



Policies and Procedures Manual 2017-2018

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Statesboro STEAM College, Careers, Arts and Technology Academy Policies and Procedures

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The policies and procedures contained herein are effective upon Statesboro STEAM CCAT Governing Board (hereafter referred to as Governing Board or Governing Board) approval and supersede all previous CCAT policies and procedures. All references to “parent” or “parents” of students includes legal guardian(s) of SSCCAT students.

Purpose

The SSCCAT policies and procedures are meant to regulate the operation and governance of Statesboro STEAM College, Careers, Arts and Technology Academy (SSCCAT) and provide a safe and positive work and learning environment for employees and students. These policies and procedures are meant to implement the SSCCAT charter and federal and state laws and policies regarding public charter schools.

Applicability

The SSCCAT policies and procedures apply to all SSCCAT students, staff, Governing Board members, parents, and volunteers associated with Statesboro STEAM CCAT and SSCCAT operations.

Policy Authority

The highest administrative authority for the SSCCAT policies and procedures is the SSCCAT Governing Board. This board and its members are under the governance of the State Charter Schools Commission (SCSC). Interpretation and implementation of the SSCCAT policies and procedures for routine operation of the school are generally delegated to the SSCCAT Director. To the best of the SSCCAT Governing Board’s knowledge, these policies and procedures are in support of, and comply with, federal and state laws and the SSCCAT charter on file with the State Charter Schools Commission.

Implementation of Policies

The SSCCAT Governing Board acknowledges that written procedures are meant to carry out the intent of the policies. SSCCAT staff is expected to use professional judgment, always bearing in mind the mission to create and sustain a safe and positive work and learning environment, when procedures may not define all necessary steps to carry out the intent of a policy.

Building Principal/Director/Administrator*

*The titles of Principal/Director/Administrator are used interchangeably at SSCCAT. The following descriptors are valid for all top level administrators at Statesboro STEAM CCAT.

Primary Purpose:

The role of the administrators is to ensure quality instruction is provided to the SSCCAT students, following the standards issued by the Georgia Department of Education and meeting the mission statement of Statesboro STEAM CCAT Academy. The Director is responsible for maintaining a safe, effective learning environment.

Job Requirements and Qualifications:

1. **Licensure:** It is the Director's responsibility to obtain/maintain professional licensure to teach in the State of Georgia.
2. **Remuneration**
 - a. Administrators are hired on an eleven-month service agreement. The administrator will be paid on a twelve-month pay period. The twelve-month pay period begins July 1st and ends June 30th the following year. Administrators are expected to work a minimum 40-hour week, during the school year, with the exception of some school holidays.
 - b. When school is closed because of disease and/or an act of nature, the administrator will be paid for the full time period the school is closed at the administrator's salary rate provided the educator makes up the time lost without extra remuneration.
 - c. An administrator whose employment is terminated prior to the completion of the current school year will receive the balance of the next month's pay prior to the end of the current school year.
 - d. Administrators are paid an annual salary, stipulated in their agreement, and are paid around the (15th) and the (30th) of each month.
3. **Fringe Benefits**
 - a. In addition to a salary, an administrator will be offered the following fringe benefits:
 - i. Health Insurance, offered to full time employees.
 - ii. Retirement offered to all full-time employees upon employment.
 - iii. Six-week family leave to include (maternity/paternity leave).
 - iv. If CCAT chooses to pay for optional professional development tuition for an educator, that shall be considered a fringe benefit.
4. **Attendance and Leave**
 - a. **Annual Work Days:** Administrators are required 190 work days per year (which would include the total number of school days plus additional days during hiatus).
 - b. **Work day:** As a salaried employee, an administrator is not expected to keep a time sheet but is expected to adhere to a minimum of 8 work hours a day. Administrators may adjust work schedule to allow for travel and other special

- administrative duties.
- c. **General work hours** are 7:30 AM to 4:30 PM, though times may be adjusted. Administrators are granted a half hour lunch break every day.
 - d. **School hours** are 8:00 AM until 4:00 PM and administrative supervision and support should be on hand at all times, when possible.
 - e. **School days** refer to instructional days and days used for educational conferences, conventions, workshops or institutes.
 - f. **Sick Leave:** An administrator employed by Statesboro STEAM CCAT Academy is entitled to 5 annual sick or personal days of leave for personal illness or serious illness in the educator's immediate family, which includes spouse, children, parents, or any person who may have assumed the role of child or parent. These days may not accumulate. A newly hired full time employee's allowance for sick leave will become operative when the employee reports to work.
 - g. **Personal Leave:** Administrators' time off should be documented, and available at the Board's request.
 - h. **Time off** must be requested on a Days-Off Request Form for all employees.
 - i. **Service leave:** All employees will be eligible for military leave, jury duty leave, and public office leave pursuant to the state and federal laws.
 - j. **Failure to report to work** for three or more days without notification may result in loss of position.

At-will Employees

Charter Schools in the state of Georgia are not required to abide by contract regulations as traditional districts. All faculty and staff at CCAT are hired on an at-will basis and employment may be terminated at any time without a formal grievance process, excepting state and federal protections of civil rights.

5. Evaluation of Administrators

- a. Administrators and the Director will receive a written performance evaluation that is aligned to the Leader Keys Evaluation System.
- b. The evaluation form also requires that professional development goals be developed for Administrators and the Director as part of the annual evaluation. The accomplishment of these goals will be evaluated on the next annual evaluation. Employees have input on the development of their annual professional development goals.
- c. The Governing Board will review the evaluation with the Director. At that time, the employee may write formal comments on the evaluation and he/she signs to acknowledge that he/she has received the evaluation. The Director and the Chair sign the evaluation. The Director keeps a copy for inclusion in his or her personnel file.
- d. The Director is evaluated on his/her ability to effectively manage the school as part of the formal evaluation of work performance conducted by the Board.
- e. Other administrators shall be evaluated by the Director or Board Chair. At that time, the employee may write formal comments on the evaluation and he/she signs to acknowledge that he/she has received the evaluation. The Director and the administrator will sign the evaluation. The administrator keeps a copy for inclusion in his or her personnel file.

DESCRIPTION OF DIRECTOR'S RESPONSIBILITIES:

- 1. Ensure the policies and procedures, charter requirements and grant assurances are implemented with fidelity by all levels of staff under his or her authority.**
 - a. Know the policies and communicate them to the staff.
 - b. Should it be necessary, amend policies, create a draft and submit that to the Board for consideration.
 - c. Let the Board know of issues requiring Board approval, preferably one week in advance. Ensure the items are scheduled for a vote.
 - d. Ensure all staff performs their duties according to their job descriptions, the policies and procedures, and in compliance with state and federal law.
 - e. Ensure student's records are obtained, maintained, and reviewed by the applicable personnel in accordance with FERPA, Georgia law and GaDOE regulations.

- 2. Guidance, evaluation, and support of the teaching staff** in providing quality instruction to the CCAT as defined by the Georgia standards, the charter and policies of the Statesboro STEAM CCAT Academy.
 - a.** Director is responsible for posting job positions as needed to ensure CCAT has appropriately trained and licensed staff as needed and within budgetary constraints.
 - i.** Arrange and conduct interviews according to the charter, the school's policies and procedures, and state and federal laws with participation of a hiring committee.
 - ii.** Obtain sufficient background information on new staff to make an informed decision.
 - iii.** Introduce new staff to responsibilities, procedures, and expectations.
 - iv.** Create personnel files and maintain documentation on credentials, resumes, evaluations, conversations, trainings attended, and employee information.
 - b.** Evaluate the educators on a formal and informal regular basis.
 - i.** New staff should receive a job description and training in all aspects of the position for which they will be evaluated within the first month of hire.
 - ii.** Guidance, support and observation of each staff member should be provided informally no less than once a month.
 - iii.** Review lesson plans and curricular maps to assure that the educators are providing adequate instruction to each student.
 - c.** Provide guidance and assure the mentors are available as needed for faculty members.
 - d.** Oversee that the licensing and certification requirements are met by teaching staff as required by law and/or school policy.
 - e.** Maintain regular communication with the entire staff in meetings, scheduled no less than once a month, faculty meetings are best scheduled weekly.
 - i.** Staff meetings will have minutes.
 - ii.** Director ensures CCAT staff are trained and follow all applicable laws and regulations, including confidentiality, test administration ethics, at risk documentation, drug use policies, acceptable use policies, anti-fraud

- c. Communicate with parents on discipline issues. Any behaviors requiring more than one office referral should be followed up with a parent conference and the development of a behavior intervention plan, if needed.
- 6. Provide for the safety of the students in the event of emergencies.**
- a. Conduct monthly fire drills and maintain documentation. Ensure the fire extinguishers and evacuation plans are up to date. Check the smoke alarms at least once a month for battery failures. Ensure recommendations of the fire marshal are implemented and the facility is in compliance with the fire code.
 - b. Ensure the emergency plans are in every classroom and in the office. Train the personnel on emergency procedures, as outlined in the emergency plan. Assign various emergency roles to each staff member. Ensure adequate first aid training has been obtained by the staff and that adequate supplies are on hand at all times.
 - c. Conduct at least one lockdown drill a year. Contact the sheriff's office for oversight and input on the CCAT procedures.
 - d. Coordinate with other schools, the city, the fire dept. and the police to ensure CCAT is part of a unified response to a major disaster.
 - e. Have ready access and know the medical issues of students to ensure appropriate intervention should an emergency occur (allergies, medical conditions, medical directives from the parents, etc.).
 - f. Know the families and domestic issues of the students. Ensure legal documents for guardianship, disclosure waivers, permission slips, informed consent slips, restraining orders, and custody documentation are on file and the appropriate staff is informed.
 - g. Check the Registry of Sex Offenders and ensure only visitors with CCAT clearance are allowed on the premises. The school has the right to ask anyone to leave.
 - h. Do not allow animals to roam onto campus.
 - i. All visitors to Statesboro STEAM CCAT Academy must enter through the front door upon arriving at the school.
 - j. All visitors must report to and sign in at the front desk upon entering the front doors. Signed in includes a notification of the time entered, the reason for visiting the person(s) visited, and the time departed on the appropriate time sheet.
 - k. All visitors of students must have a letter from the parents of a Statesboro STEAM CCAT Academy student requesting the visit and stating the length of time for said visit at least one day prior to the visit. No student –aged visitor will be allowed to visit except for lunchtime unless otherwise authorized by the Director.
 - l. Any visitor may be asked to leave Statesboro STEAM CCAT Academy by appropriate personnel.
 - m. Visitors should respect all classes in session and not interrupt those classes. Any visitor interrupting a class may be asked to leave.

- 7. Maintain the safety of the facility in compliance with all state, and federal educational, health and general statutes.**
 - a. Remedy minor health risks as quickly as possible.
 - b. Monitor the facility for potential larger safety hazards; report to the Board and work together with the Board and business administrator to hire contractors, as needed, for building repairs costing more than \$5000.
 - c. For any work or purchase costing more than \$5000, it is necessary to obtain three quotes before choosing the best bid.
 - d. Ensure the facility meets the requirements of the health code.
 - e. Ensure all equipment is functioning properly and utilized correctly.
 - f. Maintain an adequate supply of cleaning and paper supplies.

- 8. Ensure the administration of state mandated assessments** and evaluate the effectiveness of SSCCAT instruction on an individual and collective basis, utilizing data from the assessments. Adjust instruction as needed.
 - a. Student Services Director will provide technical assistance for obtaining preprints and uploading student information.
 - b. Director will ensure adequate training is provided for the efficient administration of state mandated tests.
 - c. Ensure all test materials are maintained in a secure location and destroyed according to state specifications.
 - d. Ensure the annual pre and post year assessments are administered and tracked as specified in the policies.
 - e. Continue to develop resources for improving assessments.

- 9. Oversee the coordination and provision of special education services**, as needed.
 - a. Hire and supervise special education teacher/coordinators.
 - b. Contact and coordinate outside contractors, as needed.
 - c. Supervise the on-staff tutors.
 - d. Ensure child find is implemented throughout the school within deadlines set in the policies and corrective action plans.
 - e. Oversee that general education teachers are in compliance with special education law and providing the services outlined in the IEPs, as specified.
 - f. Create, follow, and maintain a school special education policy as required by the state.

- 10. Maintain regular communication** with the parents, the staff, the Board, the State Charter Schools Commission, Georgia Department of Education and the community.
 - a. Send regular letters to parents; ensure the parent handbook has been signed by the parents; be available for parent conferences and IEP meetings, as needed.
 - b. Attend all appropriate trainings and workshops.
 - c. Attend Board meetings and prepare a report on progress and issues.
 - d. When possible, be available to attend meetings in the community and represent the school. This function is shared with the Board.
 - e. Help develop a platform for representing the school to the public.

Teacher Job Description and Policies

Policy

1. CCAT will provide a written job description for teachers which include policies, procedures, requirements, and expectations. Teachers are expected to abide by these requirements as SSCCAT employees.

Full-time Classroom Teacher Definition

Full-time classroom teachers at Statesboro STEAM CCAT Academy are expected to provide quality instruction based on the Georgia Standards, state professional teaching standards, and the mission and policies of Statesboro STEAM CCAT Academy. They are expected to follow state and federal laws regarding the protection and education of children.

At-will Employees

1. Charter Schools in the state of Georgia are not required to abide by teacher contract regulations as traditional districts. All faculty and staff at CCAT are hired on an at-will basis and employment may be terminated at any time without a formal grievance process for terminations, excepting state and federal protections of civil rights.

Licensure Requirements

1. Teachers will maintain a current Georgia Teacher Certification or Highly Qualified status as determined by the SSCCAT Director. This includes the requisite background checks to be done prior to employment.
2. A valid copy of each teacher's license or proof of Hi-Q status must be provided for the teacher's file.

Employee Wages and Benefits

1. Employees are paid on a 12-month calendar beginning July 1 through June 30 of the following year. Employees hired after August 1 will be paid the portion of the fiscal year remaining. (i.e. a teacher hired November 1 will be paid the portion of an annual salary from Nov. 1 through June 30).
2. All teachers are initially paid using the Statesboro STEAM CCAT Academy salary schedule as a guide and thereafter raises are employed using the Statesboro STEAM CCAT Academy Teacher Incentive Plan as the school budget allows.
3. An employee may sign up for benefits upon the date of hire to begin the first day of employment.
4. Employees may turn down the benefits package but should not expect remuneration for doing so.
5. Employees receive 2 paychecks per month around the 15th and 30th of each month.
6. If a teacher resigns, they will be entitled to the next month's pay prior to the end of the current school year.
7. If a teacher is fired for unprofessional, illegal, or any other behaviors, his or her understanding of employment is terminated as written and no further salary is due. Teacher terminations prior to the last quarter of the school's fiscal year must be approved by the SSCCAT Governing Board.

Leave

1. Employees are allowed 5 days of leave per school year. This is in addition to the summer break and other breaks and holidays during the academic year. These days may be used for sick or personal leave. No leave may carry over as personal days.
2. All personal leave days are subject to approval of the Director.
3. Employees who use more than the 5 days of leave will have the rate of pay for a substitute covering all days beyond the 5 allotted days, deducted from their salary regardless of position and whether or not substitutes are obtained.
4. If a teacher is sick, he/she must contact the school prior to the start of the school day. A teacher must have emergency lesson plans on file with the Student Services Director for unexpected illness or injury; for personal leave, a teacher is expected to leave a full day of instructions, learning activities, and supplies for the substitute for each day of absence. All absences must be reported using the school's days off request form.
5. An employee's 5 days of leave are available from the first day of employment.
6. If an employee suffers a severe injury or illness, the employee can expect their position to be held for 12 weeks from the first day of absence. After this point, SSCCAT reserves the right to seek a permanent replacement for the employee.
7. All employees are entitled to 6 weeks of paid maternity/paternity leave.
8. All Faculty & Staff members shall be entitled to 5 days' bereavement leave should any member of his/her immediate family die.
9. Staff members shall be entitled to use personal days as bereavement leave in addition to the five days mentioned above.
10. The Governing Board will automatically donate \$25 from Governing Board funds to be given in memoriam of any immediate family member of Faculty and Staff. Business manager shall be in charge of dispersing those funds or buying appropriate memoriam.

Work Days/Hours

1. Employees are generally expected to work an 8-hour day.
2. Work hours are from 7:45am until 4:15pm.
3. In case of emergency closure of the school, teachers are expected to make up instructional days with the students as required by the state even if these days include previously designated vacation days.
4. Sometimes it is necessary to ask Statesboro STEAM CCAT Academy faculty members to serve in positions that are above and beyond their scope as general faculty. Whenever possible, these faculty members should be considered for supplemental pay for performing these services. The Director may at any time determine that a faculty member should receive the remuneration.

Evaluations

1. All teachers will be evaluated based on the Teacher Keys Evaluation System.

Curriculum and Instruction

1. Teachers at Statesboro STEAM CCAT Academy are encouraged to creatively approach their instruction of students while focusing all curriculum and instruction on

Georgia Performance Standards of Excellence and the mission of Statesboro STEAM CCAT Academy.

2. Teachers are required to have lessons planned in advance and be well-prepared for student learning and instruction.
3. Teachers are expected to respond to administrative guidance regarding instructional practices and any required changes to his or her teaching methods and curriculum.
4. Teachers are required to meet the needs of individual learners and to ensure curriculum and instruction is at appropriate grade levels for all students.
5. Teachers are required to adapt to Special Education student's needs and meet their IEP modifications and accommodations as part of their Special Education program. Teachers are required to work closely with the SSCCAT Special Education Coordinator/Teachers.
6. If a teacher suspects a learning disability, he or she is required to work with the Director and Special Education Coordinator in determining the evaluation of needs for that child.
7. Teachers are required to provide the director with a weekly overview of lessons for all classes.
8. Teachers will provide assignments for students who are out sick or suspended as requested by parents.

Grading and Assessment

1. Teachers are required to provide grades as an evaluation of student learning and progress at the end of each term. Teachers should maintain a current gradebook throughout each term to provide ongoing feedback to students and parents. A copy of the End of Term grades will be provided to the student, the parent, and the main office for filing. At a minimum, these grades should be reflective of a student's mastery of the content based on state curriculum standards.
2. Teachers will keep a current and thorough record of grades and attendance for each student in their classroom.
3. Teachers are expected to report current grades to parents at the parent-teacher conferences and to have grades available upon request at other meetings with parents.
4. Teachers will provide ongoing feedback to students throughout a term, so each student has a current knowledge of their progress with and mastery of the content.
5. Teachers are required to prepare each student for the required state tests by teaching a curriculum founded on the state core standards. Teachers are required to participate in all standardized testing required by the state and federal government and any testing CCAT voluntarily joins. Teachers are required to obey state and federal laws regarding this testing and ensure all students are provided a fair opportunity to be successful.

Student Discipline

1. Teachers are expected to maintain a fair set of classroom rules promoting a safe and positive learning environment for all students.
2. Teachers are expected to maintain classroom documentation of behavior problems and meet with parents in person or by phone or email as needed.
3. As needed, teachers may send students to the office for behavior intervention. However,

all teachers are expected to follow the Statesboro STEAM discipline procedure. Teachers can expect the support and cooperation of the SSCCAT administration in working with these students.

4. If a student is suspended, teachers will provide assignments to be completed at home by the student.
5. Teachers are expected to conference with the school Director about classroom management problems as they arise throughout the year in order to maintain a safe and positive classroom environment.

Purchasing

1. Employees are expected to abide by the SSCCAT Purchasing Policy.
2. Items purchased by individual teachers for their classroom with school money remain as school property upon resignation or termination of employment.

Off-campus Activities

1. Teachers must obtain Director approval of all off-campus activities and fill out the required form noting time, date, location, and a list of attending students.
2. All off-campus activities require signed parent permission slips; SSCCAT keeps on file a “blanket” permission slip for most of the school-day field trips (city walks, trips to the library, etc.); For activities not covered by this blanket permission slip, parent permission must be obtained (out-of-town field trips, the Parade of Lights, etc.).

Professional Conduct and Duties

1. Employees are required to attend all school meetings unless excused by the Director.
2. While SSCCAT does not have an itemized dress code for employees, employees are expected to dress in an appropriate and professional manner.
3. Employees are expected to treat staff, students, and parents with fairness and respect and refrain from sowing seeds of discord that disrupt the harmony of the learning and working environment.
4. Employees are required to provide supervision to students throughout the school day, and this may require extra duties outside of regular classroom supervision (i.e. before and after school, lunch, recesses, fire drills, field trips, etc.).
5. All employees are required to pass a state background check each six months of employment. If an employee is convicted of a felony or misdemeanor, particularly a crime involving a minor, this must be reported to the Director immediately.
6. Employees are expected to keep the Director current on personal contact information which includes email, phone, and local address.
7. Employees are expected to abide by all school policies and guidelines, including the Georgia Professional Standards Code of Ethics for Educators.

Media

1. Teachers are expected to abide by the SSCCAT media policies protecting children.
2. For any film with a rating above PG, all students must have a signed permission slip; films with a PG rating or lower, generally do not require a permission slip with the following exceptions: for any film PG or lower with mature themes such as abuse, death, violence, suicide, sexuality, and some forms of intense psychological or emotional stress

require a permission slip signed by the parent or guardian; all films with content that may require a permission slip should be discussed with and approved by the Director prior to viewing.

3. Teachers are expected to use good judgment in showing students tapes, DVDs, internet-based media, books, magazines, and all audio-visual media. If a teacher suspects a form of media might be in violation of the SSCCAT policy protecting children, he or she is required to review the material with the Director prior to viewing with students.
4. If a student does not obtain the required written permission to view a film, this can be temporarily substituted with a phone call to the parent or guardian; if a parent does not give permission for viewing, then the student will be given an alternative activity of equal significance in an alternative setting.
5. Statesboro STEAM CCAT Academy's Governing Board has adopted an internet procedure that must be signed by students and parents yearly.
6. The library will accept book donations, but will keep only books that support the curriculum for inclusion in our collection. Books not used will be returned to donor or discarded upon request.

Email and Telecommunications

1. All employees of Statesboro STEAM CCAT Academy will have a statesborosteam.org or other school associated e-mail account.
2. This e-mail account will be used for Statesboro STEAM CCAT Academy business only. All personal e-mails should be sent to another account. All statesborosteam.org and other school associated accounts are property of Statesboro STEAM CCAT Academy.
3. Any e-mail or telecommunication record that should be retained according to Statesboro STEAM CCAT Academy's retention policy will be moved to or from the employee's computer and retained per Statesboro STEAM CCAT Academy's retention policy or they will be placed:
 - a. In the employee's e-mail folders. These folders will be designated with easily identifiable names, i.e. Title I, Special Education etc.
 - b. Any record maintained in a folder that is not mentioned specifically in the retention policy will not be maintained for more than two years.
4. All parent contact via e-mail should be copied to the Director. These records should be identified in the subject line as SC(Student Correspondence): Teacher's Last Name (SC:Teacher) indicating that they concern parent or student records. If a parent e-mails any employee that e-mail should be forwarded to the Director in the same manner.
5. Whenever possible, employees should use Statesboro STEAM CCAT Academy phones to conduct Statesboro STEAM CCAT Academy business.

Faculty and Staff Technology

1. All new computers and/or new technology equipment (except Administrative) will be sent to the technology department for processing and inventory. Computer setup will follow an established protocol to insure ease of use and maintenance by students and faculty and staff members alike. Processing will include:
 - a. Inventory control
 - b. Consistency of initial settings
 - c. Anti-Virus Protection

- d. Password Protocol
 - e. Software Installation
 - f. Distribution Planning
2. Administrators, faculty and staff computers may be customized for specific school use.
 3. Statesboro STEAM CCAT Academy property such as portable personal computers, small electronic equipment such as digital cameras and camcorders, pre-recorded videotapes, or similar items may be removed from Statesboro STEAM CCAT Academy after the employee or student has followed a proper sign-out procedure. Such use shall be tightly controlled and documentation as to location and use of property will be maintained by Statesboro STEAM CCAT Academy staff members. No Statesboro STEAM CCAT Academy property should be removed without providing such documentation.
 4. Personally owned computers used within the Statesboro STEAM CCAT Academy network must have signed parent consent to be used. They will be kept on a log to:
 - a. Inform students and parents of all Statesboro STEAM CCAT Academy computer rules.
 - b. Allow consent to install necessary software.
 - c. Give evidence that Statesboro STEAM CCAT Academy has not been negligent in providing some protection from theft or loss.
 - d. Provide a measure of safety for the Statesboro STEAM CCAT Academy network.

Employee Conflict Resolution

Process Policy

1. CCAT will provide a conflict resolution process for employees and parents.

Procedures

1. If an employee of SSCCAT has a conflict with a fellow employee, parent, or supervisor, the following procedures will guide the process:
 - a. Employee seeks to personally resolve the issue with the person.
 - b. If Step A does not bring resolution, then the employee meets with the SSCCAT Director to discuss and, if possible, resolve the issue (even if the grievance is with the Director).
 - c. If Step B does not bring resolution, then the issue will be turned over to the SSCCAT Governing Board who will supervise a resolution to the conflict.
2. Employees are expected to follow Steps A-C.
3. If the Director or Board successfully resolves a conflict but the same issue or problem returns, then the employee should follow Steps A-C as before.

Job Description – Business Manager

Policy

1. SSCCAT will provide a written job description for the Business Manager which includes policies, procedures, requirements, and expectations. The Business Manager is expected to abide by these requirements as a SSCCAT employee.

Description

The Business Manager manages the financial aspects of the school in cooperation with the Director. The Business Manager assists, and in some ways guides, the Board and the Director in keeping the school financially sound.

Duties

1. Manage checking account, including writing checks, making deposits, reconciling the bank statement, processing payroll, and providing financial statements. Keep records of purchases by vendor. Be responsible for quarterly inventory and items needing tracking.
2. Prepare the payroll returns quarterly, preparing Forms W-2 and Forms 1099, preparing Form 990 – Annual Nonprofit Return and others as needed.
3. Provide the Board with the monthly information they need to make sound financial decisions.
4. Prepare budgets for the state
5. Attend State Charter Schools Commission trainings and meetings for financial officers.
6. Manage the health insurance plan.
7. Manage the retirement plan.
8. Prepare for and manage the annual financial audit.
9. Meet with the principal/director at least biweekly on financial matters.
10. Any other duties as assigned by Director.

General Policies

1. The Business Manager's hours are typically 40 hours per week. Hours are determined by the Director but will typically fall between 7:30 am and 4:15pm. Once hours are determined, the Business Manager is expected to arrive on-time, work the full determined hours, and be in attendance each day.
2. If the Business Manager needs time off for any reason, he or she will coordinate this with the Director.
3. Benefits may be offered to the Business Manager but should not be expected.
4. The Business Manager will receive an annual review which will evaluate his/her performance and determine further employment. A copy of this review will be retained in the employee's file and copy will be given to the employee.
5. The Business Manager is expected to pass a state background check; if convicted of a felony or misdemeanor, the employee is expected to report this to the Director immediately.
6. The Business Manager is expected to maintain a positive and professional relationship with all staff, students, and parents.
7. The Business Manager is expected to abide by state and federal laws regarding the safety, protection, and education of students.
8. While there is no itemized dress code for staff, the Business Manager is expected to dress in an appropriate and professional manner.
9. If assigned keys (building, desks, files), all keys are to be returned to the Director at completion of employment. Copies should not be made without Director approval.
10. The Business Manager is expected to follow all school policies not listed here.

Job Description – Tutors

Policy

1. SSCCAT will provide a written job description for the tutor which includes policies, procedures, requirements, and expectations. The tutor is expected to abide by these requirements as a SSCCAT employee.

Description

Statesboro STEAM SSCCAT Academy tutors service both the Special Education program and assist with general classroom and school responsibilities.

Duties

1. Work with the Special Education Coordinator to service the needs of special education students. Tutors are to follow the directives of the Special Education Coordinator.
2. When not assigned duties working with the special education program, tutors are assigned to work with specific classroom teachers or as part of the general school program.
3. General school program duties might include: playground supervision, lunch room supervision, field trip supervision, substituting, and testing.
4. Additional responsibilities may be required as needs arise and as assigned.

General Policies

1. Tutors are contract employees and pay is negotiated with the Director.
2. Tutors are typically 20-40 hour per week employees. Hours are determined by the Director but will typically fall between 8am and 4pm. Once hours are determined, the tutor is expected to arrive on-time, work the full determined hours, and be in attendance each day. If a tutor needs time off for any reason, he or she will coordinate this with the Director.
3. Benefits may be offered to a tutor but should not be expected.
4. Tutors are hired on an as needed basis. Normally, SSCCAT will hire a tutor for the duration of the school year, but if enrollment or funding fluctuates, then positions may be eliminated or hours decreased.
5. Tutors will receive an annual review which will evaluate their performance and determine further employment. A copy of this review will be retained in the employee's file and a copy will be given to the employee.
6. Tutors are expected to pass a state background check; if convicted of a felony or misdemeanor, the employee is expected to report this to the Director immediately.
7. Tutors are expected to maintain a positive and professional relationship with all staff, students, and parents.
8. Tutors are expected to abide by state and federal laws regarding the safety, protection, and education of students.
9. While there is no itemized dress code for staff, tutors are expected to dress in an appropriate and professional manner.
10. Tutors are expected to follow all school policies not listed here.

Volunteers

1. All Volunteers work under the supervision of the Director and the employees to whom they are assigned. They are expected to exhibit professional behavior just as any other paid staff. Any disagreement amongst these parties may result in the volunteer asked to no longer provide services to the school.
2. All volunteers provide curriculum services under the direction of the Director and the teachers. Their work and the performance of the students they are assisting must be overseen by a paid teacher.
3. Parents are expected to serve / work at least nine hours every nine weeks.
4. Parents are expected to attend a parent/student/teacher conference every nine weeks and provide documentation of volunteer hours.

Hiring Employees

Policy

1. Statesboro STEAM CCAT Academy is committed to considering all applicants without regard to race, gender, or sexual preference. SSCCAT is committed to federal and state laws pertaining to nondiscriminatory hiring practices. SSCCAT is committed to hiring candidates who demonstrate a quality combination of professionalism, education, and experience that would allow them to ensure a safe and positive learning environment at SSCCAT and sustain the mission of our school.
2. Statesboro STEAM CCAT Academy may enter into agreements with independent service providers without opening positions to an application process to fill particular SSCCAT needs when the school cannot afford to, or does not have the need to, hire a person on a part-time or full-time basis (i.e. speech pathology, child psychology, computer services, building and grounds maintenance, etc.).
3. The SSCCAT Governing Board delegates to the Director responsibility for hiring qualified employees and creating needed positions.
4. The Director will report personnel matters regarding creation of positions, hiring, and firing to the Governing Board at each board meeting.

Procedures for Hiring Regular Staff

- SSCCAT will post a position in a public domain (preferably using local, state, and national databases).
- All applicants must complete and submit a SSCCAT employment application to be considered for employment.
- Teaching and administrative positions require submission of a resume, 3 professional references, transcripts showing degree posted, and copies of licensure, if available.
- Following the review of all completed application packets, SSCCAT administrators will interview selected candidates.
- Interviews may take place in person or over the phone, and the interviews may be conducted by an individual administrator (or delegates) or by a hiring committee. Interview questions will be designed to determine the applicant's qualifications for the duties of the desired position; the interviewer will provide equal opportunity for each interviewee to answer the same questions.
- Following the interviews, a candidate may be selected and offered employment. If a candidate is not chosen, then the hiring process may start anew or new applicants may

be drawn from the original pool.

- All employees hired at SSCCAT shall be approved by the Director, who shall notify the SSCCAT Governing Board of his/her recommendation of the hire at the next board meeting. The hiring of employees shall become effective upon the Governing Board's vote to accept the Director's recommendation.
- All employment offers are conditional upon the following: (1) Completing all necessary paperwork and passing a background check in a timely manner; (2) any other conditions the Governing Board or administration might deem appropriate and necessary.
- All new hires will be given a start date and receive orientation or training regarding job duties and must be eligible for a clearance certificate from Georgia Professional Standards Commission.
- All new hires will have their social security number checked with the GaPSC to ensure the employee's eligibility to obtain a clearance certificate.

Procedures for Hiring Independent Service Providers

- School administrators will identify SSCCAT needs not covered by existing staff.
- Providers will be identified and services obtained (an interview process will not always be necessary).
- All independent service providers will provide proof of appropriate licensure, submit a resume, sign a privacy and confidentiality agreement, and sign a contract.

Termination of Employment

An involuntary termination of employment, including layoffs of over 30 days, is a management-initiated dismissal.

The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for reasons such as but not limited to, misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

In some cases, progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.

Upon termination, any further compensation is ended on the date of termination unless otherwise specified.

Employee Health Insurance and Retirement Benefits Policies

1. SSCCAT will offer a benefits package, which includes medical, dental, and vision insurance options to all full-time employees. Full-time employees are defined as all full-time classroom teachers, staff, the Director, and hourly employees who regularly work 40 hours per week.
2. This benefits package is subject to the school's financial status and all or part of the

cost of the package may be transferred to the employees.

3. SSCCAT will participate in the Teacher's Retirement System of Georgia.

Procedures

1. SSCCAT will offer a benefits package available upon date of hire and ending with the last day of the month in which the employee completed work at SSCCAT.
2. All appropriate paperwork must be submitted by the employee for the benefits package to take effect.
3. Each full time employee receives \$25,000 in life insurance.
4. Statesboro STEAM CCAT Academy will maintain:
 - a. A General Insurance Liability Policy
 - b. An Umbrella Insurance Liability Policy
 - c. Directors & Offices Insurance
 - d. Worker's Compensation Insurance
5. Statesboro STEAM CCAT Academy will pay medical insurance at 80% for the employee.
6. Statesboro STEAM CCAT Academy will pay \$25,000 life insurance for all full-time employees.

Statesboro STEAM CCAT Academy Career and Professional Development for Employees

Professional Development

Statesboro STEAM CCAT Academy recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. This extends to work related professional development opportunities including, Online Learning, employee workshops, additional courses, classes, and professional conferences. In an attempt to ensure that employees are able to maintain and enhance their ability to perform their duties the institution will provide funding to assist the employee in obtaining that goal.

To be eligible for funding, employees must complete an application of interest and the application must be approved by the appropriate level of administration.

For teachers wishing to apply for professional development funding, they must apply to the Director for approval. Teachers must apply for the funding sixty (60) days prior to the course or professional development activity begins. Upon approval, the teacher must submit all pertinent documents and details of the activity in order for payment of the activity to be processed.

For administrators wishing to apply for professional development funding, they must apply to the Director for approval. Administrators must apply for the funding sixty (60) days prior to the course or professional development activity begins. Upon approval, the administrator must submit all pertinent documents and details of the activity in order for payment of the activity to be processed.

Administrator Advanced Degree Opportunity

Statesboro STEAM CCAT Academy seeks to provide a cutting edge, innovative, and progressive educational experience for all of its students. In order to make this possible, Statesboro STEAM CCAT Academy wants to support its administrators with pursuing and obtaining advanced

degrees that will further the mission and vision of the school. While this is not a requirement for administrators, it is highly recommended.

To be eligible for funding, administrators must complete an application of interest and the application must be approved by the Governing Board. Upon approval, the administrator must sign a service agreement contract and must complete the degree requirements within a specified time to be determined by the Governing Board. The service agreement contract will require the administrator to provide a minimum of three years' service following completion of degree requirements. Failure to provide service or failure to complete the specified program within the allotted time will result in the administrator being liable for all costs incurred and associated with meeting requirements of the specified degree program.

For administrators wishing to apply for the advanced degree opportunity, they must apply to the Governing Board for approval. Administrators must apply for the funding at least sixty (60) days prior to the first day of classes of the institution where the degree will be obtained. Upon approval, the administrator must submit all pertinent documents and details of the activities in order for to be processed in a timely manner.

Conferences and Travel Policy

1. SSCCAT will reimburse employees for pre-approved conference registration and materials fees, gas (and mileage if employee uses personal vehicle), lodging, and a per diem of \$30 per day for meals.
2. All conferences, with an itemized list of costs to be reimbursed, must be pre-approved by the Director.
3. Conferences will be in line with the mission of the school and contribute to the education or service of SSCCAT students.
4. SSCCAT employees will be reimbursed for using a personal vehicle to travel to conferences, training, and meetings at the current state employee rate of reimbursement based on mileage driven to and from the destination.
5. The Director may approve rental vehicles for travel rather than employees using personal vehicles.
6. If a rental vehicle is used for travel, then employees are reimbursed for gas and rental car only; an employee is not reimbursed for mileage driven if a personal vehicle is not used.

Procedures

1. Employees will submit a request for attendance of a training, meeting, or conference with an itemized list of expenses (or estimates). The Director must approve the request prior to attendance. If the Director rejects the request, then the employee will not be reimbursed.
2. Employees will submit a Purchase Order for the reimbursement of expenses.
3. Lodging is the only expense that may be paid for by Statesboro STEAM CCAT Academy using a school debit card via the phone or internet. Otherwise, staff may pay for pre-approved lodging and then be reimbursed upon providing receipts.
4. Rental vehicles must be arranged by the Director; however, the Director may allow an employee to arrange and pay for a rental vehicle and submit receipts for reimbursement.

Purchasing/Fiscal Policy

The Purchasing/Fiscal policy is designed to ensure fiscal responsibility of the SSCCAT operations. The SSCCAT Governing Board is the ultimate local fiscal authority for the governance of the school's operations as the Board follows state and federal laws and GaDOE regulations.

Policy

1. Budget for FY is proposed to the Board at or by the April meeting.
2. Budget is to be approved by the Board at or by the May meeting.
3. Director will meet no less than biweekly with the Business Manager to review expenditures and the budget.
4. The Business Manager and the Director will regularly review the budget with the Board.
5. Director will submit amendments to the approved budget, if needed, at regularly scheduled Board meetings.
6. All purchases will have a purchase order signed by the Director. All expenditures must be approved by the Director.
7. Director will purchase according to the approved budget. Due to the nature of price fluctuations, up to 5% of the cost of any program can be shifted from related programs, to meet costs.
 - a. Purchases of less than \$5000 will require the director's signature prior to ordering (see exceptions in #8 below).
 - b. Purchases over \$5000 need to be approved by the Board, as well as a signature by the Board Secretary, Assistant Director, or Board Treasurer prior to ordering.
8. As stated above, purchase orders of less than \$5000 require the Director's signature. Exceptions will include the following: if the Director is unavailable due to extended leave; if the purchase order is for a reimbursement check made out to the Director; if the purchase is for more than \$5000; these three exceptions require the signature of the Assistant Director, Board Treasurer, or Board Secretary.
9. Purchase orders for local business accounts can be signed by the Director or the School Secretary. Other staff may use the business accounts with a purchase request signed by the Director. The School Secretary or Director will notify the business by phone that the specified employee is authorized for that specific purchase. All purchase receipts with school accounts will be turned into the Business Manager within the week of the purchase with the purchase order.
10. A credit card for Statesboro STEAM CCAT Academy will be used for purchases where school accounts are not available. This card will only be used by the Director and Business Manager. Credit card purchase receipts will be turned into the Business Manager within the week of the purchase with the purchase order.
11. Checks are printed by the Business manager, but may be printed by the Director in emergencies or at times when the Business Manager is not available. Each check must be signed by the Director. If the Director is unavailable or if the check is made out to the Director, then a check may be signed by two of the following:
Assistant Director, the Board Treasurer, the Board Secretary, the Director.
12. Checks must be signed by two signatures, the Governing Board Treasurer, the Director, Assistant Director, or the Business Manager.
13. Statesboro STEAM CCAT Academy maintains two checking accounts: Restricted and Unrestricted.

- a. Restricted Account - All monies received from state and federal sources begin in this account. This is used for operational expenses. All monies remain in this account including monies designated to specific grants.
 - b. Unrestricted Account - Monies received from any other source than state or federal monies.
14. Reimbursement to employees is not the preferred method of payment. Reimbursed items must be preauthorized with a signature of the Director or, if the Director is unavailable, the Assistant Director. Failure to obtain appropriate pre-authorization will result in non-payment, unless the Director or Board chooses to authorize the reimbursement.
 15. SSCCAT will not maintain a petty cash account.
 16. Checks and other incidental income will be deposited in the SSCCAT bank account in three business days or less.
 17. When available and reasonably priced, SSCCAT will use state contracts for purchasing through approved vendors.
 18. All mail addressed to Statesboro STEAM CCAT Academy in the form of invoices and such shall be opened by the school secretary and turned over the Business Manager.
 19. Each month estimates of previously encumbered funds and soon to be encumbered funds are made. That amount is pulled down from GAORS on the Georgia Department of Education website each month. Copies are kept of the transaction.
 20. A detailed expenditure report is kept on each grant. This report indicates each individual expense by Purchase Order and/or Check Number (whichever is most relevant), expenditure amount, and vendor. All funds are expended during the month in which they are pulled down from GAORS. When the entire grant is expended, a completion report is filed with the Georgia Department of Education at the end of each fiscal year.
 21. All Grants not stemming from DOE funding streams must be approved by the Director and the Governing Board.
 22. These grants must be presented to the Governing Board by a one-page abstract and a one-page budget.

Accounting and Financial Reporting

Accounting and financial reporting shall be done in accordance with the Governmental Accounting Standards Board Statements, including Statement 34 (GASB 34) concerning the reporting of infrastructure assets and Statement 42 (GASB 42) concerning the reporting of impairment (significant, unexpected decline in service utility) or potential impairment of capital assets. The Director is authorized to establish procedures as appropriate for implementation of GASB 34 and GASB 42 requirements.

CAPITAL ASSETS

The Statesboro STEAM CCAT Academy Governing Board has invested in a broad range of capital assets that are used in the school's operations. Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year. Capital assets include:

- a. Land and land improvements
- b. School Buildings and building improvements
- c. Other Facilities and Improvements

- d. Personal property
- e. Furniture and equipment, vehicles, boats and aircraft
- f. Other assets
- g. Construction in progress

Capitalization Thresholds

Standard capitalization thresholds for capitalizing assets have been established for each major class of assets.

<u>Class of Asset</u>	<u>Threshold</u>
Land	Any Amount
Land Improvements	\$10,000
Building and Building Additions	\$10,000
Machinery & Equipment	\$5,000
Construction in Progress	\$10,000

CAPITALIZATION POLICY FOR CAPITAL ASSETS

A capital asset is a piece of property that meets all of the following requirements:

1. An asset is tangible and complete.
2. The asset is used in the operation of the school’s activities.
3. The asset has a useful life of longer than the current fiscal year.
4. The asset is of significant value.

The following significant values will be used for different classes of assets:

<u>Class of Capital Asset</u>	<u>Significant Value</u>
Machinery and Equipment	\$5,000 or more
Building & Building Improvements	\$10,000 or more
Land Improvements	\$10,000 or more
Land	Any amount

Capital assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction.

Land

- a. Land acquired by purchase is recorded at cost to include the amount paid for the land itself and all incidental costs.
- b. Land acquired by gift or bequest is recorded at the fair market value at the date of the acquisition.
- c. When land is acquired with buildings erected thereon, total cost is allocated between the two in reasonable proportion at the date of acquisition. If the transfer document does not show the allocation, other sources of the information may be used such as an expert appraisal or the real estate tax assessment records.
- d. Land is not depreciable.

Land Improvements

- a. This category will include parking lots, outdoor lighting, covered walkways, fences, tennis courts, running tracks, and grandstands, etc.
- b. The Board does not capitalize landscaping.
- c. Land Improvements will be depreciated over their estimated useful lives.

Buildings

- a. Buildings will be recorded at either their acquisition cost or construction cost. If a building is acquired by purchase, the capitalized cost should include the purchase price and other incidental expenses at the time of acquisition.
- b. If a building is constructed, the capitalized cost should include all construction costs. The constructed building will be capitalized upon completion of the project. For the first year, all the component units of the building, such as HVAC, plumbing system, sprinkler systems, elevators, etc. will be included in the capitalized cost of the building.

Building Additions

- a. Building additions will be recorded at their construction cost.
- b. Building additions will be capitalized separately and depreciated over their useful life.

Building Improvements

- a. Component Units - (HVAC, plumbing systems, sprinkler systems, elevators, etc.)
When building component units are replaced, the new component unit will be capitalized separately, and the old component (subsequent to original construction) will be removed from the property report. However, if the original component unit was included in the original construction, it will not be removed since it was not a separately valued component. The new component unit will be depreciated over the remaining useful life of the building.
- b. Major Renovations or Alteration
Any major renovations or alterations within an existing building will be added to the cost of the original building. These renovations/alterations will be depreciated over the remaining life of the building/structure.

Construction in Progress

- a. This included all projects for buildings or land improvements construction that are not completed at the end of the fiscal year.

Machinery & Equipment

- a. Expenditures for machinery, equipment or furnishings costs \$5,000 or more per item and have an estimated life of more than one year will be capitalized.
- b. Library books will not be capitalized.

DEPRECIATION POLICY

The “straight line” method of depreciation should be utilized to depreciate capital assets, except for land, over the estimated useful lives of the related assets principally as follows:

Buildings:

- Permanent Buildings 50 to 80 years
- Building Additions Remaining useful life
Up to 80 years
- Building Improvements Remaining useful life
Up to 80 years

Machinery & Equipment:

- Mobile Classrooms 15 to 25 years
- Vehicles 10 to 20 years
- Kitchen Equipment 15 to 25 years
- Computer Hardware 5 years
- Outdoor Equipment 15 to 25 years
- Miscellaneous Equipment 10 to 50 years
- Buses 15 to 30 years

Land Improvements:

Depreciation will be calculated utilizing the “Half-Year convention.” Under this convention, an asset is treated as though it were placed in service or disposed of the first day of the seventh month of the fiscal year. One-half of a full year’s depreciation is allowed for the asset in its first year placed in service, regardless of when it was actually placed in service during that year.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of Capital Assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

GASB 42: Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries

GASB 42 governs impairments of capital assets and insurance recoveries. The guidance in this statement related to impairments only applies to capital assets. The guidance in this statement related to insurance recoveries applies to all such recoveries, not just those associated with the impairment of capital assets. The provisions of this statement will not be applied to immaterial items.

Asset impairment is a significant, unexpected decline in the service utility of a capital asset. Capital assets are held primarily to provide service to our constituents. When the asset's ability to provide this service is significantly reduced in a way not anticipated, that event should be recognized in the financial statements as an impairment loss.

The following steps should be followed in determining whether a capital asset is impaired and recognizing the loss.

Step 1: Identifying Potential Impairments

GASB 42 does not require that we test capital assets for impairment on an on-going basis. Instead, we are required to test for impairment if noticeable events or changes in circumstances indicate a possible impairment. These events will be prominent. The statement identifies five sets of events or changes in circumstances that indicate possible impairment:

- a. Evidence of physical damage. Examples include natural disasters such as fire, flood, etc. Level of damage is such that restoration efforts are needed.
- b. Enactment of laws, regulations, or other changes in environmental factors. Examples include a government ban of particular materials.
- c. Technology development or evidence of obsolescence. This type of impairment occurs regularly with sophisticated scientific equipment but is different than the normal obsolescence expected with highly technical equipment.
- d. Change to the manner or expected duration of use. Examples include abandonment of an athletic facility because of insufficient seating.
- e. Construction stoppage.

Step 2: Testing for Impairment

If one of the five events above is identified, the second step is to test for impairment. The test involves determining if the decline in service utility is both significant and unexpected. Significance is demonstrated when either the expenses related to continued use of the asset (including maintenance and depreciation) or costs associated with restoration of the asset are significant relative to the current service utility. Unexpectedness is demonstrated when the event indicating a possible impairment is not part of the asset's normal life cycle. While determining an asset's useful life at acquisition is not an exact science, management does have a reasonable range of expectations regarding the asset and an occurrence outside of that range is unexpected. To be safe, an impairment test should be considered whenever the useful life of an asset is reduced significantly.

Step 3: Determining If Impairment Temporary or Permanent

If the decline in service utility is determined to be temporary, an impairment loss should not be recognized. An impairment loss that has been recognized should not be reversed in subsequent years, even if the circumstances causing the impairment have changed. If the decline in service utility is determined to be permanent, a loss must be recognized.

Step 4: Measuring the Impairment Loss

Impairment losses for assets that will continue to be used are measured using one of the following three methods:

- a. Restoration cost approach. This measurement begins with an estimate of the cost to restore the lost utility of the asset. This cost estimate is then restated to historical cost by using a relevant cost index or by applying a ration of estimated restoration cost over estimated replacement cost to the carrying value of the asset. This measurement method is most appropriate for impairments resulting from physical damage.
- b. Service units approach. This measurement focuses on the historical cost of the service utility lost due to the impairment event. The amount of impairment is determined by evaluating the service provided by the asset before and after the impairment event. This measurement method is most appropriate for impairments resulting from new laws or regulations, other changes in environmental factors, technological developments or obsolescence.
- c. Deflated depreciation replacement cost approach. This measurement replicates the historical cost of the service produced. An estimate is made of the current cost of an asset that could replace the current level of service. That current cost estimate is then depreciated to reflect the fact that the capital asset is not new and then deflated to convert it to historical dollars. This measurement method is most appropriate for impairments resulting from a change in manner or duration of use.

Impaired capital assets that will no longer be used should be reported at the lower of carrying value or fair value. Capital assets impaired from construction stoppage should also be reported at the lower of carrying value or fair value.

Step 5: Reporting the Impairment Loss

Impairment losses will usually be reported as an operating expense. If circumstances warrant, the impairment loss may be reported as a special item or extraordinary item. If an insurance recovery related to an impairment loss is received in the same year as the loss, the impairment loss is reduced by the amount of the insurance recovery. This treatment does create the potential for an impairment to result in the recognition of a gain if the insurance recovery exceeds the calculated loss. Related insurance recoveries received in subsequent years should be reported as non-operating revenue (or extraordinary items if circumstances warrant). Similar treatment is required for insurance recoveries unrelated to impairment losses. Insurance recoveries should not be recognized unless they have been realized or the insurer has acknowledged coverage.

The statement requires disclosure in the Notes of a general description of the impairment, the amount of impairment loss (or gain), and the financial statement classification (for example, instruction) of the impairment loss. Additionally, the carrying amount of impaired capital assets that are idle at year-end should be disclosed, regardless of whether the impairment is considered temporary or permanent.

Step 6: Handling the Transition Period

This statement is effective beginning the Fiscal Year 2011. Any changes resulting from the adoption of this statement should be applied retroactively by restating all prior financial statements presented, if practical. If impractical, the cumulative effect of applying the statement should be reported as a restatement of beginning net.

Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect Statesboro STEAM CCAT Academy's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Governing Board Member, Director, or Statesboro STEAM CCAT Academy Employees in a way that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit organizations.

Definitions

1. Interested Person - Any director, employee, governing board member, or committee of the governing board with delegated powers, who has a direct or indirect financial interest, as defined below is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which Statesboro STEAM CCAT Academy has a transaction or arrangement.
 - b. A compensation arrangement with Statesboro STEAM CCAT Academy or with any entity or individual with which Statesboro STEAM CCAT Academy has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Statesboro STEAM CCAT Academy is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Governing Board or School Based Management Team decides that a conflict of interest exists.

Procedures

1. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the governing board and members of committees with delegated powers, the director and other pertinent employees of Statesboro STEAM CCAT Academy considering the proposed transaction or

- arrangement.
2. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting which the determination of conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
 3. Procedures for Addressing the Conflict of Interest
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether Statesboro STEAM CCAT Academy can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested parties whether the transaction or arrangement is in Statesboro STEAM CCAT Academy's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
 4. Violations of the Conflict of Interest Policy
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Recordings of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from Statesboro STEAM CCAT Academy for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction included compensation matters and who receives compensation, directly or indirectly, from Statesboro STEAM CCAT Academy for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation directly or indirectly from Statesboro STEAM CCAT Academy, either individually or collectively is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy
2. Has read and understands the policy
3. Has agreed to comply with the policy, and
4. Understands that Statesboro STEAM CCAT Academy is a non-profit organization, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure that Statesboro STEAM CCAT Academy operates in a manner consistent with non-profit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to Statesboro STEAM CCAT Academy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further the non-profit expectation of our charter and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided, Statesboro STEAM CCAT Academy may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of the responsibility for ensuring periodic reviews are conducted.

Fraud Control Policy

The Fraud Control Policy represents the commitment of Statesboro STEAM CCAT Academy to effective fraud risk management. It also requires the commitment, cooperation and involvement of all staff in preventing, detecting and responding to all instances of fraud.

This policy applies to all members of the Faculty and Staff and Governing Board. It also applies to all Controlled Entities. For the purpose of this Policy, the term "staff" refers to all employees,

Governing Board members, consultants and contractors.

Statesboro STEAM CCAT Academy has adopted the following definition of fraud:

“Dishonestly obtaining or attempting to obtain a benefit or advantage for any person or dishonestly causing or attempting to cause a detriment to Statesboro STEAM CCAT Academy.”

Fraud against Statesboro STEAM CCAT Academy is an offense under various provisions of State and Federal law. It also constitutes serious misconduct for any employee and may result in dismissal.

1. Statesboro STEAM CCAT Academy’s attitude toward fraud
 - a. Statesboro STEAM CCAT Academy has *zero tolerance* towards fraud.
 - b. Statesboro STEAM CCAT Academy is committed to minimizing the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies.
2. Statesboro STEAM CCAT Academy’s approach to fraud
 - a. Statesboro STEAM CCAT Academy will ensure that all staff are aware of the fraud reporting procedures and actively encouraged to report suspected fraud through the appropriate channels.
 - b. All information received by Statesboro STEAM CCAT Academy in relation to suspected fraudulent conduct will be collected, classified and handled appropriately having regard to privacy, confidentiality, legal professional privilege and the requirements of natural justice.
 - c. If fraud against Statesboro STEAM CCAT Academy is detected, the Director and Governing Board chair will make all decisions of the appropriate communications protocol. Any communications relating to a fraud incident by a person other than the Director and/or Governing Board chair will be unauthorized.
3. Expectations of Statesboro STEAM CCAT Academy staff:
 - a. Staff are expected to act in a professional and ethical manner, follow legal requirements, care for property, maintain and enhance the reputation of Statesboro STEAM CCAT Academy.
 - b. Staff are expected to remain vigilant to any suspected fraudulent behavior that may be occurring around them and are expected to fully cooperate with any investigations and the implementation of fraud control strategies.
 - c. Staff who become aware of suspected fraudulent conduct must report the matter in accordance with this policy.
 - d. Staff must retain strict confidentiality on any Statesboro STEAM CCAT Academy fraud incidents of which they have knowledge.
 - e. The Director, Business Manager, Team Leaders & Federal Programs Director must uphold and monitor fraud control strategies within their area of responsibility.
 - f. Any failure by staff to comply with this policy may result in disciplinary action against them.
4. Examples of what constitutes fraud:
 - a. Theft of property e.g. Inventory, cash & equipment.
 - b. Unlawful or unauthorized release of confidential information that is dishonest.
 - c. Dishonestly obtaining or using property that belongs to Statesboro STEAM.
 - d. Dishonest use of intellectual property.
 - e. Causing a loss to Statesboro STEAM CCAT Academy that is dishonest, or

- avoiding or creating a liability for Statesboro STEAM CCAT Academy by deception.
 - f. Knowingly making or using forged or falsified documents that is dishonest.
 - g. Dishonestly using Statesboro STEAM CCAT Academy's computers, vehicles, telephones, credit cards, and other property or services.
 - h. Fabrication, falsification or plagiarism of research or scholarly work.
 - i. Dishonestly falsifying invoices for goods or services.
 - j. Dishonestly using purchase or order forms to gain a personal benefit.
 - k. Receiving or giving kickbacks or secret commissions to or from third parties.
 - l. Dishonestly assisting or enabling the unlawful or unauthorized transfer, use or allocation of Statesboro STEAM CCAT Academy property and assets including monies and/or funds held by or on trust for Statesboro STEAM CCAT Academy.
 - m. Dishonestly using grant or research funds or sponsorships.
5. Reporting procedures if you suspect fraud. Responsibility: All staff
- a. In the first instance, report any suspected fraud incident to the Director or Business Manager.
 - b. If, for any reason, you feel that reporting the incident through the Director or Business Manager would be inappropriate, report the matter directly to the Governing Board chair.
 - c. The Director, Business Manager or Governing Board chair who receive a report of alleged fraud must advise the entire Governing Board immediately.
 - d. All staff are required to act in good faith and reasonably in reporting alleged fraudulent activity.
 - e. Statesboro STEAM CCAT Academy's Director or Business Manager must communicate non-trivial instances of suspected or actual fraud to the State Auditor and they must be informed of steps taken.

Whistleblower Policy

1. If any employee reasonably believes that some policy, practice or activity of Statesboro STEAM CCAT Academy is in violation of law, a written complaint must be filed by the employee with the Director or the Governing Board chair.
2. It is the intent of Statesboro STEAM CCAT Academy to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy and practice to the attention of the Statesboro STEAM CCAT Academy Governing Board and provides the Statesboro STEAM CCAT Academy Governing Board with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.
3. Statesboro STEAM CCAT Academy will not retaliate against an employee who in good faith, has made protest or raised a complaint against some practice of Statesboro STEAM CCAT Academy, or of another individual or entity with whom Statesboro STEAM CCAT Academy has a business relationship, on the basis of a reasonable belief that the

practice is in violation of law, or a clear mandate of public policy.

4. Statesboro STEAM CCAT Academy will not retaliate against employees who disclose to a supervisor or a public body, any activity, policy, or practice of Statesboro STEAM CCAT Academy that the employee reasonably believes is in violation of law or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of environment.

Reporting Child Abuse Policy

1. SSCCAT will follow state and federal laws regarding the reporting of child abuse or suspected abuse.

Procedures

1. If a teacher suspects a student may be abused, the teacher is required to report this to the Director immediately who will notify DCFS as required by law.
2. Teachers will be trained on abuse recognition and reporting by DCFS-type agencies at least once per school year.

Volunteers as Mandated Reporters

O.C.G.A. 19-7-5 holds volunteers in schools, hospitals, social agencies or similar facilities responsible for the same child abuse reporting requirements as employees. As a mandated reporter, you are legally required to report suspected child abuse or maltreatment if you encounter it in your role as a volunteer.

The following table indicates signs that may signal the presence of child abuse or neglect:

Physical Abuse	Neglect	Abuse or Neglect
<ul style="list-style-type: none"> ·Has unexplained burns, bites, bruises, broken bones or black eyes ·Seems frightened of the parents and protests or cries when it is time to go home ·Shrinks at the approach of adults ·Reports injury by a parent or another adult caregiver Shows sudden changes in behavior or school performance 	<ul style="list-style-type: none"> ·Begs or steals food or money ·Is consistently dirty and has severe body odor ·States that there is no one at home to provide care to them ·Lacks needed medical or dental care, immunizations, or glasses 	<ul style="list-style-type: none"> ·Shows sudden changes in behavior or school performance ·Has not received help for physical or medical problems brought to the parent’s attention ·Is overly compliant, passive or withdrawn ·Has learning problems or difficulty concentrating ·Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior

If you suspect that a child that you are working with at the school has been abused or neglected, immediately contact the administrator of the school with your suspicions. This information is confidential and shall not be shared with anyone other than the administrator.

Grievance Procedures

1. Statesboro STEAM CCAT Academy maintains a policy of acting promptly, within no more than five (5) business days, to address any complaint.
2. Statesboro STEAM CCAT Academy will act promptly to investigate all complaints, either formal (written) or informal (verbal).
3. If Statesboro STEAM CCAT Academy determines that an uncivil, unprofessional or unlawful act has occurred, Statesboro STEAM CCAT Academy will act promptly to appropriately discipline any student, teacher, parent or other school personnel or Board Member.
4. Allegations should be made to the Director and/or the Governing Board Chair. The Director will report all such complaints to the Governing Board Chair.
5. Filing a complaint will not reflect on the individual's status nor affect future grades and educational decisions.
6. The right to confidentiality of both parties will be respected until a complete investigation has been conducted and corrective action has been determined.

Statesboro STEAM CCAT Academy strives to ensure that all of its stakeholders are treated fairly. A stakeholder (staff, parent, student, community members, public or private) who believes that s/he has been treated unfairly or has reason to believe there is a cause to file a complaint may choose to write a letter of grievance to the Governing Board Chair. Anyone may also choose to request a hearing before the Board. In either case, stakeholders are expected to seek resolution through appropriate supervisory channels within Statesboro STEAM CCAT Academy before bringing a concern to the Board.

Letters of grievance

All stakeholders may communicate a grievance to the Board Chair at any time. Such letters must be signed and must include:

- Any written communication from the stakeholder concerning the matter.
- The stakeholder's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.

Grievance letters will be addressed to the chairman of the Governing Board. A copy of any letter of grievance will be sent to the Director. The chairman of the Board will reply within thirty days.

Grievance hearings

Before a grievance hearing will be granted by the Board, the stakeholder must produce evidence that the he/or she has attempted to resolve the matter within Statesboro STEAM CCAT Academy's established organizational structure. All such attempts will be documented in writing and will include:

- Any written communication between the stakeholder and involved parties concerning the matter.
- The stakeholder's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.

The stakeholder's written request for a hearing before the Board must:

- Clearly state the issue that will be discussed with the Board.
- Establish that no reasonable and satisfactory solution has been reached.
- Suggest a reasonable solution for the Board to consider.

If a grievance hearing is granted, the stakeholder will appear before the Governing Board at the next regularly scheduled meeting. If the stakeholder intends to provide witnesses, the names of such witnesses will be communicated to the chairman no later than three calendar days prior to the meeting. Also no later than three calendar days, if the stakeholder intends to have an attorney present, he/she must notify the board chairman so that the school's attorney has the opportunity to be available.

The Governing Board Chair or appointee will be responsible for tracking the complaint through the process and will also be responsible for recording the resolution of the complaint.

These procedures will also be included in the policy manual and faculty handbook for dissemination to ensure that all stakeholders are aware of the proper and appropriate procedures.

Harassment

1. Statesboro STEAM CCAT Academy will maintain an environment that is free from harassment.
2. Statesboro STEAM CCAT Academy will act promptly to investigate all complaints, formal or informal, verbal or written.
3. If Statesboro STEAM CCAT Academy Governing Board determines that unlawful harassment has occurred, Statesboro STEAM CCAT Academy will act promptly to appropriately discipline any student, teacher, parent or other school personnel or Board Member.
4. Allegations should be made to the Director or Governing Board Chairperson.
5. Filing a complaint will not reflect on the individual's status nor affect future grades or educational decisions.
6. The right to confidentiality of both parties will be respected until a complete investigation has been conducted and corrective action has been determined.

Civil Rights Complaint

Parents and employees have the right to file a civil rights complaint with the SSCCAT Director and/or Governing Board. While employees are considered at -will, and there is no formal grievance process for terminations, there is a grievance process for civil rights complaints made by employees.

Policy

1. Statesboro STEAM CCAT Academy will ensure protection of civil rights for all students and staff according to state and federal laws and provide a procedure for civil rights discrimination complaints and resolution.

Procedure

1. If a staff member, parent, or student has a civil rights complaint, then the staff member, parent, or student may file a complaint with the CCAT Director. If the Director cannot resolve the issue, then the complaint may be brought before the SSCCAT Governing Board.
2. If the complaint is against the Director, a staff member, parent or student may file a civil rights complaint with the Governing Board directly.

The individuals who have been designated to monitor and coordinate SSCCAT's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

Corliss Reese, SSCCAT Director
1718 Northside Dr. E.
(912) 764-5888 office

Tom Caiazzo, Governing Board Chair
1718 Northside Dr. E.
tcaiazzo@ega.edu

Constitutionally Protected Prayer in Public Schools

1. SSCCAT does not prevent or otherwise deny participation in constitutionally protected prayer.

FERPA and Confidentiality

Policy

1. SSCCAT will follow all state and federal privacy laws, including but not limited to FERPA, and ensure a procedure is in place to hear and resolve possible privacy law violations.
2. SSCCAT Governing Board and staff will review FERPA laws annually and notify parents of their FERPA rights annually.

Procedures

SSCCAT Staff and Governing Board

Statesboro STEAM CCAT Academy is required to annually inform parents of their FERPA (Federal Educational Rights and Privacy Act) rights. All public schools follow these laws. There are 3 general rights in FERPA: (1) the right to inspect and review the education records relating to the student maintained by the schools the child attends or has attended; (2) the right

to challenge and require the school to amend an education record concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) the right to require the school to obtain written consent prior to disclosure of personally identifiable information, subject to specific exemptions. If parents would like more information on FERPA, they can visit www.ed.gov and read the U.S. Department of Education general guidance for parents.

The Governing Board designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the Director that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request, as authorized by this policy.

- a) Student's name, address and telephone number;
- b) Student's date and place of birth;
- c) Student's school-assigned e-mail address;
- d) Student's participation in official school clubs and sports;
- e) Weight and height of student if he/she is a member of an athletic team;
- f) Dates of attendance at the school;
- g) Honors and awards received during the time enrolled in the school;
- h) Video, audio or film images or recordings;
- i) Photograph; and
- j) Grade level.

The Governing Board further protects the directory information of students by limiting release of directory information to certain parties and for approved purposes, as specified below:

- o School publications, such as school yearbooks, website, school newspapers, etc.
- o Media outlets providing coverage of student academic, athletic, and extracurricular competitions, honors, and awards.
- o Certain vendors, approved by the Director, who provide specialized items of interest to high school students including, but not limited to, those vendors marketing class rings, graduation invitations, and graduation attire.
- o Non-profit organizations who have been determined by the Director to provide services that may enhance the instructional program of the school, including, but not limited to, the local YMCA, 4-H Club, Boys and Girls Clubs of America, and Big Brother / Big Sister organizations.
- o Outside researchers, when research is determined by the Director to have merit to the improvement of the school.
- o Other purposes, as approved by the Director.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

If parents believe FERPA has been violated in any way, they should contact the SSCCAT Director. Parents should notify both the Director and the SSCCAT Governing Board in writing. If the Director cannot resolve the issue, then the parents may present their concerns at a

scheduled SSCCAT Governing Board meeting and seek resolution to the problem through the SSCCAT Governing Board. The SSCCAT Governing Board will contact the Georgia Department of Education if necessary and as the law requires.

SSCCAT Staff and the SSCCAT Governing Board will review FERPA and confidentiality laws as a training on an annual basis and document these review sessions.

Service Providers and Volunteers

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting student privacy. Based on this law, it is Statesboro STEAM CCAT Academy policy to ensure the protection of student records and information among volunteers and independently contracted service providers through a Student Privacy and Confidentiality Agreement.

Volunteers and independently contracted service providers are expected to ensure the privacy and confidentiality of students and student records. Information should only be shared with appropriate school personnel in a professional manner. If a person is ever unsure of whether a request for information is appropriate, the matter should be referred to the Director of Statesboro STEAM CCAT Academy for clarification and guidance.

As a volunteer or independently contracted service provider working at Statesboro STEAM CCAT Academy, one may gain insight to personal matters regarding a student's family or personal situation. These matters are protected by FERPA laws and are not to be shared outside of appropriate school personnel in a professional manner.

All volunteers and service providers are required to sign the SSCCAT Privacy and Confidentiality Agreement which will be kept on file at the school.

Discipline Policy

The SSCCAT Discipline Policy and Procedures will be followed by all SSCCAT staff and students.

Policy

1. Statesboro STEAM CCAT Academy will ensure a safe and positive learning environment for all students, staff, and parents and follow a standard set of disciplinary guidelines.
2. Students will follow school rules to ensure a safe and positive learning environment for all students, staff, and parents and abide by the disciplinary guidelines outlined here and within the student handbook.
3. SSCCAT staff will make students aware of school rules and provide educational opportunities for learning about civic awareness and social responsibility as they pertain to the treatment of other people and one's individual behavior.

Procedures

The following behaviors are prohibited on Statesboro STEAM CCAT Academy grounds or on school sponsored field trips or activities taking place off of school grounds:

- Bullying another student or employee emotionally, physically, or psychologically in any way.
- Causing physical harm to another student or employee (fighting, hitting, kicking,

grabbing, etc.).

- Cheating.
- Destruction or defacing of property belonging to the school, staff, or another student or their family.
- Disrespectful and rude behavior.
- Disrupting the educational process or the safe learning environment of the school in any way.
- Drawing pictures of acts of violence or threats on other students, parents, or staff.
- Extortion.
- Hazing (a test or a task involving harassment, abuse, or humiliation used as a way of initiating a person into a team, gang, club, or other group).
- Leaving school grounds without staff or parent supervision during the school day.
- Littering.
- Lying.
- Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited.
- Plagiarism.
- Possessing laser pointers.
- Possessing weapons or incendiary devices or explosive devices (including over-the-counter fireworks). The term ‘weapons’ as used in this policy includes, but is not limited to:

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade;
any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

- Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia.
- Public displays of affection (in a romantic manner).
- Refusing or delaying to follow staff instructions.
- Stealing.

- Swearing, cussing, or cursing; using vulgar or crude language or gestures.
- Threatening students, parents, or staff in any way.
- Truancy from class or “ditching” class.
- Use of cell phones or electronic gaming or music devices without permission.
- Using abusive or derogatory language.
- Viewing, possessing, sharing, or distributing pornography in any format.
- Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the school teachers or administration.

Students are expected to:

- Attend school as required by state law.
- Promote and ensure a safe and positive learning environment for all students and staff.
- Be respectful of others.
- Complete assigned work on time.
- Follow staff directions and obey school rules and policies.
- Come to school prepared with proper materials, appropriate dress, and required assignments.
- Demonstrate a commitment to school rules and policies and positive interaction with fellow students, parents, and staff.

The following are causes for possible expulsion:

- Possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material on school grounds or during a school sponsored off-campus activity.
- The sale or furnishing of narcotics or other hallucinogenic drugs or substances represented to be a controlled substance, or drug paraphernalia, or imitation drugs.
- Assault or battery on school personnel.
- Robbery or extortion.
- Disruptions of the classroom or learning community at large, on school grounds, or during school activities or events, in which behavior was initiated, willful, and overt, requiring attention of school personnel to deal with the disruption.
- Sexual harassment.

Standard Discipline Procedures

General Discipline Categories

Minor	Major	Suggested Discipline Steps
<ul style="list-style-type: none">• Class disruption• Rough play• Hurtful or inappropriate language• Cheating• Unintentional injury of another person• Swearing, cussing, or cursing; using vulgar or crude language or gestures• Using abusive or derogatory language• Public displays of affection (in a romantic manner)• Cheating• Lying• Disrespectful and rude behavior• Refusing to follow or delaying to follow staff instructions• Plagiarism• Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the school teachers or administration• Use of cell phones or electronic gaming or music devices without permission• Breaking playground, class, or lunchroom rules not specifically	<ul style="list-style-type: none">• Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited• Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.)• Bullying another student emotionally, physically, or psychologically in any way• Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia of any kind.• Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices (including lighters or matches) or explosive devices (including over-the-counter fireworks); possessing laser pointers• Threatening students, parents, or staff in any way• Drawing pictures of acts of violence or threats on other students, parents, or staff• Destruction or defacing of property belonging to	<p><u>Minor Infractions</u></p> <ol style="list-style-type: none">1. Verbal Warning2. Warning and meeting with parent (in person or by phone)3. Visit to principal – possible removal of privileges (field trips or recess time); incident report filed4. Suspension * SSCCAT staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations. <p><u>Major Infractions</u></p> <ol style="list-style-type: none">1. Sent to Principal; incident report filed2. Meeting with parents and removal of privileges (field trips or recess time)3. Suspension4. Expulsion * SSCCAT staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations. <p><u>Incident Reports</u></p> <ol style="list-style-type: none">1. Teachers are expected to maintain their own records of classroom

- listed here
- Littering

- the school, staff, or another student or their family
- Stealing
 - Leaving school grounds without staff or parent supervision during the school day
 - Truancy from class or “ditching” class
 - Disrupting the educational process or the safe learning environment of the school in any way
 - Viewing, possessing, sharing, or distributing pornography in any format
 - Hazing
 - Extortion

- incidents regarding discipline according to the discipline procedures for classroom behavior.
2. The Principal maintains a file of all incidents involving the Principal and may place these reports in student files at his/her discretion.

Behavior Contracts

Students who are not responding to the standard consequences for infractions or are entering SSCCAT with a history of previous discipline issues may be required to sign a Behavior Contract. This contract will be written in conjunction with a member of the Disciplinary Action Team and a SSCCAT administrator. The contract will be finalized and signed at a meeting involving these parties and the parent/guardian and student. A Behavior Contract is an attempt by the school to intervene when a student shows a pattern of repeated rule infractions and may be on track for expulsion. A Behavior Contract is meant to intervene when serious consequences such as suspension are not working or have not worked; the contract is meant as an attempt to change certain behaviors so the student can avoid expulsion.

Suspension

1. Students who are suspended will be notified in writing; a parent or guardian will also be notified by phone and in writing. The suspension notice will include reasons for the suspension and the dates of the suspension.
2. Parents are required to meet with the Disciplinary Action Team to reinstate a student on the day they return from a suspension prior to the start of the school day.
3. Any student that faces a suspension of ten days or more will be subject to expulsion and will be required to attend a hearing in which they may be represented by counsel, to confront and cross-examine witnesses, or to call witnesses before a determination on their eligibility to maintain enrollment is made.

Expulsion

1. Students who break rules, which may result in expulsion from Statesboro STEAM CCAT Academy, will be placed on long-term suspension until a determination on expulsion is made.
2. The SSCCAT Governing Board determines expulsion at the next available board meeting based on recommendations from the Director. Parents or guardians of the student will be notified of the board meeting and the recommendation for expulsion at least 48 hours prior to the board meeting. The student and parents or guardians may attend the board meeting and speak on the student's behalf.
3. The SSCCAT Governing Board will determine the duration of the expulsion. Parents or guardians of students recommended for expulsion will be notified in writing within 7 days of the Governing Board's decision.

Enrollment

Policy

1. SSCCAT will follow state laws for enrollment of students at SSCCAT, including appropriate "lottery" procedures as required.
2. Enrollment of students is based on SSCCAT charter.
3. Any parent interested in enrolling his/her student at SSCCAT must fill out the enrollment application.
4. Statesboro STEAM CCAT Academy must obtain the following upon admission:
 - a. Proof of up-to-date immunizations
 - b. Birth Certificate or social security card
 - c. Most recent report card
 - d. Most recent test scores (CRCT, ITBS etc.)
 - e. Any Special Education or Disciplinary Records
 - f. A signed Parent Contract
 - g. An Emergency Form
 - h. A Medical Permission Form (if needed)
 - i. Proof of residency

Procedures

1. SSCCAT does not discriminate on the basis of race, color, gender, national or ethnic origin in enrollment policies.
2. SSCCAT will advertise open enrollment in the spring of each year and throughout the year if openings exist.
3. Students will be enrolled on a first-come, first-served basis as openings exist, and students will be placed on a waiting list in the order of received applications if openings do not exist.
4. Openings will be filled with students by conducting a lottery in the spring.
5. SSCCAT will begin advertising for fall enrollment the previous January through April.
6. SSCCAT will set a deadline for Intent to Enroll forms for returning students to be turned in by April 30. New students must turn in Intent to Enroll forms by June 1.
7. After April 30, SSCCAT may begin replacing current students whose families have failed to turn in the Intent to Enroll forms with students on the waiting lists determined by the enrollment lottery.

8. If positions remain available after April 30, openings will be filled on a first-come, first-served basis.
9. SSCCAT will enroll 20 students per grade.
10. Students will not be enrolled after July 1 of each school year.
11. If students are initially enrolled and do not attend school for 10 days of that session, they will not be considered officially enrolled.

Attendance Policy

1. SSCCAT will follow state laws for student attendance.
2. All students are expected to attend school every day to give them the best opportunity to learn. Students are expected to arrive on-time, with required materials, and ready to learn.
3. SSCCAT will provide a student handbook with definitions regarding school schedules, absences, and tardies.

Procedures

1. **Prearranged Absence:** When parents make arrangements in advance with the teacher that the student will be away for family events, travel, or other reasons. The student is then given homework to be completed before his/her return.
2. **Excused Absence:** Any absence with a doctor's note or other documented proof from a third party that the student had medical or urgent need to miss school. A doctor's note may also excuse days of absence prior to the doctor's visit.
3. **Regular Absence:** Absences, which the parent or legal guardian has called in and explained. The administration will determine whether the absence is excused or unexcused.
4. **Unexcused Absence:** Absences which the parent has not called in by 9:00am and for which there appears to be no valid reason.
5. **Tardies:** Any student arriving after 8:30am is considered tardy. We track tardies and inform the parents after 6 tardies. After 8 tardies a Parent/Student/Director meeting will be held to find ways of increasing on-time attendance.

SSCCAT is willing to consider the circumstances of each child and recognize that some children have medical and other needs affecting attendance. Statesboro STEAM CCAT Academy becomes concerned when a student has excessive tardies and unexcused absences. After 10 unexcused and/or regular absences or after 20 tardies we may be required to report to the juvenile court. Parents will be informed by certified mail at 10 absences and/or 20 tardies.

Academic Policy

1. All students could earn up to 28 credits for graduation from SSCCAT.
2. All students are expected to graduate with 24 credits but exception can be made by the Director for no fewer than 23 credits (the state minimum).
3. Statesboro STEAM SSCCAT Academy supports the MOWR option at area colleges and universities.

Assessment

SSCCAT assessment practices follow state laws and guidelines regarding large-scale, formal testing. The day-to-day classroom assessment is left to the discretion and creativity of the teachers in blending formative and summative assessments to gain a clear understanding of student progress and development.

Policy

1. SSCCAT will follow all state and federal laws for assessing students.
2. SSCCAT will use a variety of classroom and standardized assessments and make results available to the Governing Board and parents.
3. English Language Learner, Students with Disabilities and all other appropriately categorized students will be properly identified, accommodated and assessed.

Procedures

1. The SSCCAT Director will serve as the school assessment coordinator.
2. The SSCCAT Director will attend all required state meetings for assessment and ensure the legal assessment of all SSCCAT students.
3. The standardized tests SSCCAT participates in are: Georgia Milestones, Iowa Test of Basic Skills, and Iowa Tests of Educational Development.
4. The SSCCAT Director will regularly train teachers on assessment practices and procedures both for classroom assessment and state and federal testing.

Curriculum

Statesboro STEAM CCAT Academy provides a blend of structured curriculum programs with individual teachers approaching their classes and students with creativity and innovation. This blended curriculum is wrapped around state core curriculum standards and delivered with attention paid to the STEAM philosophy through a blended learning approach. Statesboro STEAM Academy uses the station rotation model to support its mode of instructional delivery.

Policy

1. SSCCAT will provide a sound curriculum based on state curriculum standards.
2. SSCCAT curriculum will seek to integrate the arts, music, hands-on learning, project-based learning, and a global perspective.

Procedures

1. The SSCCAT Director will monitor the curriculum of each classroom by collecting weekly lesson overviews and making regular classroom visits.
2. The SSCCAT Director will work with faculty to map the school-wide curriculum and regularly meet with faculty to discuss areas for improvement or change.
3. The SSCCAT Director will share student work and curriculum insights with parents through a monthly newsletter.

Special Education (IDEA)

Policy

1. SSCCAT will provide a special education program following state and federal laws and guidelines.
2. SSCCAT will follow the IDEA Policies and Procedures mandated by GaDOE and will provide a copy for parent reference in the main office at SSCCAT.

Procedures

1. For all Special Education procedures, please refer to the SSCCAT IDEA Policies and Procedures Manual located in the main office at SSCCAT.

Field Trips

Policy

1. SSCCAT will follow state and federal laws regarding field trips for students.
2. All SSCCAT students will sign parent permission slips to attend field trips.
3. Field trip procedures will be written to ensure the safety of all students.
4. SSCCAT administrators may have parents sign annual “blanket” permission slips for routine trips such as city-walks, including: assemblies at other school, visits the county library, and other locations of educational interest in Statesboro.

Procedures

1. All SSCCAT students attending field trips will have a signed parent permission slip for the trip on file in the main office prior to the start of the trip.
2. Field trip permission slips will have emergency contact information for each student.
3. A field trip leader (who must be a SSCCAT staff member) will have a list of student emergency contacts on their person at all times during a field trip with the following information: emergency names and phone numbers, student allergies, and other pertinent student medical information
4. Only students with annual “blanket” permission slips on file with the main office may participate in city-walks. Each teacher taking a class on a city-walk must submit an attendance list designating all students who are participating, the time, the date, the destination, and the estimated time of return. This list must be submitted for Director approval prior to the city-walk.

Student Media

Policy

1. Statesboro STEAM CCAT Academy has agreed students may have cell phones under the following conditions: They must not be seen, heard, or used at school during instructional times unless used for instructional purposes with teacher permission. Essentially, they can only be carried in the student’s belongings, they should not be worn. When students enter their teacher’s room, they should place their phone in the cell phone pouch until otherwise instructed. If a student fails to follow this procedure their cell phone will be confiscated and will not be returned until the end of the session.
2. Statesboro STEAM CCAT Academy students and their parents must sign an internet usage agreement at the start of each school year or on first day of enrollment.
3. Student must have a written notice by parent on file to not be included in Statesboro STEAM CCAT Academy photos and video footage.

Services

Transportation

1. Parents are responsible for the transport of their students to and from school.
2. Parents who transport other school students to school sponsored activities must have active liability insurance on file at the school.

Safety Issues

1. The Governing Board has adopted an emergency handbook for Statesboro STEAM CCAT Academy.

Telephone Use

1. All students must have permission from their teacher to ask the receptionist or other designated party to use the telephone.
2. Cell Phones must be kept out sight and turned on silence during instructional times. They may not be use during instructional time except to dial 911 in case of emergency.

Homeless Students Educational Procedures

In accordance with the Education for Homeless Children and Youths: Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) Statesboro STEAM CCAT Academy adheres to the principle that all eligible children and youth, including the homeless, are entitled to a free, appropriate public education.

Students identified as “homeless” or “in transition” will be given a full opportunity to meet state and local academic achievement standards and will be included in state and district wide assessments and accountability systems. Our school will ensure that children and youth in transition are free from discrimination, segregation, and harassment. Homeless students will be provided all district services for which they are eligible, including limited English proficiency, vocational and technical education programs, gifted and talented programs, and after school programs where applicable.

Definition: In accordance with the Act and State Board Rule 160-5-1-.28, the term “Homeless Child and Youth” is defined as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- Who are living in emergency shelters.
- Who are abandoned in hospitals or are awaiting foster care placement.
- Whose primary nighttime residence is a public or private place not designed for or ordinarily used as a regular sleeping accommodation.
- Who are living in cars, parks, public spaces, abandoned buildings, or substandard housing, bus or train stations, or similar settings.
- Migratory students who qualify as homeless because the children are living in any of the above described circumstances.
- Unaccompanied and are not in the physical custody of a parent or guardian.

A child or you shall be considered to be experiencing homelessness for as long as he or she is in a living situation as described above.

- *Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above.
- *Immediate* means without delay
- *School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Identification: In collaboration with school personnel and community organizations, the school’s homeless liaison will identify children and youth experiencing homelessness within our school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as experiencing homelessness, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the liaison. Community partners in identification may include: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers welfare departments and other local social services agencies, faith based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

Admission of Homeless Students: Students are immediately admitted to Statesboro STEAM CCAT Academy or to Statesboro STEAM CCAT Academy’s lottery even if the student is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency or other documentation. Statesboro STEAM CCAT Academy will make all efforts to update and keep these records current. Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or our district’s liaison.

Education of Homeless Students: All students, including those students who are “homeless” or “in transition” have a full equal opportunity at Statesboro STEAM CCAT Academy. Parents and guardians of homeless students are informed of the educationally related opportunities available to their children and are provided with the opportunities to participate in the education of their children. Homeless families and students will receive educational services for which all students are eligible. Referrals to health care and immunization services, dental services, health services, and other appropriate services will be made available to all families and students.

Disputes and Resolution of Complaints: Any complaints will be submitted in writing the Governing Board who will convene the Homeless Committee to resolve the issue. The parent and the student will be given every opportunity to participate meaningfully in the resolution of the dispute. The district liaison will keep records of all disputes in order to determine whether particular issues are delaying or denying the enrollment of homeless children and youth repeatedly.

References

- The McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sub-section 11431-11436.
- Title I, Part A, of the Elementary and Secondary Education Act, 20 U.S.C. Sub-section 6311-6315
- The Individuals with Disabilities Education Act, 20 U.S.C. Sub-section 1400 et seq.
- Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Sub-section 1751 et seq.

- June 5, 1992 Policy of the Administration for Children and Families of the US Department of Health and Human Services.

<u>Georgia Code</u>	<u>Description</u>
O.C.G.A. 20-02-0150	Eligibility for enrollment
O.C.G.A. 20-02-0293	Student attending school in system other than system of student's residence
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
O.C.G.A. 20-02-0694	Student enrollment and withdrawal

Bullying Policy

Statesboro STEAM CCAT Academy Governing Board Policies

Bullying Policy

Statesboro STEAM CCAT Academy believes that all students have a right to a safe and healthy school environment and that we have an obligation to promote mutual respect, tolerance, and acceptance among students, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Director or Governing Board Chair.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution or the investigation or complaint has not been reached after consulting the school Director, the student or the parent of the student should contact the Governing Board Chair or his/her designee
- Statesboro STEAM CCAT Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the Director or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seating in the classroom or other areas of the school
- Reassignment of classes
- In-School suspension
- Out-of-School suspension
- Detention
- Expulsion (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social, emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using Statesboro STEAM CCAT Academy's complaint procedures or by calling the Georgia Department of Education's 1-877-SAY STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school grounds, networks, e-mail systems or committed at school is strictly prohibited.

The procedures of intervening in bullying behavior include, but are not limited to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the Director or designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s) identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. Police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students at Statesboro STEAM CCAT Academy who have committed the offense of bullying for the third time may be subject to expulsion. Statesboro STEAM CCAT Academy will clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow-up

Follow-up is important to the accused and the victim. Implement a planned method to provide after-care and follow-up. Reiterate to all the previously stated prohibition on retaliation.

Statesboro STEAM CCAT Academy Suicide Prevention Policy

The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The district: (a) recognizes that physical, behavioral, and emotional health is an integral component of a student’s educational outcomes, (b) further recognizes that suicide is a leading cause of death among young people, (c) has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and (d) acknowledges the school’s role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development. Toward this end, the policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the school’s Child Find obligations.

DEFINITIONS

<p>1. At risk A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.</p>	<p>7. Self-harm Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.</p>
<p>2. Crisis team A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.</p>	<p>8. Suicide Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner’s or medical examiner’s office must first confirm that the death was a suicide before any school official may state this as the cause of death.</p>
<p>3. Mental health</p>	<p>9. Suicide attempt</p>

<p>A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.</p>	<p>A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.</p>
<p>4. Postvention Suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.</p>	<p>10. Suicidal behavior Suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.</p>
<p>5. Risk assessment An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.</p>	<p>11. Suicide contagion The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.</p>
<p>6. Risk factors for suicide Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.</p>	<p>12. Suicidal ideation Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.</p>

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff is present. This policy applies to the entire school community, including educators, school and district staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

PREVENTION

1. School Policy Implementation

A district level suicide prevention coordinator shall be designated by the Director. This may be an existing staff person. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school district. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

2. Staff Professional Development

All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities. Additional professional development in risk assessment and crisis intervention will be provided to school employed mental health professionals and school nurses.

3. Youth Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

4. Publication and Distribution

This policy will be distributed annually and included in all student and teacher handbooks and on the school website.

ASSESSMENT AND REFERRAL

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.

2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.

3. The school employed mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

IN-SCHOOL SUICIDE ATTEMPTS

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.

2. School staff will supervise the student to ensure their safety.

3. Staff will move all other students out of the immediate area as soon as possible.

4. If appropriate, staff will immediately request a mental health assessment for the youth.

5. The school employed mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.

6. Staff will immediately notify the principal or school suicide prevention coordinator regarding in-school suicide attempts.

7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

RE-ENTRY PROCEDURE

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.

2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.

3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

OUT-OF-SCHOOL SUICIDE ATTEMPTS

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention coordinator and principal. If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

PARENT NOTIFICATION AND INVOLVEMENT

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child. Through discussion with the student, the principal or school employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

POSTVENTION

1. Development and Implementation of an Action Plan

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

a) Verify the death. Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

b) Assess the situation. The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

c) Share information. Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

d) Avoid suicide contagion. It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

e) Initiate support services. Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

f) Develop memorial plans. The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

2. External Communication

The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

a) Keep the district suicide prevention coordinator and superintendent informed of school actions relating to the death.

b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide

victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

Additional Resources for assistance with Suicide Prevention;
<http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-teens-and-young-adults/a-model-school-policy-on-suicide-prevention> (American Foundation for Suicide Prevention)
<http://www.thetrevorproject.org> (The Trevor Project)

Statesboro STEAM CCAT Academy Records Retention Schedule

Records	Retention Period
Accident reports/claims (settled cases)	2 years
Accounts payable ledgers and schedules	5 years
Accounts receivable ledgers and schedules	5 years
Affirmative Action Reports	Permanently
Annual Reports	Permanently
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Capital stock and bond records; ledgers, transfer registers etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled)	5 years
Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts etc. To be filed with transaction	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	5 years

Correspondence (legal and important matters only)	Permanently
Correspondence (routine) with customers and/or vendors	2 years
Crisis or Disaster Records	5 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Director's Files	5 years
Duplicate deposit slips	2 years
E-mail	90 days unless otherwise based on Content
Employment Applications	3 years
Employee Records (transcripts, police check etc.)	Permanently
Employee Records (Evaluations etc.)	3 years
Equipment Maintenance Records	5 years
Expense analyses/expense distribution schedules	7 years
Facility Inspection	New - 11 years Old - 3 years
Federal and State Grant Files	3 years after final report
Federal and State Grant Reports	Permanently
Financial statements (year-end)	Permanently
Garnishments	4 years
General/private ledgers, year-end trial balance	Permanently
Handbooks, Personnel, Student and Emergency	Permanently
Insurance policies (expired)	7 years
Insurance records, current accident reports, claims, policies, etc.	5 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years

Internal reports (miscellaneous)	3 years
Inventories of equipment	5 years
Inventories of products, materials and supplies	5 years
Inventories of property (computers, software & network)	4 years
Inventories of property (computer systems)	5 years
Invoices (to customers, from vendors)	7 years
Magnetic or other electronic files	1 year
Minute books of Governing Board, School Based Management Team, Bylaws and Charter	Permanently
Notes receivable ledgers and schedules	7 years
Payroll Records and summaries	7 years
Personnel Files (terminated)	7 years
Petty cash vouchers	3 years
Physical inventory tags	3 years
Plant cost ledgers	7 years
Policies	Permanently or 3 years after superseded
Property appraisals by outside appraisers	Permanently
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Permanently
Purchase orders and Reimbursements	7 years
Receipts	5 years
Receiving Sheets	1 year
Reconciliations	5 years
Retirement and pension records	Permanently
Requisitions	1 year
Scrap and salvage records (inventories, sales, etc.)	7 years

Signature Authorizations	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue reports, and other documents relating to determination of income tax liability	Permanently
Trademark registrations and copyrights	Permanently
Vehicle Equipment Purchases	5 years
Vehicle Maintenance	3 years
Vehicle Accident Information	5 years
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (Includes allowances and reimbursement of employees, officers, etc. for travel expenses)	7 years
Withholding tax statements	7 years

Open Records Request Policy

Statesboro STEAM CCAT Academy administrative office (the School) is responsible for administering the School’s compliance with the Georgia Open Records Act (the Act). The Statesboro STEAM CCAT Academy administrative office seeks to make the School’s open records compliance procedures user-friendly, non-adversarial and open. The laws of Georgia make virtually every record held at the School, subject to a few exceptions, accessible to any citizen requesting to see it. Any faculty or staff member at the School may receive a records request. Therefore, all should be familiar with this material. This policy will guide recipients on the proper procedure upon receipt of an Open Records request and assist in determining whether the records exist, if they fall under the Act, and how to timely produce the records to the requestor.

Procedures for Handling Open Records Requests:

Any School employee receiving a verbal or written request for records held under his or her departmental responsibility should **immediately notify Corliss Reese, Director**, in the Administrative Office. An individual department should NOT contact the person making the request, even for clarification, unless directed to by the Director.

This law places important responsibilities on the recipient of the Open Records Request.

Georgia law mandates a response to the records request within three business days. The search, retrieval, and copying of the requested documents is often time intensive. Some records may not be released due to a privacy law or statute that prohibits their release.

Therefore, **it is imperative that Open Records Requests be forwarded as soon as they are received to the Director for review and response.**

The Director will contact the requestor directly to clarify the request and determine which records are responsive to the request. The Director will then determine whether the records exist, the volume of documents or data, and the time required to search, retrieve, redact (if necessary) and copy the records. It is then the duty of the administrator responsible for the records to search for and retrieve the records required to make the response.

Upon completion of the search and retrieval process, the records should be delivered to the Director (not directly to the requestor). If the records are readily accessible, are not voluminous and the costs to produce the records do not exceed \$25, the Director will respond within the three-day deadline with the requested documents. If the records are voluminous, all or some are not readily accessible or other circumstances prevent a timely production of all documents, the Director will respond to the requester within the three-day period with a description of the responsive records, produce all responsible records that are accessible, provide a timeline for when the records will be available for inspection and copying and agree to provide the responsive records or access thereto as soon as practicable. If the cost to provide the records exceeds \$25, the above response will include estimated costs. If estimated costs exceed \$500, prepayment will be required. The Director will defer search and retrieval of the records until the requester consents to the estimated costs, unless the requester has stated in the request a willingness to pay an amount that exceeds the estimated costs.

If the requester replies to proceed with the production, the office will be notified to gather the records and provide them to the Director. In any instance where records are required by law or policy to be withheld, the Director will notify the requester of the specific legal authority exempting the requested records from disclosure within three business days.

HOW TO MAKE AN OPEN RECORDS REQUEST

Individuals Requesting Documents: The Administrative Office recommends using the **OPEN RECORDS REQUEST FORM**. Although use of the form is not required, it is designed to help requestors provide enough detail to clearly identify the records desired. Please be advised that some records may not be released due to a privacy law or statute that prohibits their release. You will be assessed a \$.10 per page for paper copies for letter or legal size documents, and for all other documents, the actual cost of producing the copy. For information requested on a data storage device, you will be charged the actual cost of the data storage media. You will also be charged the hourly rate of the employee who retrieves and copies these documents less the first quarter hour. The Director will contact you with an estimate prior to fulfilling a request. For further information, contact:

Corliss Reese, Director, Statesboro STEAM CCAT Academy, 1718 Northside Dr. East, Statesboro, Georgia, 30458; Telephone: 912-764-5888; coreese@statesborosteam.org.

Emergency Policies and Procedures

Policy

1. All staff are to use sound judgment in ensuring the safety and protection of Statesboro STEAM CCAT Academy students. SSCCAT emergency procedures should be followed and are meant to ensure the safety of the students, staff, and parents of SSCCAT.
2. All medical emergencies will be documented and reported to parents and the front office.
3. All buildings/rooms will have an emergency evacuation map and procedures posted near the main exit door.
4. Monthly fire drills will be conducted, documented, and filed.

Procedures

The following procedures/plans are meant to guide the implementation of SSCCAT emergency policies.

Evacuation Plan

If notified that school is to be evacuated due to fire, gas leak, chemical spill, bomb threat, or for any other reason, the following procedures will be followed.

1. The Director, lead teacher, or administrative assistant will lead the evacuation, determining the problem and notifying all people on campus of the need to evacuate.
2. The Director, lead teacher, or administrative assistant will call 911 or other agencies if needed.
3. Follow the evacuation routes on the evacuation maps. Typically, this means everyone exits the nearest exit according to the Fire Drill Procedures.
4. Once evacuated, teachers will call roll and account for all students and await instructions.
5. Students are to remain quiet until instructed to do otherwise.
6. Await the all-clear signal and instructions to return; if students and staff cannot return, organize the notification of parents and the cancellation of school.

Evacuation Drill

1. Follow the same directions for a real emergency evacuation with the exception of Step 2 – do not call 911 or agencies.
2. Give instructions at the completion of the drill and discuss with students what they did well or needed to improve upon.
3. Document the drill for school records.

Power Outage

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine if outage is campus-wide or isolated rooms or areas.
3. If isolated to certain rooms or areas, check circuit breakers and call a repairman, if needed.
4. If campus-wide, call Georgia Power at (888) 660-5890. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Natural Gas Leak/Odors

1. Notify the Director, assistant director, or business manager who will lead the situation and the following steps.
2. Determine location of leak/odors. If substantiated, then call City of Statesboro immediately at (912) 764-5468 to report the suspected leak.
3. If possible, shut off the valve leading to the leak.
4. If needed, conduct evacuation of staff and students following the evacuation plan.
5. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Chemical Spill

1. Notify the Director, assistant director, business manager, or lead teacher, who will lead the situation and the following steps.
2. Determine location of the spill. If needed, call 911.
3. If needed, conduct evacuation of staff and students following the evacuation plan.
4. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Lockdown (Intruder, Gun on Campus, Hostage Situation, Threatening Person)

A predetermined signal should be arranged to notify the entire campus of a lockdown.

1. If situation allows, notify the Director, Assistant Director, or Business Manager who will lead the situation and the following steps.
2. Call 911.
3. Lock doors and move anyone in the room away from eyesight through windows and away from the door.
4. Remain quiet; calm any students around you.
5. Wait for the all-clear from a school administrator or emergency personnel (police or fire).

Bomb Threat

1. If possible, keep the caller on the phone as long as possible and get as much information as possible. If caller remains on phone, send someone to initiate or lead the following steps.
2. Notify the Director, Assistant Director, or Business Manager who will lead the situation and the following steps.
3. Call 911. If the bomb threat caller is still on the phone, notify the 911 agency that the caller is still on the line and give them the phone number for that line.
4. Follow the evacuation plan and await directions from emergency personnel (police and fire).
5. Notify all parents and arrange for possible cancellation of school.

Fire

1. Notify the Director, Assistant Director, Business Manager who will lead the situation and the following steps.

2. Determine location of the fire. Call 911.
3. Follow the evacuation plan.

Health and Safety/Medical Emergencies

Staff are to determine the type and level of emergency and respond accordingly to either Plan A or Plan B.

Plan A: If medical emergency or injury requires an ambulance, then notify the Director, Assistant Director, or Business Manager who will lead the situation and the following steps in Plan A.

- Call 911.
- Begin First Aid services as required until medical personnel arrive.
- Contact parents or guardians of the student or family of the staff member.

Plan B: If the injury does not require an ambulance, follow standard First Aid procedures to treat the injury.

- First Aid items are located in the desk of the Administrative Assistant in the front office of the main building.
- Document treatment (even if for a simple band-aid) in the First Aid binder at the Administrative Assistant’s desk.
- Contact parents if the injury warrants notification (head injuries, injuries involving ice packs, anything where an injury might be hidden).

General Health and Safety

Policy

1. SSCCAT Staff will work with parents of students to ensure a safe and healthy learning environment for all students. SSCCAT will conduct all necessary and appropriate student health screenings.
2. Parents of students will provide SSCCAT administration with the required documentation of student health conditions to ensure a safe and healthy learning environment for all students.

Communicable Disease Report

The following diseases are of concern to the public health. Each confirmed or suspected case is required by law to be reported to the Georgia Department of Health or the local health department. SSCCAT also requires immediate notification to the Director if a SSCCAT student or staff member contracts one of these listed diseases.

• AIDS – Acquired Immune Deficiency Syndrome	• Leptospirosis
• Amebiasis	• Lymphogranuloma venereum
• Anthrax	• Malaria
• Botulism	• Meningitis, aseptic and bacterial (specify etiology)
• Brucellosis	• Meningococccernia

• Campylobacteriosis	• Mumps
• Cancer	• Pelvic inflammatory disease
• Chancroid	• Pertussis
• Chickenpox	• Plague
• Chlamydial infections	• Poliomyelitis (paralytic and non-paralytic)
• Cholera	• Q fever
• Coccidioidomycosis	• Rabies (human and animal)
• Colorado tick fever	• Relapsing Fever (tick-borne and louse-borne)
• Diphtheria	• Rheumatic Fever
• Echinococcosis	• Rocky Mountain Spotted Fever
• Encephalitis	• Rubella
• Foodborne illness, include food poisoning	• Rubella, congenital syndrome
• Giardiasis	• Rubeola
• Gonorrhea	• Salmonellosis
• Gonococcal ophthalmia neonatorum	• Shigellosis
• Granuloma inguinale	• Staphylococcal diseases
• Haemophilus influenzae, invasive disease, and all serotypes	• Syphilis
• Hepatitis A	• Tetanus
• Hepatitis B, cases and carriers	• Toxic Shock Syndrome
• Hepatitis, other viral; type C, Delta, non-A, non-B, and unspecified	• Trichinosis
• Human Immunodeficiency Virus infections	• Tuberculosis
• Influenza	• Tularemia
• Legionellosis	• Typhoid (cases and carriers)
• Leprosy	• Typhus Yellow Fever

Student Injuries or Health Conditions

Policy

1. Parents are required to inform SSCCAT staff of any student health conditions or injuries that may be affected by school activity or require SSCCAT staff to take special precautions.

Procedures

1. Parents will notify the main office at SSCCAT, in writing, of any student health conditions or injuries that may be affected by school activity or require SSCCAT staff to take special precautions. This applies to any conditions not already noted in the SSCCAT enrollment forms.
2. Parents who wish to excuse students from school activities due to injury or health conditions will provide a doctor's note. If a parent does not wish to provide a doctor's

note, then the parent may meet with the SSCCAT Director to determine a plan to ensure student health and safety.

Administering Medication

Policy

1. SSCCAT staff may administer medication to students according to state and federal laws governing such practice.

Procedures

1. References to “medication” in this document mean over-the-counter and prescription medications.
2. SSCCAT employees will abide by state laws governing the administering of medication to students.
3. SSCCAT employees will only administer medication provided to the school by the parent/guardian, and only if the parent/guardian has signed the required consent form.
4. Only the Director, Assistant Director, or School Nurse will administer approved medications to students.
5. Medications will be kept in a safe (locked) storage location.
6. Medication must be in its original container/packaging (for both prescription and over-the-counter).
7. The SSCCAT medication consent to administer form must include: (1) permission to administer the medication; (2) a parent’s signature and date; (3) the name of the medication; (4) dosage and administering directions – method, amount, time schedule; (5) a description of the purposes and effects of the medication; (6) directions for proper storage; (7) emergency contact information in case of adverse reaction to the medication.
8. The SSCCAT Director may withdraw authorization for school personnel to administer medication at any time and for any reason. Prior to withdrawal of authorization, parents/guardians will be notified.
9. The SSCCAT employee administering medication will document the name of student, date, time, name of medication, and dosage administered in the SSCCAT medication log.
10. Parents or guardians are expected to track expiration dates for all medications and are responsible for keeping supplies on store at SSCCAT current. SSCCAT is not responsible for expired medications and will not administer expired medications.

100% Tobacco-Free School Policy

The Statesboro STEAM College, Careers, Arts and Technology Governing Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke Free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

In any building, facility, or vehicle owned, leased, rented or chartered by the Statesboro STEAM Academy

On any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Statesboro STEAM Academy; or at any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of

such land, school facilities, or other facilities for the provision of extracurricular programs.

Time of Day

“Any time” or “at all times” means during normal school and non-school hours - 24 hours per day, 7 days per week.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school’s behavior management plan. Students who violate the school’s tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the school property. In the case of a violation within the building of a school, the person is in violation of the Georgia Smoke Free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.) and the federal Pro-Children's Act (Title X of Public Law 103-227) and subject to a fine. Signage will be prominently posted in all visitors’ areas and school staff and officials will communicate policy to visitors upon arrival and infractions.

Enforcement at Outdoor School Sponsored Events on Campus Grounds

All outdoor school sponsored events on campus (ex. athletic events, meetings or functions by community groups renting school property) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Enforcement at School Sponsored Events Off Campus

All indoor and outdoor school sponsored events off campus in venues (ex: rented arenas, stadiums, halls, theaters) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Opportunities for Cessation

The administration will identify and offer programs and services for students who are ready to quit tobacco use. The administration will identify and offer programs and services for school staff who use tobacco products to support them in complying with the policy that prohibits tobacco use on school grounds and during school-related events and assisting those staff who are ready to quit smoking or other tobacco use.

Prevention Education

The administration will identify programs or opportunities for students (inside and or outside of the classroom) to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. To reduce tobacco and secondhand smoke as a trigger to cases of asthma while a student and adult is attending school, each school district/school shall prepare, adopt, implement and evaluate a comprehensive plan for the prevention and management of asthma as per the guidelines of the National Association of State Boards of Education, Fit, Health, and Ready to Learn: A School Health Policy Guide.

Procedures for Implementation

The policy will go into effect July 23, 2016. The administration will develop a plan for communicating the policy that will include information in student and employee handbooks, announcements at school- sponsored or school-related events, and appropriate signage (as mentioned above) in buildings and around campus. Other methods will be identified for notifying students, employees and parents about this policy. An enforcement plan, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

Governing Board Meeting Policy

The Governing Board shall meet at least twice a term (for a total of ten meetings per year) to discuss the operation of the school, hear reports and updates from each Board member, consider and adopt policies and address requests and concerns from parents, students, and teachers and any other matters that shall arise.

At all meetings of the Governing Board, four (4) members of the Board shall constitute a quorum for the transaction of business. Except as otherwise specifically provided herein, all resolutions adopted and all business transacted by the Governing Board shall require an affirmative vote of a simple majority of the Board members present at the meeting and entitled to vote. Any action of a majority of the Board members present and voting at any meeting at which a quorum is present shall constitute the official act of the Governing Board. A lesser number may adjourn the meeting from day to day, and shall announce the time and place to which the meeting is adjourned if they do so adjourn the meeting.

Any or all members of the Governing Board may participate in a meeting of the Board, or of a committee of the Board. Participation in a meeting pursuant to this Article shall constitute presence in person at such meeting.

The Board shall be subject to the provisions of Open Meetings Law, O.C.G.A. § 50-14-1, and inspection of Public Records Law, O.C.G.A. § 50-18-70.

Special meetings of the Governing Board may be called at any time by the Chair or any two (2) members of the Board, upon not less than twenty-four (24) hours nor more than sixty (60) days' notice, either mailed or emailed to the last known address of or personally given to each Board member. Notice of any special meeting of the Board shall state the purpose or purposes for which the meeting is called.

The Governing Board of Statesboro STEAM CCAT Academy will act under the provisions of its bylaws.

Public Comments Procedures

In accordance with the Open Meetings Act, any citizen may attend a regular or special meeting or any other meeting where a quorum of the Board will discuss public business. No person shall be required to identify himself in order to attend a meeting.

Although the right of the public to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the Board, as part of its agenda at a regular meeting, the Board shall provide a period of two (2) minutes per speaker at the beginning of the order of business for citizen comment.

Interested citizens should indicate their desire to speak by signing up prior to the commencement of the meeting. Name and topic of comment must be indicated.

Any citizen desiring to make a presentation to the Board may be placed on the agenda for a regular meeting by making a request to the Board (through the Board Chair or Director) not less than four days before the meeting date. The Chair will allocate a specified period to those individuals.

The Board by unanimous vote or assent may agree to hear any citizen at any time, notwithstanding the above stated requirement for an advance request.

A person addressing the Board shall limit comments to items within the jurisdiction of the Board. No action shall be taken during this portion of the meeting on issues raised by the public unless deemed an emergency by the Board.

1. No person wishing to address the Board will be asked to provide his or her address or telephone number.
2. In the absence of special circumstances as determined by the Board Chair, individuals will be called to comment in the order in which they arrived. If more than five speakers are present, individuals may be assigned numbers and called to speak in numerical order.
3. Each speaker may take up to two (2) minutes to make his or her comments. This time constraint may be modified by the Board Chair if there are a large number of people wishing to speak.
4. All speakers will be asked to begin by stating their name, but will be informed that they are not required to comply.
5. The Governing Board acts as a body. Individual members have no power or authority to act on behalf of the Statesboro STEAM CCAT Academy. Therefore:
 - Speakers are not to address nor engage in dialogue with individual members during the public comment period. Comments are to be addressed to the Board as a whole.

Governance Training Policy

Georgia law, O.C.G.A. § 20-2-2084(f), requires that every member of a governing board of a state charter school participate in annual governing board training. The SCSC offers two opportunities for state charter school board members to receive this training through the SCSC free of charge. Failure to attend one of the two full sessions will result in a board member being fully responsible for securing training from an alternate source at the board member's expense. The board member shall be responsible for all costs associated with obtaining and attending the alternate training without reimbursement. Alternate training must meet the guidelines of the State Charter Schools Commission. Failure to complete training by April 30 of the fiscal year will result in removal of the board member for cause.