worn with pants.
- Skirts, shorts, or jumpers are not permitted.
- **Jeans** can **ONLY** be worn on Fridays with a **SOAR Academy t-shirt** or other "special" days designated by the principal and must meet all of the criteria as described above.

Belts

- Color choices: Black or Brown (solid in color)
- Must fit at waistline and be the proper size for the student with no parts of it hanging in the front of sides of the pants.
- Should not have any decorative or removable buckles.

Shoes and socks

- Color choices: Black or White (solid in color)
- Must be athletic shoes.
- Must be properly laced and/or buckled at all times.
- Socks are required and must be visible above the top of the shoe.
- Sandals, flip flops, slippers/mules, bedroom shoes, clogs, shoes with lights or roller blade heels are **not** allowed.
- **Closed toe** and **heel** shoes can ONLY be worn on Wednesdays for "Dress for Success" days. Heels and soles may be no more than 2 inches high or thick.

Hats/Headgear/Hair

- No forms of hats and/or headgear are permitted to be worn or brought into the building. This includes hoods, bandannas, doo-rags, wave caps, sweatbands.
- Hair should not be a distraction from the learning process by appearance, statement, color, or style.
- Hair should be neat and clean; it should not cover the student's face or eyes.
- Braids, dreadlocks, and twists should be held in place by a ponytail holder if they are six inches or longer.
- Only plain black ponytail holders are permitted.
- Combs, curlers, picks, or rakes are not permitted to be worn in the hair.

Jewelry

- Only stud-size earrings and non-digital watches that do not make any noises are allowed; earrings can be no larger than the size of a dime.
- Rings, necklaces, chains, bracelets, pins, or any other forms are jewelry are not permitted.

Other Non-Permitted Items

- Book bags and purses are not allowed.
- Students may not wear coats, jackets, hooded shirts, or hooded sweatshirts during class time or while in the school building. All coats must checked-in at the beginning of the day and checked-out at the end of the day for all **OAC** students.

EMERGENCY/ILLNESS/MEDICATION

- **Parents should NOT send children to school with a persistent fever or who are experiencing vomiting or diarrhea, bed bugs, head lice, pinkeye, or scabies.** Since these ailments are contagious, students will remain in the office until the parent/guardian can be contacted to come sign the student out of school. If a parent/guardian or approved contact person cannot be reached, the principal/designee may transport the student home or to the home of the emergency contact person.
- If a child becomes ill or receives an injury at school, the office will immediately notify the parents. If the parent cannot be reached, we will attempt to contact the emergency contact person. **WE MUST ALWAYS HAVE AN EMERGENCY CONTACT NUMBER.** If we cannot reach anyone and feel medical treatment is necessary, we will call the appropriate medical personnel. Costs for medical treatment are the responsibility of the parents.
- All medication, including non-prescription medicine, must be housed in the office. The parent should bring the medicine with instructions to the office and sign a **Medicine Authorization and Referral Form**. It is recommended that non-prescription medication is administered in the morning before leaving home, after school, and later in the evening.

ENTERING THE PROGRAM/ORIENTATION

Students interested in the **PLC** program must apply and be accepted into the program. The following criteria will be used for student selection:

- Juniors and seniors who are approximately seven classes behind.
- Must be at least 16 years of age.
- Must submit a complete Application Packet
    - Behavior Records for previous two years *(must reflect a history of demonstrated good behavior)*
    - High School Transcript
    - Parental Permission Form
    - Teacher/Counselor/Principal Recommendation
- Participation in a face-to-face interview with PLC Team.
- Willingness to make a one-year commitment.
- Access to a home computer with Internet and willingness to complete work in at least three classes per week for a minimum of one hour per class.

Orientation

All students, along with their parents/guardians, are **required** to attend orientation **PRIOR** to beginning SOAR Academy in order to prepare students to be successful by:

- Creating a welcoming environment that builds a sense of community.
- Providing a framework of success through the communication of expectations, norms, and standards.
- Providing information and resources that will allow students to make informed and appropriate academic, behavioral, and social choices.

Orientation will be held on **Tuesdays** and **Thursdays** from **9:00am-11:00am**. Parents should call or stop by the front office to schedule an appointment to attend an orientation session. Two sessions will be offered on each day. **Session I** will be held from **9:00am-10:00am**, and **Session 2** will be held from **10:00am-11:00am**. It is critical for students/parents to arrive on time. If you arrive after 9:15am, then you will need to attend **Session 2**. If you arrive after 10:15am, then you will need to reschedule your appointment.

EXITING THE PROGRAM

Middle and **High School OAC** students are permitted to exit the program when the following conditions are met:

- The student has completed the **designated time**.
- The student has demonstrated regular and prompt **school attendance**.
- The student has demonstrated **academic**, **social**, and **behavioral progress**.
- The student/parent has attended a required **Exit Meeting** and completed his/her **Transition Plan**.

GAMBLING/TRADING GOODS

All forms of gambling are prohibited at school. This includes rolling dice, matching coins, and throwing to the line, as well as any type of game in which money is involved. In addition, students are forbidden to buy, sell, or trade goods on the school campus.

HEALTH SAFETY

Our goal is to protect and promote the health of all students. We do not have a nurse on-site to be able to administer preventive and emergency school-based health services to students. A student that is found to have a contagious or infectious health condition **will be sent home** and is not permitted to return to school until notification has been received from a physician that the condition is no longer contagious or proof of treatment has been provided.

PARTIES/GIFTS

Birthday parties will not be celebrated at school, and invitations to private parties cannot be passed out at school. **In addition, balloons, flowers, and gifts for students are not permitted to be delivered at school.**

PROMOTION/RETENTION

Promotion standards help to provide consistency in the instructional program and to establish clear expectations for teachers, parents, and students. Promotion is based on the mastery of standards and/or the ability of the student to complete the work at the next grade level, as well as a consideration of social and emotional needs of the student. It is our desire to promote students each year; however, it is recognized that under certain circumstances, retention must be considered for some students.

Below are the promotion guidelines for each grade level:

GRADE 6: To be promoted to grade 7, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.
- Meet attendance requirements.

GRADE 7: To be promoted to grade 8, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.
- Meet attendance requirements.

GRADE 8: To be promoted to grade 9, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.
- "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments.
- Attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment.
- Meet attendance requirements.

GRADES 9–12:

- Students in high school **progress** toward graduation on a **course-by-course basis**. The graduation requirements in effect at the time of entrance apply for the student's entire high school career.
- Students must have earned the number of credits indicated below in order to be promoted to the next grade level. Core areas are: English, Math, Science and Social Studies.
    - Units necessary to advance to 10th Grade: 5 Units (must include 3 core)
    - Units necessary to advance to 11th Grade: 11 Units (must include 6 core)
    - Units necessary to advance to 12th Grade: 17 Units (must include 9 core)

RESPONSE TO INTERVENTION (RTI)

The purpose of RTI is to assist teachers in developing and implementing alternative teaching strategies for students who may need additional academic support, behavioral support, or special services. The RTI Committee consists of the counselor, teacher, school and district-level support personnel, and the parent. If the interventions or strategies prove to be ineffective, then the student may be referred for further evaluation and possible special education placement.

SOAR TIME

At SOAR Academy, our goal is not only to address each student's academic needs but to also focus on developing life and social skills. SOAR Time is held at the beginning of the day to provide students with an opportunity to set goals/targets for the day/week, and again at the end of the day to provide students with an opportunity to reflect and discuss if the goals/targets were met. Students will get a chance to talk about challenges that they commonly face and interventions/strategies will be provided to address them.

VISITORS

All visitors should only enter the building through the front door and will be buzzed in by the office personnel. All persons visiting the school at any time and for any reason **must** report to the office to obtain a visitor's pass and must have a valid form of I.D. Parents are encouraged to visit our campus but are not allowed to interrupt normal classroom procedures or instructional time. Prior arrangements can be made for parents/guardians to visit classrooms; however, drop-ins are not authorized.

VOLUNTEERS

Parents, grandparents, community members, and college students are welcome to serve as a school volunteer. There are several ways to volunteer at the school, including performing routine and clerical duties for the teachers and office staff, serving ice cream in the lunchroom, chaperoning field trips, supervising school activities, tutoring students, etc. If you are willing to serve as a school volunteer, please contact the school office to complete the necessary paperwork for a background check.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
2016-17

I have received and read my copy of the **2016-17 SOAR Academy Student Handbook**. I know and understand that I am responsible for adhering to all of the policies and procedures outlined in this handbook. I agree to follow all of the policies and procedures outlined in this handbook. I fully understand that if I violate such policies and procedures, I will be subject to the appropriate consequences.

_____ _____
Student Name (PRINT) **Grade**

_____ _____
Student Signature **Date**

By signing below, I certify that I have received and reviewed the **2016-17 SOAR Academy Student Handbook** with my child. I agree to serving as a partner with the school in ensuring that my child adheres to the policies and procedures outlined in this handbook.

_____ _____
Parent Signature **Date**