

**TABLE OF CONTENTS**

**CURRICULUM REQUIREMENTS: ..... 2**  
**GRADING SCALE:..... 3**  
**PAY LEVELS SYSTEM:..... 6**  
**GUIDELINES AND PROCEDURES FOR STUDENTS: ..... 9**  
**SCHOOL UNIFORM GUIDELINES: ..... 11**  
**ATTENDANCE: ..... 11**  
**GENERAL POLICIES: ..... 15**  
**PROCEDURE FOR CONFLICT RESOLUTION:..... 16**  
**EMERGENCY PLANS:..... 17**  
**DISCIPLINE: ..... 18**  
**POLICY ON HONESTY: ..... 20**  
**COMPUTER GUIDELINES AND REGULATIONS FOR COMPUTER USE: ..... 22**  
**BLOG & SOCIAL NETWORKING POLICY:..... 23**  
**SEXUALLY EXPLICIT COMMUNICATIONS: ..... 24**  
**ACCEPTABLE AND EXPECTED USE OF THE LAPTOP COMPUTER AND/OR PDA: ..... 25**  
**MEDIA AND CAREER CENTER: ..... 27**  
**MISCELLANEOUS: ..... 27**  
**SEXUAL HARASSMENT, OTHER FORMS OF HARASSMENT AND INTIMIDATION: ..... 31**  
**ATHLETIC POLICY AND PROCEDURE MANUAL:..... 32**  
**GUIDELINES AND EXPECTATIONS FOR PARENTS:..... 38**  
**GUIDELINES FOR SOCIAL EVENTS: ..... 39**  
**THE PARENT ASSOCIATION: ..... 40**  
**OFFICE OF ADVANCEMENT:..... 40**  
**WHOM TO CONTACT TO CLARIFY COMMUNICATIONS: ..... 43**  
**HANDBOOK SIGNATURES: ..... 46**

**MISSION STATEMENT:** Building a sense of self for students with special learning needs through academic and experiential programming. The Cottage School prepares individuals for fulfillment of their true potential as confident, productive and independent adults.

The Cottage School is committed to providing academic and personal success to adolescents in grades six through twelve who have experienced repeated school failure due to Attention Deficit Hyperactivity Disorder, Learning Disabilities or other conditions that can negatively affect school performance, such as depression and Tourette's syndrome. By creating a small, structured environment that offers individualized instruction, hands-on instruction, career exploration and community involvement, The Cottage School enables students to develop a positive self-concept, relevant life skills and strong academic skills which prepare them to function as creative and productive young adults as they pursue future goals in educational or work settings.

**PHILOSOPHY:** The Board of Directors and professional staff of The Cottage School believe that there is a significant minority of students who are prevented from achieving their potential due to a lack of individual attention, weak self-confidence, or mental, psychological or skill-related weaknesses which have not been dealt with by other systems. The school believes that by keeping ratios low and staff competence high, students are provided with a curriculum that capitalizes on their strengths while improving weak areas. The Cottage School emphasizes goal setting and the development of life skills to ensure a student's future success.

**HISTORY:** This Georgia-based, not-for-profit organization, established in March 1985, is designated a 501(c)(3) corporation under the Internal Revenue laws and guidelines.

The school provides services to adolescents with special learning needs as defined by Federal Public Laws 94-142 and 101-476, Education for the Handicapped Act. The learning needs include, but are not limited to, learning disabilities and attention problems.

The Cottage School accepts students regardless of race, creed, color, sex, religion or national origin.

The Southern Association of Independent Schools, The Southern Association of Colleges and Schools and The Georgia Accrediting Commission accredit this full day program.

## **CURRICULUM REQUIREMENTS:**

### **Middle School:**

The Cottage School curriculum follows the academic curriculum requirements for promotion to high school for the state of Georgia using either GPS, NCSS or QCC standards. In addition to the four core academic subjects: Math, Language Arts, Social Studies and Science, emphasis is placed on reading, written expression, communication and life skills.

A variety of electives provide for individual student growth. Emphasis is placed on establishing good study habits, organizational skills and developing the student's self esteem. Grades earned reflect student performance in a variety of modalities and assessment opportunities.

### **High School:**

The Cottage School curriculum follows the academic curriculum requirements for graduation in the state of Georgia using either GPS, NCSS or QCC standards. Four core academic subject areas are addressed: Math, Language Arts, Social Studies and Science. Both Spanish and French are offered as foreign languages.

Emphasis is placed on organization, time management, study skills and preparation for a successful future. The academic curriculum prepares students for their post-secondary options, based on the individual needs of the students. These options may include college preparatory, technical or vocational education, or

apprenticeship training for a specialized career. An integral part of this preparation and a graduation requirement to be met by the spring of the senior year is the completion of an accepted post-secondary plan.

The awarding of a diploma is contingent upon finalization of this plan by virtue of the following:

- A. Letter of acceptance, on file, with the Academic Counselor to a two or 4-year college or university.
- B. Letter of acceptance, on file, with the Academic Counselor to a Technical College or Vocational Program.
- C. Letter of induction to any branch of the military, on file, with the Academic Counselor indicating the date of induction.
- D. A letter of acceptance, on file, with the Academic Counselor indicating acceptance into a training or apprenticeship program by a company or business.

**All students will be required to complete a total 23 units for graduation according to the State board of Education's new graduation requirements.**

**All students will take:**

- 4 units of **English**
- 4 Units of **Math**
- 4 Units of **Science**
- 3 unites of **Social Studies**
- 1 unit of **Health/Physical Education**
- 7 units of **Electives**
  - **Foreign Language\***
  - **Fine Arts**
  - **Technology**
  - **Career Development**

\* Students planning to enter or transfer into a University System of Georgia institution must take 2 units of the same foreign language.

The Cottage School does offer an honors curriculum for students who demonstrate above average performance in any given subject area. See your school's counselor for information.

**GRADING SCALE:**

Grades earned reflect the performance of each student, assessed by a documented compilation of scores from exams, assignments, long-term projects and daily evaluation. The scale for determining the letter grade is as follows:

A =	90-100
B =	80-89
C =	70-79
F =	0-69

**INDIVIDUAL EDUCATION PLAN- IEP**

All students have the advantage of individualized programming and are scheduled for an annual Individualized Educational Planning conference with parents to set academic, social-emotional and pre-vocational goals.

**RECOVERY PLAN:**

When a student has deficient performance or the student's performance is such that the student has earned a failing grade on coursework there are times when a *RECOVERY PLAN* will be initiated by the teacher in that specific academic course. The student may have experienced one of the following: (1) insufficient academic performance on one or more assignments (2) earned a failing transfer grade from a previous school, (3) has absences yielding lack of appropriate contact hours with the instructor, (4) has not demonstrated success in

completing assignments on time, or (5) the teacher is aware of situations in which he/she feels the student must demonstrate mastery of additional information and improvement in current performance. The instructor will provide the student with current grades, assignments to be completed, dates and times for additional academic opportunity, and deadlines for completion. It is the student's responsibility to manage their recovery plan and ensure that all completed work is received by the instructor. The student will remain on the recovery plan until the work is completed to the instructor's satisfaction.

**BANKING SYSTEM:** The banking system at The Cottage School serves a dual purpose. It is an incentive as well as a learning tool for life skills. This system is helpful for students to learn how to manage their earned money and allows them to be responsible for themselves. The amount paid to a student depends on individual level, appearance, behavior and work completion. Banking is completed at the end of each day. Each student maintains a checking account in which he/she deposits the amount of money earned throughout the day. Students make their own deductions and additions and write checks for Friday privileges, provided all academic work has been completed. Money remaining in a checking account after Pay-off Friday checks are deducted is deposited in savings accounts and used for savings account trips. Only savings account money can be used for savings trips.

**WEEKLY PLANNER:** HS & MS Contracting is assigned every other Monday outlining a 2 week academic period. Teachers and students enter into an agreement concerning the amount of work assigned. It is the responsibility of the student to budget time. Pay-off privileges are contingent upon completing assigned work for the contract period. Incomplete work will be highlighted in yellow and should be completed by the following day. All contracted work, including any remaining highlights, must be completed to the teacher's satisfaction and must be signed off during that class period on the day preceding pay-off. Planners must be kept neat without graffiti and artwork. If a Weekly Planner is lost for **2 consecutive days** or damaged, a new one must be purchased the following school day for \$10.00. Students are required to contract for specific daily assignments. Weekly Planners are required for each class every day. The Middle School uses a weekly payoff period. Middle School Planners must be signed by the parents nightly, Monday through Wednesday.

**PRE-VOCATIONAL PROGRAMMING:** The pre-vocational aspect of our program is a unique approach for teaching adolescents responsibility at both the middle and high school levels. Students are encouraged to practice good work attitudes and behavior at school.

Each classroom teacher incorporates job expectations into the daily routine. Hourly pay is based on the following criteria (up to 20% of pay per skill):

1. Being on time
2. Being appropriately dressed
3. Having necessary materials
4. Interacting courteously
5. Completing tasks

**Bonus pay (+)** may be awarded for superlative performance, and **reduction of pay (-)** may be made for deficient performance.

For example, students must dress appropriately for history class because they will be expected to dress appropriately on the job. Similarly, good spelling is necessary for job applications as well as for English. Problem-solving skills in the classroom enhance communication in future jobs. An adolescent, regardless of ability, must have the opportunity to learn and implement employable skills to be a productive independent adult. Pre-vocational training is crucial to success.

**CAREER DEVELOPMENT AND EXPLORATION:** Career development is designed to teach those skills essential to getting and keeping a job. The goal is to prepare competent workers for the majority of the fields in the business world. Students will study job leads, applications, resumes, and interviewing techniques. They will have the opportunity to explore attitudes and values as pertinent to the free enterprise system. Career exploration allows students to explore career options through career classes, speakers, cooperative education

(co-op), job shadowing. Post-secondary options are also explored through college and vocational/technical school tours.

**WORK ASSIGNMENTS:** Students are assigned cafeteria cleanup on a rotational basis as work assignment.

**FRIDAY SCHEDULE:**

Friday afternoon activities are scheduled for all students when the morning schedule contains academic classes. **PAYOFF FRIDAY ATTENDANCE IS MANDATORY FOR ALL STUDENTS.**

**High school:**

The HS academic class schedule provides for morning classes every other Friday and the afternoons are clubs meetings or group activities. On Pay-off Fridays, the Friday that occurs after the academic contract deadline, is used for pay levels meeting and pay-off activities. Students who have completed their contracts and recovery plans may participate in the payoff. Students who need additional academic time in order to complete planner requirements will be assigned to the supervised academics on that Friday; however, no off-campus privileges or activities will be granted to students who did not complete their academic contract on time. Students are responsible for bringing all necessary materials to complete their work in academics (i.e. a laptop if required for a specific assignment). Students who have paid full price for academics may earn the reward of joining the on-campus activity provided that all incomplete work has been satisfactorily completed and collected by the supervising teacher prior to lunch. Levels E, 1, and 2 who can't afford on or off-campus activities due to insufficient funds, but all of their academic work is complete and signed off, must write a check for their entire balance for WORK DETAIL and should plan to work to improve our campus. Students who have completed their work, but have not earned sufficient money to purchase a payoff will have earned work detail. Off-campus privileges on pay-off Fridays may be revoked for the day if a student arrives past 8:00. The cost for Pay off Friday in HS will be based on the following formula:

Activity	Cost
Academics	93% of Level One full 2 weeks contracting pay
Off Campus Trip	90% of Level One full 2 weeks contracting pay
On Campus Activity	87% of Level One full 2 weeks contracting pay

**Middle School:**

The MS academic schedule provides for pay levels meetings every Friday. Students who have completed their contracts may participate in the payoff. Students who need additional academic time in order to complete planner requirements will be assigned to the supervised academics on that Friday; however, no off-campus privileges or activities will be granted to students who did not complete their academic contract on time. Students who have earned academics may earn the reward of joining the on-campus activity provided that all incomplete work has been satisfactorily completed and collected by the supervising teacher prior to lunch. Students who have completed their work, but have not earned sufficient money to purchase a payoff will have earned work detail. Off-campus privileges on pay-off Fridays may be revoked for the day if a student arrives past 8:00. The cost for Friday MS activities will be based on the following formula:

Activity	Cost
Academics	1. 90% of Level One Weekly Pay
Off Campus Trip	2. 87% of Level One Weekly Pay
On Campus Activity	3. 85% of Level One Weekly Pay

**PAYOFF:** Payoff occurs on a designated Friday for those students in good academic standing. Outlines of activities are listed in each homeroom with their respective prices. Students may purchase activities with the checks written against what they have earned during the week. Students help plan and coordinate pay-off

choices. If a student arrives after 8:00 A.M. on a pay-off Friday, their off campus privilege may be revoked. If a student does not have their planner, is absent, or does not complete checking on the Thursday preceding a pay-off, they will automatically be assigned to academics. Exceptions may be made on an individual basis. Middle school students who earn academics on Payoff Friday and are absent maybe assigned an academic Saturday. Occasionally, Friday activity expenses may be pro-rated. Pro-ration will only occur for multiple, successive day absences in a given pay period, and only in circumstances wherein the student returned to school with all contracted work completed.

### **PAY LEVELS SYSTEM:**

In order to acknowledge increased or diminished levels of responsibility and to provide incentive and feedback to students, a detailed Pay Levels System is used at The Cottage School. Each teacher will be familiar with the system and should give feedback in levels, particularly to homeroom students. Consistent feedback is necessary. Pay levels expectations apply at all school activities: before, during and after school, as well as at all school sponsored activities both on and off campus.

- PAY LEVEL E:** Entry level: which applies to all students on admission to the school program.  
**Duration:** minimum of 4 weeks  
**Pay:** \$5.50 per period  
**Responsibilities**  
Attend school daily  
Follow directions  
Learns school policies and rules  
May have no more than 4 pink slips to be eligible to move to Level 1 per 6 week period  
Must be under staff supervision at all times  
**Privileges:**  
On-campus payoff only  
Lunch with group (all food and drink must be brought from home or purchased from school store or lunch service provider)  
*\*After 8 weeks, students still on level E may be brought-up for feedback in the pay-levels meeting.*
- PAY LEVEL 1:** Indicates willingness to make positive changes and acceptance of program goals.  
**Duration:** minimum of 6 weeks  
**Pay:** \$5.75 per period  
**Responsibilities:**  
All of Pay Level E  
No more than 6 academic highlights per planning period (HS), 3 academic highlights per planning period (MS). These are indicated by a yellow highlight  
Completes work assignment with reminder  
Earns Academics no more than 2 out of 3 times  
*At the third disciplinary pink slip as a Level 1, a Level 1 student may be placed on warning*  
**Privileges:**  
All of Pay Level E  
Off-campus payoff
- PAY LEVEL 2:** Indicates an active investment in the school program and contribution to the group's welfare  
**Duration:** minimum of 8 weeks  
**Pay:** \$6.00 per period  
**Responsibilities:**

All of Level 1  
Demonstration of positive leadership  
Supportive of others  
Consistent performance  
Identify and solve problems  
Trustworthy behavior  
No more than 4 academic highlights per contract period (HS), 2 academic highlights per contract planning period (MS).  
Meets campus responsibilities without reminders  
Earns academics no more than 1 out of 3 times  
Feedback in HS levels 1 time per month – Feedback in MS levels 1 time every other week  
*At the second pink slip as a Level 2, a Level 2 student may be placed on a warning, 4 pink slips = automatic drop.*

**Good school attendance (HS: no more than one Saturday school per semester)**

**Privileges, granted at staff discretion:**

Middle School:

All privileges of Level 1  
May begin performing work supervisory activities and/or Level 3 job  
May move about campus without direct supervision with a staff pass and may, with staff approval, escort another student.

High School:

All privileges of Level 1  
Off-campus lunch with staff two times per week  
May begin performing work supervisory activities and/or Level 3 job  
May move about campus without direct supervision with a staff pass  
May eat outside at lunch with staff supervision

4. **PAY LEVEL 3:** Indicates a leadership role in school program and positive community involvement. Students seeking a Pay Level 3 promotion must complete application paper work with the Level 3 sponsor prior to requesting a promotion. In addition, students must have a Level 3 job for a minimum of two weeks prior to promotion.  
High school Level 3 student behavior earns the privilege of foregoing banking procedures.  
Middle School Level 3 students earn \$6.50 per hour.

**Responsibilities:**

All of Level 2  
Consistently models appropriate behavior for others in and out of school  
Performs without hourly money system (HS), Middle School Level 3 students earn \$6.50 per hour.  
Utilizes community system for support network  
Supports school policies  
Earns academics no more than 1 out of 3 times  
Participates in setting appropriate long-range goals  
Gives feedback to at least one person at each pay levels meeting  
No more than 2 academic highlights per contract period (HS), 1 academic highlight per contract period (MS).  
Consistently and effectively performs Level 3 job duties.  
Mentors new students  
Attends Level 3 meetings  
Participates on the student judiciary as requested (High School only)  
Good school attendance- **No Saturday school attendance**  
*After 1 pink slip as a Level 3, Level 3 students may be placed on a warning*

**Privileges, granted at staff discretion:**

Middle School:

All privileges of Level 2

May politely go first: microwaves at lunch, loading busses, etc.

Liberal opportunity for unsupervised activity, with staff permission

Off-campus lunch with staff member

High School:

All privileges of Level 2

Off-campus lunch 2 days a week, unsupervised

Liberal opportunity for unsupervised activity, with staff permission

Participates as a member of the Student Judiciary Committee

Dismissal at 2:45, with permission

May choose to participate in 3 preplanned comp days per semester with timely completion of the appropriate form. Pay-off Fridays are not available.

May eat lunch outside with staff permission without staff supervision.

May leave class early with teacher permission after completion of all tasks.

5. **PAY LEVEL - S (IN-HOUSE SUSPENSION)**: Assigned immediately when a student demonstrates that he/she requires more supervision due to disruptive or destructive behavior. This supervision takes place in the form of in-house suspension and notation is made in the student's planner.

**Privilege Modification:**

Staff supervision at all times.

Lunch eaten in assigned room with staff after completion of class work periods 1-5.

No snacks or drinks purchased and no microwave use.

No participation in off-campus classes and/or pay-off activity.

Academics planned and assessed hourly.

Pay while on Level S will reflect a minimum of a 20% reduction per class period missed.

Removed from eligibility for pay levels promotion for that period.

**Duration:**

A period of up to 4 days of consecutive supervision may be assigned. Students must comply with all requirements in order to earn their release. Any infraction of school policies or failure to attend for an entire day will result in reassignment. Students on pay level 2 or 3 will be placed on a warning and may have level reduced 1 step. If a student receives a pay level drop, they must demonstrate responsible behavior for 1/2 the number of weeks originally required before asking for a vote to previous level.

6. **PAY LEVEL CHANGES:**

**Pay Levels Promotion:**

In order for a student to request a pay levels promotion, he/she must follow requirements for the new level they are seeking for a pay level promotion. Students must request feedback from their homeroom and teachers at least one day before the pay levels meeting. Earning a pink slip may render him/her ineligible for a promotion during that contracting period. Students must sign up on the Pay Levels Agenda by Thursday at lunch.

**Pay Level Warning - Minimum Two-week Duration (HS); Minimum One-week Duration (MS)**

Be aware that abuse of any privilege will be considered an indication that you are not ready to be trusted with the responsibilities and freedoms previously granted. Consequently, you may be placed on a warning by any staff member, with a complete loss of privileges, or demoted until such time that you have proven to the community that you meet all requirements for your level. You are required to wait

until the first pay levels meeting, which occurs a minimum of two weeks (HS) or one week (MS) following the infraction. You are required to address the community at the end of your Pay Level warning period and must receive feedback and a vote. An absence on the day of a Pay Level warning vote may result in a pay level drop. Level E and Level 1 students who are not voted off of their warning will move to an extended warning (XW). Students on extended warnings will be required to extend every school day at least one academically supervised hour until their level is reinstated.

**Pay Level Stars:** Returning students will begin a new school year one level below their final level from the previous year. Students will receive a star with this level. They will have the opportunity to return to their previous level at the first or second pay levels meeting. After the second pay levels meeting, level stars will be removed, and returning students will have to wait the entire pay level promotion time requirement per level before requesting a promotion. Middle School E, 1 and 2 students returning as high school students will begin on Pay Level 1. Middle School Pay Level 3 students returning as high school students will begin as a Level 1\* and will be eligible to request a promotion to Level 2 after the first 2 weeks.

**Behavior Contract:** Pay Level 2 or 3 students requiring a Behavior Contract could be subject to a pay level drop. Students on a Behavior Contract may not be eligible for off campus trips and activities.

### **GUIDELINES AND PROCEDURES FOR STUDENTS:**

All school policies pertaining to dress, conduct and supervision are in effect while on campus or on school-related activities off campus.

1. **Money Systems:** Each student will be paid an hourly wage based on performance in class. It is the student's responsibility to record the amount daily in his/her school checkbook and deduct for payoff and other purchases. This is an in-house system and is not negotiable outside of school.
2. **Dress Code:** Students will dress neatly and practice **good personal hygiene**. Clothing with holes, stains or slogans referring to drugs, including tobacco and alcohol, camouflage, skulls of any nature, sex or musical groups will not be allowed. A student wearing soiled, torn, frayed or inappropriate clothing may be placed on ISS, may be sent home, may be asked to shower, or may be provided with alternative clothing. The student's inappropriate clothing will be retained until school-issued clothing is returned, laundered and pressed. Failure to accept and be responsible for this clothing may result in the student receiving a deduction, being sent home, spending the day on in-house, or his/her parents being called to bring proper attire. The student will be held accountable for all classes missed. The general rule is that a student should dress as if he/she were attending his/her job at school and at school-related functions. This is in effect at all times while on campus.

**Hats:** Hats and appropriate head coverings are only acceptable when approved: outside of buildings and for activities off campus.

**Hair:** Hair should be neat, combed, clean and away from the face and cannot obscure eyes. Hair highlights should be subtle and will be approved on an individual basis, as will hair style in general. Men: hair length will be no longer than the bottom of the collar. Facial hair will be clean-shaven or carefully manicured. Students may be required to cut their hair if hair creates distracting or avoiding behaviors.

**Inappropriate:**

Drastic length differences, unnatural color/colors per individual, and extreme cuts or designs.

**Tops:** Shirts with visible collars and sleeves are required and are to be worn tucked in. Approved Henley shirts are an acceptable alternative to collared shirts. Ladies: blouses and collarless tops are acceptable in coordinated outfits. Any oversized tops must be belted, tied or present a coordinated outfit. Appropriate hooded outer garments are for outside only.

**Inappropriate:**

Tank tops, halter-tops, sweatshirts, “hoodie,” low-cut, tight-fitting, cleavage-revealing and/or see-through midriff tops that are not of sufficient length to cover midriff when student is active or sitting. Vests must have appropriate undergarments. Hoods are not considered collars. Tops with leggings or tights must meet skirt length requirement.

**Bottoms:** Long and hemmed pants with appropriate belt should be worn, unless the activity calls for shorts. On announced occasions, jeans or shorts no shorter than 4" above the knee are acceptable. (Ladies: skirts and city shorts no shorter than 4" above the knee are permissible in coordinated outfits.) Underwear must not be visible, and all bottoms should have a finished edge. Leggings or tights must be worn with a top that meets the skirt length requirement.

**Middle School exception:** School appropriate shorts may be worn in daily classes in the Middle School only.

**Inappropriate:** Oversized pants, droopy/sliding pants, bottoms with un-hemmed edges, sweat pants, athletic pants and blue jeans. No distressed, faded or ripped pants.

**Shoes:** Shoes appropriate for safety and weather conditions are required. Athletic, dress and casual shoes are acceptable. Socks should be worn with Birkenstocks and Teva style sandals.

**Middle School requirement:** With the high level of activity associated with Middle School experiential learning, a pair of athletic shoes should be on campus at all times.

**Inappropriate:**

Flip flops, thongs, Crocs, spike or very high heels.

**Accessories:** Appropriate rings, bracelets and necklaces are acceptable for both men and women. Earrings and hair ties are acceptable for women only. Appropriate nail polish colors include: pink, red, brown, purple (no neon).

**Inappropriate:**

Accessories that produce disturbing noises or jangle. Be sure that jewelry is not of a controversial nature. Any other distracting adornments may be restricted including body piercing (other than ears for women) tattoos, nail colors and nail designs. Spacers and gauges are generally unacceptable and in violation of our dress code, but may be discussed on an individual basis with the principal. Images that represent music groups, sex or drugs are inappropriate. Symbols that could be construed as negative, hurtful or prejudicial are unacceptable.

**PE Dress Code:**

A school-designated PE uniform as outlined in each activity’s syllabus will be worn for all physical education classes. Students must have appropriate athletic shoes to accompany their school P.E. uniform. Students who do not consistently come prepared with their uniform will receive disciplinary consequences.

**Before & After School Activities and Athletic Practice:**

Students should remain in school dress code except when engaged in athletic activities,

when they should dress in compliance with the requirements of the Athletic Director. There will be occasions where students are expected to dress more formally such as banquets, awards nights, school dances, etc.

### **School Uniform Guidelines:**

When a student repeatedly violates the dress code, he/she will be required to purchase the approved school uniform to wear for the duration of the semester. After multiple dress code violations, students will be required to wear the school uniform. If a violation occurs at the end of a semester, the uniform consequence will be extended into the next semester. Following the delivery of a uniform consequence, the student will have no more than 3 school days to purchase their uniform and report to school dressed appropriately. If during these three days, the student violates the dress code, he/she will be suspended until he/she reports to school dressed in the school uniform.

**Uniform:** All appropriate items of the school uniform must be clean and pressed. For Men: white, collared, oxford-cloth, button-down shirt tucked into khaki dress slacks with tie, belt, socks and dress shoes. For Women: white, collared, oxford-cloth, button-down shirt tucked into khaki dress slacks or knee-length khaki skirt with flesh-colored stockings and appropriate dress shoes.

**NOTE:** Dress issues not specifically addressed in the above code will be handled in an appropriate and timely manner by the administration.

### **ATTENDANCE:**

#### **Arrival:**

A. The school day begins promptly at 8:00! Students should report immediately to their respective homerooms upon arrival at school prior to 8:00 A.M. Students who are late will receive deductions in salary and sick leave. A student who drives himself/herself to school and is consistently late may lose the privilege to park on campus. Parents, please do not leave your child unsupervised by staff anywhere on campus.

B. **Late Arrival:** A call must be placed to the school **before 8:00 A.M.** by the student to advise the school of their late arrival or absence. As a penalty, students who do not call-in will have to make-up an hour within 24 hours.

#### **1. Middle School (Office #: 770-640-8037):**

Consistent with the focus on basic job skills, any student who is late or absent is required to notify the school before 8:00 A.M. that day. A message should be left BY THE STUDENT on the Middle School general mailbox or with the receptionist. For failure to call in before 8 A.M., students will be charged their hourly rate of pay from their pay off account until parental contact is established. Students arriving at school after 8:00 A.M. should report to the office and sign-in. Truancy problems will be handled by a parent conference and/or when appropriate alternative programming for the students may be developed. Excessive absences or repetitive tardies could result in the loss of academic credit as determined by the administration. Parents will be called in the AM to verify absences. If a student is absent more than three days in a row, a doctor's note is required to return to school.

#### **2. High School (Office #: 770-641-8688):**

Consistent with the focus on basic job skills, any student who is late or absent is required to notify the school before 8:00 A.M. that day and will lose hours. A message should be left BY THE STUDENT on the answering machine or with the receptionist. Students

arriving after 8:00 A.M. should report to the media center to sign in. High School students who arrive after 8:15 A.M. should report and sign-in with the receptionist. Students who do not follow this procedure are required to make up one hour within 24 hours. Truancy problems will be handled by a parent conference and/or alternative programming for the students involved. Off-campus privileges on pay-off Fridays may be revoked for the day if a student arrives past 8:00. Late students should report to their homeroom teacher to get daily announcements **at lunch or after school.**

- C. **Early arrival:** We provide A.M. supervision from 7-8 A.M. at no additional charge. **HS:** Before 7:45, students should report immediately to AM supervision until they are released. Students should not be in buildings, parking areas or outside the classroom buildings. **\*\*RCC will have an appointed early arrival supervising teacher at 7:00 A.M. Students will remain with the supervising teacher until the arrival of their homeroom teachers. No students are allowed on campus before 7:00 A.M. without principal's approval.** Students can make-up attendance hours in the morning between 7-8 A.M. by signing in with the early arrival supervising teacher in order to receive credit.  
**MS:** Students report directly to cafeteria until dismissed by staff to AM homeroom.

**Dismissal:**

- A. The school day ends at 3:00 P.M. **Early Dismissal:** Middle School students planning to leave early must give the administrative assistant a note, in advance, from their parents. **Before leaving, parents must sign their student out at the reception desk and are expected to leave campus immediately after signing out.** High School students planning to leave early must give their homeroom teacher a note, in advance, from their parents. **And before leaving, students who drive must sign-out at the reception desk and are expected to leave campus immediately after signing out.** Students who do not drive must sign out at the reception desk and have a parent pick them up at the front desk. No student is dismissed early or allowed to ride with an alternative ride without parental permission.
- B. The P.M. bell does not dismiss students. A teacher or administrator will make dismissal. Students, who do not have rides by dismissal, will wait in the designated pick-up areas under staff supervision.

**After Hours Supervision:** There are several opportunities for your student after school:

1. Students who need additional academic support with their classroom teacher may schedule with them from 3-4 on Tues, Wed and Friday (or in the A.M. by appointment) at no additional cost.
2. Students in the High School who need to make-up attendance hours can do so from 3-4 P.M. Monday through Friday at no additional cost.
3. Students who wish to participate on competitive sports teams should sign up with the athletic director.
4. Students who need after school supervision due to parent work schedules, should sign up for After School Program (ASP).
5. Students who need after school for credit courses should contact the Registrar.
6. Students who need additional academic & tutorial programs (SAT/ACT prep, etc) should contact the Business Office.

For schedules and fees, please refer to the After School Opportunities guide on P. 31.

**Late Pick up:** Students who are not picked up by 3:15 P.M. as scheduled, and who remain after dismissal without prior arrangements, will require parents to be charged **\$1 per minute late fee after 3:15 or after published pick up times.**

Students who are not picked up after competitive sports practice or games, academic support, make-up hours, Star House, or the After School Program are subject to the charges above. For more specific details, please see the Athletic Policies section on pg. 31.

**Absences due to appointments or trips:** Regular and consistent attendance is critical to a student's success. Absences for appointments or trips should be submitted in writing in advance for approval by the homeroom teacher and front desk. The principal must approve extended absences due to appointments and trips in advance. It is the student's responsibility to demonstrate academic clearance prior to departure. Non-academic times are still essential to the total program and should not be considered "safe" times for a student to miss school. Every attempt should be made to schedule appointments outside of school time. **College Visits:** A counselor will consider approval of college trips if required paperwork is complete and submitted at least 24 hours in advance of the trip.

**Absences Due to Illness:** When a student is absent due to illness, a call should be placed **BY THE STUDENT** to the front desk before school begins each day. The answering machine can take messages the night before, if necessary. Verification of illness will be made by phone contact with the parent later in the day. If the absence is extended, the student is responsible for making arrangements to complete his/her assigned work. Students who present completed assignments upon return to school may receive half-pay.

**High School Attendance Hours – Sick Leave:** In accordance with the job focus at The Cottage School, each student is allotted sick leave. The student is given 32 hours of sick leave per semester distributed in 8 hour allotments approximately every 4-5 weeks after every Saturday School. These sick leave hours cover unavoidable tardies, illness, appointments or other absences from school that are approved by parents and the school. Accumulated, unused sick leave hours may be "cashed in" at the end of the semester by buying time off from school. Unexcused absences (those not approved by the school and parents) will be dealt with as a disciplinary issue. The school administration reserves the right to decide on excused or unexcused absences. Chronic attendance problems will warrant a conference with parents and may result in loss of credit.

Each day is assigned eight hours - one hour for A.M. homeroom, one hour for P.M. homeroom, and one hour for each class period of the day. Missing more than 10 minutes of a class period may result in a full hour deduction from the student's attendance bank.

**Homeroom:** A.M. and P.M. homerooms are very important times of the day. Missing either of these periods shall be considered as missing one attendance hour.

**Make-up Hours:** Each semester is broken into four 8-hour segments. Students will not be required to begin making up hours *until they have used all available sick leave hours or are in violation of late Arrival Policy*. At such time as the limit has been exceeded, students will begin to make up time. Students are provided one or two hours per day to make up time. Students who fail to make up hours on a daily basis will be required to attend Saturday School.

- 1) **Before School:** Students may make up time before school. Students will report to the designated morning hours room by 7:00 A.M. with a stamped time card. It is the student's responsibility to check in with the hours supervisor and document attendance in the hours sign-in book. Students must report by 7:00 A.M. Students may not make up time in less than one-hour units. Reporting after 7:00 A.M. will not be accepted as make-up time.

- 2) After School: Directly following p.m. homeroom, students may report to the after hours supervision program to make-up an hour. Students should immediately sign-in, get seated and work quietly until 4 P.M. If the student is disruptive and asked to leave, they will receive a pink slip and make-up hour will not count. If the student is making-up an hour, but will be with a teacher from 3-4 P.M., he/she must report to the hours room, sign-in on the hours book and give the afternoon hours supervisor a note from the teacher with whom they will be spending the hour. After school hours spent with sports teams or clubs will not automatically count as make-up hours.
- 3) With an academic instructor: Students may make-up time with an academic teacher providing they do the following:
  - a) Have a note from that teacher prior to the make-up time indicating that the student will be under the supervision of the academic teacher.
  - b) Sign in with the A.M. or P.M. supervising staff member and present the signed note indicating where and with whom the student will be supervised.
- 4) At athletic activities: Students may receive 1 hour credit per session for make-up hours by following procedures outlined in athletic handbook section.
- 5) Saturday School:

Students who owe any hours in excess of the 8 allotted hours on the Friday before a scheduled Saturday school are required to attend Saturday School. Saturday School begins promptly at 8:00 A.M. No student will be admitted past 8:00 A.M. Students will be assigned to Saturday School for either ½ day with dismissal at 12:00 P.M., or full day with dismissal at 3:30 P.M. Students remaining for the full day must bring their lunch, including a drink. There will be no access to microwaves. Students who are late, non-attending or who are asked to leave due to inappropriate behavior will be suspended for three days beginning the next school day following Saturday school and will continue for 2 additional consecutive days, even during exam weeks. Additionally, there will be a conference on the morning following the suspension period with the high school principal, the student and at least one parent/guardian to discuss the student's continued enrollment at The Cottage School. We realize that this is an extremely strong position. It is intended to be that way as we are charged with a very serious mission. Punctual, daily attendance is essential if we are to be successful in our mission. Every hour of instruction a student misses is an additional hour a teacher must spend trying to keep the student current. We understand that some absences are unavoidable. We have provided for a reasonable amount of unavoidable hours of absence. We have provided for opportunities to make-up excessive hours of absence. We need you to follow the expectations established here in preparation for the future workplace behaviors regarding daily punctual attendance. We need your support to ensure that this occurs. Upon completion of Saturday School, your attendance is updated with a positive 8 hours (minus any hours you missed during the week immediately preceding Saturday School).

### Consolidation

When an extended absence occurs (lasting longer than one full school day), students should request a consolidation form from their homeroom teachers. The principal will review the situation and determine if an adjusted amount should be deducted from the student's sick leave allotment. Students must complete and turn in the consolidation form within 48 hours of returning to school. This procedure is provided to minimize the negative impact of unavoidable absences. **Failure to request consolidation**

**hours within 2 days of returning to school from an extended absence MAY result in the loss of the consolidation benefit.**

**GENERAL POLICIES:**

It is the goal of the staff of The Cottage School to provide a safe and healthy environment for the development of productive and successful young adults. All students are expected to conduct themselves in a manner that does not adversely affect their educational performance or that of another student. Any involvement with drugs or alcohol, threatening the safety of self or others, or involvement with weapons that threaten the safety of self or others, or engaged in any illegal activity, on or off campus, at any time during a student's enrollment is a violation of school policy and will result in consequences by the school. In keeping with our policy to maintain a safe environment, occasionally a canine drug detection unit will be employed. Any "ALERT" on behalf of the unit will result in a search of belongings. At all times and in all circumstances the decisions made by school administrators are at the discretion of the staff and may vary according to the specific circumstance of the violation. The following activities will constitute a serious threat to student safety and will be cause for immediate intervention by school personnel. Each case will be handled immediately by the school principal and staff involved.

- A. Leaving school or a school function without school permission
- B. Use, possession, distribution or intent to distribute illegal substances, substances represented as illegal, or substances likely to interfere with academic performance on or off school property including, but not limited to:
  - ❖ alcohol
  - ❖ street drugs
  - ❖ prescribed drugs not prescribed to that student
  - ❖ prescribed drugs that are prescribed for the student in unnecessary quantities
  - ❖ over-the-counter drugs known to be abused by young people
  - ❖ inhalants
  - ❖ any substance identified as illicit
  - ❖ drug related paraphernalia
  - ❖ any substance
  - ❖ any over the counter substance used to alter mind state (i.e. spice, white out, cinnamon, etc.)

No student shall possess, consume, transmit, store, or be under any degree of influence; legal intoxication is not required for violation of this code of conduct. A student suspected of illicit drug involvement may be searched, and a request for drug screening may be made. An immediate parent conference will be held to determine an alternative placement for any student involved in chronic drug or alcohol-related events. We expect the entire community - students and families - to assist in keeping this a safe environment for all by voicing concerns directly to any staff member in matters of this nature. The school will maintain emergency doses of prescribed medication in a prescription bottle which will be kept under the students name in a locked cabinet by a school administrator.

- C. Threatening the safety of others
  - Verbal abuse
  - Verbal threats, spoken or written
  - Physical abuse
  - Hostile pranks
  - Horseplay

Bullying  
Sexual Conduct  
Harassment, Sexual Harassment  
Intimidation  
Possession, distribution or sale of stolen items  
Unauthorized sale of any materials without prior, written approval of your supervising principal

D. Weapon(s) and/or anything that can be used as a weapon on campus

E. **Tobacco:** This is a tobacco free and non-smoking campus. All cigarettes should be extinguished before you drive or walk on campus, and smokers shall refrain from lighting cigarettes until they are off school property. Cigarette butts shall be properly disposed of and not thrown on the ground or out windows. No students should be in possession of tobacco and/or tobacco related paraphernalia on campus or at school activities. **No tobacco use** is permitted at school-sponsored off-campus activities. No Tobacco use is permitted on neighborhood streets or across from the school campus. Students violating this policy will be suspended. Continued infractions may result in termination of enrollment.

**High School Exception:** On extended trips, smoking may be allowed only with staff permission, a signed parent waiver and only by students who are at least 18 years or older.

F. **Loitering:** Students are not authorized to gather, meet, or assemble on TCS property other than at times when under the direct supervision of a school staff member.

**Disciplinary action may involve a series of consequences, including any of the following:**

- Suspension
- Parent conference
- Change/drop in level
- Placement of student on probationary status/ Behavior Contract
- Notification of Roswell Police Department
- Expulsion from school

**Information Policy**

The consequences for inappropriate behaviors will be in keeping with the seriousness of the infraction and the individual student. Any behavior that constitutes a clear danger to the safety and health of the student body or negatively impacts the status or culture of the school, whether said behaviors are on campus or off campus, associated with school sponsored activities or at private functions, shall constitute potential grounds for dismissal.

Occasionally a misunderstanding or disruptive event will occur that is best resolved before a student leaves for the day. We find that immediate resolution is easier if those involved do not have too much time for negative feelings to fester and perceptions to become skewed. Should the need arise; a student will be required to remain at school until the conflict is resolved. A student, who refuses to stay after school as requested, and leaves, does so without permission and will be subject to disciplinary action.

**PROCEDURE FOR CONFLICT RESOLUTION:**

Your feelings are important to us, and we want to ensure that you feel that every effort possible will always be made to listen to your concerns and attempt to address any resolution that may be required. Should there ever be any issues which you feel need to be addressed or issues that are not adequately handled, noted below is the

recommended process you should follow for resolution of any concerns you might have. While we do not anticipate your needing this procedure, we feel that it might be reassuring to know that one exists.

**A. Homeroom Teacher:** Most concerns or conflicts can be addressed between the homeroom teacher and parent. A requested meeting or conference is to occur as soon as possible after requested, but in no event more than three (3) school days after the request. The homeroom teacher is the parent's primary contact and usually the person who can most efficiently work to resolve a concern or conflict, or who can direct the parent to the appropriate school personnel.

**B. School Teacher or Administrator:** If the issue of concern or conflict involves challenged material, a specific teacher or administrator and is not adequately handled, then a conference between that teacher or administrator and the parent is to be arranged. A requested meeting or conference is to occur as soon as possible after requested, but in no event more than three (3) school days after the request. If the administrator involved in the concern, conflict or dispute is the Executive Director then Steps (B) and (C) merge. Thus, failure of the parent and the Executive Director to resolve the dispute would then trigger Step (D).

**C. Executive Director:** If the issue of concern or in conflict has not been resolved at the Step (A), then a conference between the parent and Executive Director is to occur as soon as possible after either party so requests, but in no event more than three (3) school days after the request.

**D. Executive Committee of The Board of Directors:** If the dispute is not resolved during the conference between the parent and the Executive Director, then the party who wishes a further review of the dispute shall, within five (5) days of the parent-Executive Director conference, deliver a written request to the President of the Board of Directors with a copy to the other party (in case of the school a copy to the Executive Director) requesting that the dispute be set for a hearing before the Executive Committee. The written request shall be sent to:

President of the Board of Directors  
The Cottage School  
700 Grimes Bridge Road  
Roswell, Georgia 30075

## **EMERGENCY PLANS:**

**Crisis Management Plan:** The Cottage School has developed a Crisis Management Plan for faculty and staff to follow in the event of a crisis. The plan identifies and sequences the procedures to be followed for a variety of crises. All staff will be trained in these procedures. Parents are responsible for updating emergency contacts.

**Inclement Weather:** From time to time weather conditions affect our school programming. The following guidelines should help clarify when to send your adolescent to school if the weather is inclement:

1. When snow or ice warrants the closing of schools in your county, your child will be excused from school.
2. If Fulton County Schools close due to inclement weather then TCS will be closed. In the event that TCS is open when Fulton county schools are closed, Homeroom teachers will be in phone contact with parents.
3. Local TV Stations will be notified and should announce the school by name.
4. The Cottage School website will have the most up-to-date information about school closings.
5. Follow @CottageSchoolGA on Twitter for immediate weather information.

**Fire drills:** Students should be aware of the evacuation routes posted in each room. Monthly drills will be held.

**Tornado drills:** If a tornado warning is issued for the local area, the staff will determine appropriate action. The gymnasium and HS and MS administrative buildings are equipped with weather radios. The Administration Building is equipped with a weather alert radio which notifies us of tornado watches and warnings. The administration building has a secure basement for protection. Parents will be contacted should students need to remain at school after hours or be sent home in such an emergency.

**DISCIPLINE:**

- A. **Disciplinary procedures:** for inappropriate behavior are built into the school program. We discourage restrictions at home based on negative school behavior. We do expect to discuss any parental concerns and home-related privileges when relevant. Occasionally, a student may be required to remain at school beyond 3:00 P.M. dismissal in order to resolve conflict or complete a direction. Parents will be notified in each case, if possible.
- B. **General Expectations:**
1. Students are expected to interact courteously with each other, with staff and with guests. Students are expected to follow adult directions when given and to work out disagreements in a responsible, respectful manner.
  2. **Conversation should be free of profanity, self injurious behavior, harassing, demeaning or degrading comments; references to drugs, including alcohol; references to weapons and violence; sexual or racial comments and previous behaviors.**
  3. Aggressive and/or inappropriate physical contact is prohibited.
  4. Discussions focusing on the violent nature of weapons or acts of violence are prohibited.
  5. Horseplay or roughhousing is not appropriate.
  6. Students should not handle items or belongings that do not belong to them. Cars, books, clothing, equipment, etc., belonging to others should be handled only with permission of the owner.
  7. Locker use should be limited to assigned lockers only.
  8. Students must provide the locker combination or alternate key to an administrator.
- C. **Disciplinary slips:** Behavior that is disruptive, hurtful, or destructive will be documented on a Disciplinary Report (yellow) or on an Employee Warning slip (pink). For Employee Warning infractions, the student is responsible to meet with the principal or assistant principal at the end of the school day on the day of the infraction, and a copy of the warning report will be mailed home. All infractions **WILL** result in deductions in pay and/or loss of privileges. Middle School slips will be sent home for parent's signature.
- D. **Judiciary:** High School students who receive Disciplinary Documentation (Pink Slip) for inappropriate behavior may be summoned to appear before the Student Judiciary Committee. The Committee will review the behavior and will recommend an appropriate disciplinary decision to the Principal. Failure to appear in response to a summons or failure to comply with the disciplinary decision directive (usually the directive will consist of reporting to the Principal to discuss the disciplinary recommendation) could result in In-House Suspension and more serious disciplinary consequences.

E. **Clarification of Grading Procedures for Students Who Have Earned Out of School**

**Suspension:**

Suspension from school is a result of blatant disregard for school policy and procedures. Although a suspension should not make academic progress impossible, it limits the opportunity for a student to fully participate in his/her academic growth. This limitation is a natural consequence of the student's own irresponsibility. School staff and parents do not need to put additional effort into providing academic information or instruction for a student whose behavior indicates that he/she does not value the opportunity to attend classes in a responsible way. The policy covering grades earned during suspension allows for natural consequences for responsible and irresponsible behavior.

F. **Suspension Guidelines:**

1. All students on suspension may turn in work that was previously contracted, but due during the period of suspension. He/she will receive a minimum of 10 points less than the earned grade for work turned in immediately upon returning to school.
2. Work that is assigned during the suspension time is expected to be completed upon the return of a student, within one (1) week will receive 10 points less than that actually earned. Any work that is not completed in a timely manner or cannot be completed because class participation is required will receive a zero. The staff may require a suspended student to complete exams/labs/projects to demonstrate competency in his/her work.
3. No assignments or tests will be provided for students while on suspension.
4. A suspended student and family are expected to minimize disruption to The Cottage School community. All interactions with students, staff and related persons should be held at a minimum and be directed toward resolution, rather than conflict or confusion. If a suspended student creates additional problems, continued enrollment at The Cottage School will be in jeopardy.
5. During suspension, a student may not be on campus or attend any Cottage School related activity.
6. Consistent with the policy to provide individualized programming, the administrative staff reserves the right to modify these procedures, depending on specific circumstances.

G. **Clarification of Procedures for Students Whose Enrollment Has Been Terminated:**

1. Students whose enrollment has been terminated are not allowed on campus without prior permission from an administrator, a specific appointed time and a purpose for visiting.
2. Students whose enrollment has been terminated are not to attend Cottage School off-campus and/or after-school activities.
3. Under some special circumstances and solely at the discretion of the administrative staff, a student may be allowed the opportunity to complete academic work for the semester in which the infraction occurred. If the student is provided this opportunity, the grading procedures in the out of school suspension policy will apply. The time period the assigned work must be returned will be determined by each individual instructor, and in no instance, would that time period exceed the time extended to students in attendance. In this circumstance, students must return satisfactory work in a timely manner to be considered for credit.

## **TRANSPORTATION:**

Student drivers must arrange for the purchase of a parking permit, and are subject to compliance with the campus driving contract. Getting to and from school is a necessity and students must accept responsibility for their daily attendance; however, confusion can result if procedures are not set. Students who drive themselves to school are required to lock their cars upon arrival on campus and not return to them until dismissal. Students may not leave campus once they have arrived without staff permission, and students attending after school practices and/or sporting events do not drive their personal vehicles, but travel with their team in school busses. Students may not, under any circumstances, transport another student or allow other students to use or drive their vehicles without the written permission of both sets of parents/guardians. Parking on campus is a privilege and policy violations may jeopardize this privilege. Students and parents are expected to have transportation plans made in advance, and calls from school will only be allowed in emergency situations with permission from the student's homeroom teacher. Any planned transportation changes must be provided to the student's homeroom teacher in writing.

## **LUNCH:**

- A. All students must provide their own lunch or they can order from A Tasty Touch Casual Catering (see B). There are several microwave ovens on campus. Lunch may be stored in the refrigerator but must be labeled with student's name and placed in the fridge before school. As their activity and level permit, students occasionally purchase and eat meals off campus. If so, they must bring their own money. (Borrowing money or food from other students is prohibited). A student who is late, disruptive or inappropriate may lose the privilege to eat off campus or purchase fast food. Parents are requested not to bring students their lunches. Students will not be allowed to accept food from home because they have forgotten to bring lunch.
- B. There is only one independent lunch service who has permission to deliver lunch for students on campus, A Tasty Touch Casual Catering. Menus are printed monthly in the Wednesday Packet and final meal selections are submitted to the Tasty Touch servers prior to the beginning of the next calendar month. A Tasty Touch Casual Catering is an independent contractor not associated with The Cottage School.
- C. Food is to be consumed only in designated areas. Buildings B and C have areas designated for eating. Soft drinks and food should not be consumed between classes, in classes or in hallways. Food and drink containers must be disposed of properly. Students with off-campus lunch privileges must not litter and should finish consuming their items before they leave their cars or eating areas.
- D. Individual modifications can be made for documented medical conditions (i.e. diabetes) or special circumstances.

## **POLICY ON HONESTY:**

As a member of The Cottage School, students and parents are expected to recognize and uphold standards of emotional, intellectual and academic integrity. The school assumes a basic and minimum standard of honest and truthful conduct in all school communication, conferences, and academic matters. This includes that students submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work.

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur.

### **Definitions and Examples of Academic Dishonesty:**

**PLAGIARISM:** Plagiarism is presenting another person's work as one's own. Furthermore, plagiarism

includes any paraphrasing or summarizing of the works of another person without acknowledgement, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects prepared by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the instructor. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. \* The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

CHEATING ON EXAMINATIONS: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the instructor), or sharing information with another student during an examination (unless specifically approved by the instructor). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if the instructor specifically forbids such collaboration.

UNAUTHORIZED COLLABORATION. Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort that has been developed in substantial collaboration with or without assistance from another person or source, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by an instructor is allowed.

FALSIFICATION. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment (for example, false or misleading citation of sources, and the falsification of the results of experiments or of computer data).

#### OBLIGATION TO REPORT SUSPECTED VIOLATIONS

Members of the academic community – students, faculty, and staff – are expected to report violations of these standards of academic conduct to the appropriate authorities.

#### STUDENTS WHO VIOLATE THE POLICY ON HONESTY MAY RECEIVE ACADEMIC AND DISCIPLINARY CONSEQUENCES.

### COUNSELING

#### A. **Confidentiality**

A student has the right to privacy and confidentiality. TCS recognizes that a counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. Confidentiality ensures that disclosures will not be divulged to others except when authorized by the student or when there is a clear and present danger to the student and/or to other persons. If a clear and present danger is determined the TCS counselor will notify the student that the information disclosed will be divulged to appropriate personnel and/or family.

The professional school counselor reserves the right to consult with school administrators and other professionally competent persons when this is in the student's best interest. Consultation with outside professionals will require written consent from a parent/guardian.

#### B. **When to Seek School Counseling Services**

The purpose of school counseling is to provide TCS students with a nurturing and supportive

atmosphere. This includes supporting the student's social, emotional, academic and vocational needs. A student may request to see a TCS counselor at any time. Students are encouraged to seek counseling assistance during non-academic times with the exception of any state of crisis or emergency. It is important that students do not abuse the right to school counseling privileges (for example, seeking counseling services as an avoidance behavior). TCS counselors may not be used to render clinical services but will appropriately refer the student and family to a clinician that can meet the student's specific needs.

### C. **Crisis and Emergency Intervention**

If a student discloses to any TCS staff member feelings of harm to self or others, TCS counselors will immediately be notified. Students will be assessed for clear and present danger. Based on this assessment the student will remain supervised by the counselor at all times. The guardian of the student will be contacted and requested to obtain a therapeutic assessment before the student may return to school.

### **COMPUTER GUIDELINES AND REGULATIONS FOR COMPUTER USE:**

The Cottage School provides computer technology to support the educational mission of the school. Technology affords a worldwide extension of resources to enhance the curriculum and learning opportunities for students and school staff. Computer technology affords an effective tool for our students to access, organize, store, and present information. Considering these aspects, the use of school computers is considered both a privilege and a responsibility for all members of our learning community. Therefore, students and staff are mutually and exclusively accountable for responsible access of computer equipment. All rules and guidelines established are commensurate with Policies and Procedures found in the Student Handbook. Proper respect for computer equipment and for the work contained therein, involves commitment and compliance to the following guidelines and regulations:

1. Permission to use school computer equipment **MUST** be obtained from the specific teacher or staff member who will be directly supervising access of the equipment. **At no time should a student use a computer without authorization and supervision.**
2. A student may use only the specific program appropriate for the lesson or project for which such permission is obtained. Students must not run any program for which they have not been granted permission. Students should not expect to be able to print various documents on campus.
3. Students use their own assigned user name and password to log-in. Passwords are unique and should be considered confidential, private information not to be shared. Borrowing or sharing student access codes is prohibited and will result in permanent revocation of access to our computer systems and network.
4. Students must log-off before leaving the computer station. Failure to do so could result in their access code being immediately revoked. The first infraction of this policy will result in the student receiving a Yellow slip. The second infraction of this policy will result in a Pink slip and one of the student's parents must accompany the student to school the next day with the signed pink slip and meet with the Principal. The third infraction will result in suspension from the privilege of using the computer at school. It is the discretion of the principal if and/or when the privilege to use the personal laptop will be reinstated.
5. No changes to the physical configuration or to the visual or operating system configurations of any school computer may be made except by authorized personnel.
6. Access to online "chat" and "conferencing" rooms is strictly forbidden on school computers, including the use of instant messaging programs and software.
7. Uploading and/or downloading of files to/from a remote system is not allowed without the express permission of the supervising faculty member **FOR EACH FILE SENT OR**

RECEIVED. \*\*This includes e-mail attachments- which may not be saved to any TCS Computer without permission.

8. Copying software applications to disk, deleting or editing files, and/or installing software on school computers is strictly forbidden. Faculty members must follow authorized protocol for permission to purchase and/or install programs for school computer use.
9. Use of appropriate language in any computer-derived text is mandatory.
10. Absolutely no food, drink, or candy will be allowed near the school computer.
11. Book bags, handbags, backpacks, and other personal items should be kept away from the computer equipment, cables, and workstations.
12. ANY disk inserted into a school computer must be approved and scanned for possible computer viruses before use. This includes USB keys, CDs, DVD's and diskettes.
13. At the end of each computer use session or if you are leaving the computer unattended, you MUST close applications and log-off. Failure to do so could result in disciplinary measures.
14. When class or computer sessions end, the user is responsible for removing all paper, trash, spare printouts, disks, and personal belongings from the area. It is each user's responsibility to ensure that the computer he/she has used is left prepared for the next user.
15. Each user is expected to comply with our community commitment to appropriate use. Users are encouraged to report suspected abuse, especially any damage to or problems with their files.
16. Internet content accessed through school computers must pertain to the purpose or project for which the student has obtained permission. The Cottage School computer users MAY NOT use a World Wide Web connection to view or obtain content that is obscene, inappropriate for educational study, or protected by law from public access.
17. STUDENT HONOR CODE: It is the expectation for every student to comply with all ethical standards outlined in the Cottage School Policy on Academic Honesty. The following issues would specifically violate our ethics policy regarding technology and computer use:
  - A. Copying a computer file that contains another student's assignment and submitting it for credit.
  - B. Copying a computer file written by a publisher for sharing information and submitting it for personal work.
  - C. Theft or other abuse of computer time to include unauthorized entry into a file for the purpose of using, reading or changing the contents.
  - D. Unauthorized use of a specific password to access files.
  - E. Use of computing equipment to send abusive messages.
  - F. Use of computing equipment to interfere with the work of another student or the work of a faculty or staff member.

The Cottage School is committed to providing each student with the most effective strategies and tools for learning and success. In our continuing effort to expand and improve our curriculum, the use of computer technology will be an integral component to that progressive effort. This commitment involves a significant investment in both financial and human resources. For this reason, we ask that each member of the school community make the personal pledge to uphold and maintain our responsibility for ethical computer use.

### **BLOG & SOCIAL NETWORKING POLICY:**

**Students should not be in contact with staff members via any social networks.** Students are not permitted to engage in slanderous, inflammatory or injurious communication. Slander is a false statement that is harmful to someone's reputation made in a public or quasi-public forum. Such false statements cannot be directed at teachers, staff, other students or The Cottage School itself. Slanderous statements include verbal and written comments as well as pictures and captions, even if simply repeated

or forwarded from another source. Public and quasi-public forums include electronic bulletin boards, chat rooms, instant messaging and web log sites such as Myspace.com, Facebook, Xanga, YouTube, FormSpring, etc; any venue where users may freely post comments, photos, or videos. Serious disciplinary consequences could result from failure to comply with these restrictions.

### **SEXUALLY EXPLICIT COMMUNICATIONS:**

Students may not engage in any sexually explicit communication using any electronic, written or social networking sites. The consequences of pre-teens and teenagers sending or exchanging sexually explicit messages or photos electronically on cell phones, email or other devices can be very serious. Commonly referred to as sexting, these communications can result in criminal prosecution of the students involved. There is also the danger that the messages and photos may be widely distributed across the Internet with little or no control. At a minimum, the result can be extremely embarrassing and potentially emotionally damaging. Criminal penalties may include a sentence to jail, and legal proceedings can be extraordinarily expensive.

While it may be considered exciting or hip to engage in sending and exchanging sexually explicit messages and/or photos, the School wants its students and parents to be aware that seemingly innocent conduct can result in very damaging consequences. To our students: Do not allow anyone, including your best friend, to talk you into to engaging in sexting. Do not allow anyone to intimidate or bully you. If a student feels pressured to engage in this type of activity, you should immediately speak with one of the School's administrators. Remember, sending, forwarding, even possession of sexually explicit photos of minors by anyone, including young students, can be prosecuted as a felony under federal law. A lot of lessons in life are learned the hard way; please, do not let this be one of them for you. Be smart and avoid this dangerous behavior. Comply with the School's Internet policies at all times.

### **CAMERA POLICY:**

The Cottage School will do all in its power to protect the privacy of its students, staff, families and guests. Any photographic activity occurring at school events or concerning school related individuals must be respectful and appropriate. Use of personal cameras during public events will be subject to the judgment of the administrative team in attendance. Use of school property will be closely monitored by the supervising staff. Any individual involved in use of photos that are considered illegal will be prosecuted. No photo of a student, staff or event can be published without express written permission from the school.

Students, parents, guests of students or parents engaging in the production, transmission or storage of any of the following documents, pictures, statements or other forms of materials will be considered in violation of school policy and subject to appropriate remedies, and in the case of students, subject to appropriate disciplinary action up to and including termination of enrollment, and handled on a case by case basis:

- A. Any materials which could reasonably be considered to be defamatory, abusive. Harassing, or threatening toward another student, parent, staff or faculty member. Communications or materials that denigrate persons based upon race, ethnicity, religion, gender, or disabilities are prohibited.
- B. Any materials which promote, encourage, or support the use of controlled substances.
- C. Any materials which are solely for the promotion of commercial activities by individuals or for-profit entities which have not been previously approved, in writing, by the Executive Director of The Cottage School.
- D. Any materials which falsely represent the identity of the individual on the Internet or other electronic conveyance.

- E. Any material which may reasonably be deemed pornographic, obscene, vulgar or sexually explicit or material that promotes, encourages, or supports any unlawful activity.

ACCEPTABLE AND EXPECTED USE OF THE LAPTOP COMPUTER and/or PDA:

We encourage our students to take advantage of technology as a tool for academic success. Use of personal computer aids (such as laptop computers, Personal Data Assistant or music device, such as an mp3 player or iPod) develop organizational skills, expand skills for accessing information, aid in efficient storage of information, and promote effective presentations of information. Some students use the laptop because they are more proficient using a computer than hand writing or using manual storage of written documents. Some students have identified the use of the computer to be a vital accommodation documented in their IEP (Individual Education Plan).

1. Any personal technology aids **MUST** be approved by the principal prior to bringing them on campus. All students using a laptop computer/PDA/iPod in class must have, on file, their own signatures and their parent signatures, indicating their agreement and commitment to the guidelines for appropriate use. Although this policy specifically targets the use of the personal laptop computer, the same guidelines for use of the PDA while at school apply. TCS is not responsible for storage or maintenance of the device. Because the Laptop is a tool for educational purposes, the student is responsible for ensuring its effective and appropriate use and should never be a distraction to others.
2. The laptop should be fully charged and ready for use each day. This task may need to be a continuous item included on the student planner/to do list as a responsibility to prepare for class. Students should take the AC Adapter to class in the event the battery runs low. If neither of these methods is successful, the student should be prepared to take notes in class.
3. Cases for laptop storage should be maintained and should not be decorated with logos or other paraphernalia.
4. The student is responsible for knowing the location of the laptop at all times. When the student is not in class, he/she should secure storage in a locked classroom with the permission of the teacher.
5. The storage of the student's laptop is an important responsibility. It should not be placed in an already overloaded backpack, which could result in damage to the computer.
6. Use of the laptop is intended to aid learning and enhance education. Games, music, movies, instant messengers, screensavers, and software should **NEVER** be used during class time. If a student is "in doubt" of the appropriateness of what is loaded on the computer, the student must obtain consent from his/her principal.
7. The student's laptop is for his/her specific use and should not be lent to another student.
8. The student should keep his/her password private. Divulging this information to another student allows them access to the laptop owner's private information. Therefore, a password is for the individual's own knowledge and use.
9. The purpose/use of the laptop in the classroom is subject to teacher consent.
10. Students using personal laptops for completing homework assignments are expected to print out homework **PRIOR** to class time to be able to turn in the hard copy in class. Teachers will happily accommodate home printer emergencies before school, but students are expected to be prepared with the hard copy of homework. **TCS DOES NOT PERMIT STUDENTS' COMPUTERS TO ATTACH TO OUR PRINTERS.**
11. Laptops should be shut down when not in use. Placing the laptop in a suspended mode rather than the shut down mode could result in damage to the laptop if it is bumped while in transit or if the battery runs down while in the suspended mode.
12. **ACCESS TO THE INTERNET VIA OUR NETWORK WILL BE PERMITTED ON THE LAPTOP BY LEVEL 2 AND LEVEL 3 STUDENTS SUBJECT TO TEACHER PERMISSION WITH OVERSIGHT AND MUST BE APPROVED BY THE DIRECTOR OF TECHNOLOGY.**

- No Chat rooms, Instant Messengers, or Real-Time Communication is permitted.
13. It is preferred that games be loaded on home computers and not on the laptop computers, intended to aid learning performance. Several reasons for this include:
    - a. Games are not permitted in class.
    - b. Games loaded on the laptop serve as a distraction, whether in use or not.
    - c. Games and some programs can drain the amount of memory on the laptop causing inefficient speed and/or causing the potential for the laptop to stall or freeze when needed.
  14. Any laptop or computer device connected to the TCS network must have antivirus and protection current and enabled.
  15. Personal digital assistants (PDA's) for student use are for offline use only. PDA's including Blackberry's, iPhones, iPod Touch etc., may not be connected to the TCS network.

**The Cottage School views use of the laptop as an opportunity and a privilege. Failure to meet the conditions of its appropriate use will result in consequence.**

1. Expectations for appropriate use have been clearly stated. Failure to comply is a choice.
  - A. The first infraction of this policy will result in the student receiving a Yellow slip. This slip must be taken home, signed by the parent, and returned to the principal the next day.
  - B. The second infraction of this policy will result in a Pink slip and one of the student's parents must accompany the student to school the next day:
    - 1) With the signed pink slip.
    - 2) Meeting with the Principal at the Principal's convenience.
  - C. The third infraction will result in suspension from the privilege of using the laptop at school. It is the discretion of the principal if and/or when the privilege to use the personal laptop will be reinstated.

The student and parent MUST sign the *Computer Use Pledge* AND *The Laptop Computer/PDA Use Agreement* found in the back of the Student Handbook. These signed forms must be on file indicating agreement to comply with the policies as stated.

### **CLASSWEB PROCEDURES**

Through an agreement with Classroom Revolution, The Cottage School offers online access to a variety of teacher resources as well as student textbooks. These resources can be accessed from any computer with an Internet connection.

Teachers at The Cottage School maintain ClassWeb pages as a means of providing notes, assignments, and enrichment activities to students. Students are strongly encouraged to enroll in this service. The cost of subscription covers online access, technical support, and access to proprietary assistive technology for one school year. Qualifying students may also access electronic versions of their textbooks via the ClassWeb.

ClassWeb site: <http://classweb.cottageschool.org>

Students are expected to adhere to the following policies when accessing ClassWeb:

1. Keep your user information in your planner. If you paid for ClassWeb before or during registration, your planner will come with a label already in place – on the back of planner cover page, in the lower left corner.
2. All student accounts are accessible by your teachers. Please use your ClassWeb account responsibly. To ensure others do not access your account, be sure to log off at completion of use.
3. Use of ClassWeb is a privilege designed to make information easier and faster to access; if you abuse this privilege, your account may be suspended.
4. For help with ClassWeb, schedule an appointment with Nathan.

## **MEDIA AND CAREER CENTER:** **Expectations and Opportunities**

The Center is a hub for technology use, information access and the encouragement of reading. The center provides areas for collaboration as well as designated areas for quiet study and reading. The Media Center staff supports and encourages an energetic "buzz" of discussion and conversation among students and teachers, while remaining committed to providing an atmosphere conducive to quiet reflection and individual study. Patrons are expected to cooperate with the staff in maintaining a healthy balance between these two aspects of intellectual activity in the Media Center. The chairs and sofas in front of the checkout desk are arranged in conversation groups and are available for conversation and relaxation. Patrons are asked not to re-arrange the furniture. The study tables allow groups who need to work and talk together to meet. Groups working at these tables should be respectful of other groups and of individuals working in the reference section.

### **Use of Materials**

- Students may check out books for a four-week period and other forms of media for one week. Items may be renewed 1 time or on an individual basis with the media specialist.
- Students must have their planner in order to check out materials. Return date will be recorded in the student's planner.
- Students must receive permission to print.
- Students are not permitted in AV room unsupervised.
- A late fee of \$20 per day on each item will be deducted from your TCS checking account. After 5 late days a disciplinary slip will be issued.
- When materials are lost or damaged, a replacement fee will be charged.
- Issue of Student grades is contingent on the return of all media materials.

**Fulton County Library Card:** The Media Specialist and a Fulton County Teen Librarian will be conducting a library card drive for Cottage School students. Any student who attends a school in Fulton County is eligible for a card regardless of their county residence. All library system cardholders can access GALILEO resources remotely with a GALILEO password. Thus, our students will have access to an excellent database used by the county and Georgia Colleges and Universities. Students are responsible for borrowed items and for any overdue fines that may accrue from Fulton County Library.

### **MISCELLANEOUS:**

- Visitors:** All visitors to the school, including those providing transportation, must check in at the reception desk to receive a visitor badge and wait to be directed to the appropriate class or campus area. Any unidentifiable visitor will be asked to leave. Guests may visit at lunch by appointment only and with prior approval of both parents and the school.
- Telephone Use:** The telephone at school should be used only to exchange important information with parents or employers. All students must receive prior written permission from their homeroom teachers to place calls. The student may use the phone during lunch time only and must have a pass. Exceptions for emergency situations may be made with an administrator's assistance. High School students are allowed to use a loft phone under adult supervision, only after they have receptionist's signature on the note from their homeroom teacher.
- Cell Phones and Electronic Devices:** For your protection, you are required to provide the school with the serial number on all technology communications equipment. Failure to do so will prevent the school from assisting you in attempting to retrieve missing items. The school is not responsible for lost or

missing items. **Any device that functions as a cell phone will be classified exclusively as a cell phone and be subject to cell phone rules.** Students may not use cell phones during the school day. Students may not have cell phones in their possession during the school day (on or off campus). Should a student bring a cell phone to school, the student will be expected to do the following:

1. Turn the cell phone off upon arrival on campus and do not activate it during the school day.
2. Give the cell phone to the homeroom teacher for safekeeping as soon as you arrive in homeroom.
3. Retrieve your cell phone from the homeroom teacher immediately prior to leaving for the school day.

We understand that parents want their student to be able to contact the parent and vice-versa, and subsequently, many students are issued cell phones by their parents for that express purpose. While you are at school, your parents may reach you through the Administrative Assistant in the main office. We understand your needs and ask that you instruct your parents on this policy so that both of your needs and the school can be met without disruption to either party. Students who do not abide by this policy will have their cell phones and/or pagers collected by a staff member and given to an administrator to be handled as a disciplinary issue. Repeated violation may result in confiscation of phone for the rest of the school year.

**Consequences for use or possession of cell phone and other electronic devices will be decided by an administrator and may include the following:**

- 1<sup>st</sup> time – collected by instructor until the end of the day
- 2<sup>nd</sup> time – collected and held until a parent picks it up
- 3<sup>rd</sup> time – collected and held by the school for a week
- 4<sup>th</sup> time – collected and held by the school until the end of the semester

D. **Headphones:** From time to time, students may need to wear headphones as a function of assisting with maintaining focus. In keeping with our policies regarding individualized instruction, students who may require this accommodation should have it noted in their IEP. Students may request permission, from time to time, for the use of headphones during appropriate classroom activities. Permission should be requested in advance of the use of the headphone and permission will be granted at the discretion of the instructor. Clearly, headphone use during lectures or videos would not be appropriate. The instructor has the discretion to screen the subject matter being played on the audio device, and inappropriate or distracting materials may be denied. As a parent, should you know this accommodation is reasonable, necessary and in the best interest of your student, please inform your student's homeroom teacher.

**Please note that permission to use headphones during appropriate academic class times does not constitute permission for use during unstructured time (e.g. in between classes) or during social interaction activities (e.g. lunch, on and off campus activities, etc.). Misuse of this accommodation could result in a loss of the accommodation and confiscation of the equipment. In the MS, audio devices are restricted to CD Players only.**

E. **Video Games:** In an academic environment, video games and similar electronic devices can be distracting and disruptive, and we request that students do not bring them to school. In addition, when played during non-academic times at school, video games very often limit social development and interaction. There may be occasional, non-academic times when video games and similar electronic equipment are permitted with prior approval from the supervising personnel. Disruptive electronic devices will be confiscated by a staff member.

F. **Medication/Drugs:**

## **Middle School Procedures**

The Cottage School is committed to providing a healthy, safe learning environment for our students. It is our policy that parents submit correct information to ensure appropriate dispensing of medication. Therefore, the following procedures will be followed.

**Middle School Prescription Medication:** The parent and the school share the responsibility for ensuring accurate intake of prescription medications. The following procedures are required:

1. The parent will complete and sign the *Medical and Emergency Form* and submit it to the school office at the beginning of the school year and when a new prescription medication is prescribed to be taken at school.
2. All information must be completed on the form, including:
  - Times and dosage of medication as prescribed by the physician.
  - Parents provide written instructions with each medication for the student's file.
  - Parents provide written notification of any change in medication, including dosage adjustments.
3. Parents, not students, must submit **all prescribed medication in the original container** to the school office. Medication will not be accepted in other containers- no zip lock bags, no pill boxes, no envelopes.
4. Parents must also provide an emergency dose of all medications to be taken at school.
5. If a student carries medication on campus the medication will be confiscated and a yellow slip or other disciplinary consequence will be issued to the student. The medication will not be dispensed to the student until the parent comes in to verify medication and dosage instructions.
6. All prescribed medication will be secured in a locked location in the school office.
7. Students will come to the school office when their medication is due and authorized personnel will dispense medication according to the *Medical and Emergency Form* or addendum.
8. The information will be recorded to indicate the time and dosage the medication was taken so that accurate feedback can be provided to the prescribing physician.
9. One week prior to the depletion of medication, families should provide one additional month's medication.
10. **Parents MUST inform the school of all changes in prescription medication, even if the medication is not or will not be taken at school, including all A.M. and P.M. medications.**

## **Middle School Non-prescription Medication:**

Students requiring non-prescription medication while at school must adhere to the following procedures:

1. If the medication (Tylenol, etc.) has been authorized by the parent on the Emergency and Medical Form, authorized personnel will dispense the medication as prescribed.
2. If a non-prescription medication is needed that has not been previously authorized by the parent on the Emergency and Medical Form, the parent must provide written authorization with specific information about accurate dispensing. Parents are required to submit medicines to the office if the student requires them on a regular basis. The same procedures designated for prescription medications will be followed. Students are **NOT** permitted to share their personal medication with another student.

**High School Medication:** Any student who takes prescription medication during the school day must make arrangements through the principal's office. If meds are essential, students should provide for an emergency dose in an original prescription bottle to be taken in the event medication from home is forgotten. Emergency doses will be maintained in the office only. Students may **NOT** share or distribute medications. Violation of this rule may result in expulsion. The staff cannot function effectively without vital medication information, so we strongly request that medication

information including name, dose and frequency be provided to the homeroom teacher. If there are any changes in medication, dose or frequency, please inform the homeroom teacher of the changes immediately.

**G. Community Responsibility:** Each student represents The Cottage School student body. It is essential that neighborhoods and visitors to the campus see adolescents behaving in a responsible and respectful manner. Respect for our neighbors requires that we follow these guidelines:

1. No loitering, smoking, use of tobacco products, parking on neighborhood streets, in front of the school or across from the school campus.
2. No smoking in the streets or yards of campus neighbors.
3. No trespassing on neighboring property.
4. No loud automobile noises (i.e. squealing tires, loud radios or horn honking).
5. No littering or throwing trash from car windows.
6. No loud whistles, yelling or profanity.
7. No involvement in illegal activity

Students who violate the guidelines will be subject to disciplinary action. Continued disregard for community concerns may result in termination of enrollment.

**H. Medical Conditions:**

1. Pregnancy does not necessarily prevent a student or staff member from continuing at The Cottage School, as long as participation in daily activities on campus does not endanger the health of the student/staff.
2. AIDS and Other Life-threatening Diseases
  - a. Epidemics of disease present enormous dilemmas to our society, straining our human, financial and health resources. Like smallpox, cancer and polio before it, Acquired Immune Deficiency Syndrome (AIDS) and its related conditions are approaching pandemic proportions.
  - b. The Cottage School begins with the understanding that Acquired Immune Deficiency Syndrome (AIDS) and its related conditions are not confined to any single community. AIDS is not caused by lifestyle or sexual orientation. It is caused by a virus that can be transmitted to anyone who engages in high-risk activity. In short, we are fighting a disease, not people.
  - c. The Cottage School staff and students are not required to inform the administration that they are ill with AIDS or other life-threatening illnesses. However, should they want to make it known, any person with a life-threatening illness such as AIDS, cancer or multiple sclerosis should be treated in conjunction with the following principles:
    - 1) Staff or students with any life-threatening illness should be offered the right to continue at The Cottage School so long as they are able to continue to perform satisfactorily and so long as the best available medical evidence indicates that their continued stay does not present a health and safety threat to themselves or others.
    - 2) Administrators and staff should treat all medical information obtained from staff members or students with strict confidentiality. Confidentiality of staff or students' medical records, in accordance with existing legal, medical, ethical and management practices should be maintained.
    - 3) Staff or students who are affected by any life-threatening illness should be treated with compassion and understanding in their personal crisis. Reasonable efforts will be made to accommodate seriously ill patients by providing flexible work areas, hours and assignments whenever possible or appropriate.
    - 4) Staff and students will be asked to be sensitive to the needs of critically ill colleagues and to recognize that continued involvement within our community for a staff member or

student with a life-threatening illness can be life-sustaining and can be both physically and mentally beneficial.

- 5) A person carrying the AIDS virus is not thought to pose a threat to the health of co-workers, since there is no evidence that AIDS is spread by common everyday contact. Thus, staff members can expect to continue working with co-workers or students who have AIDS or its related conditions.
- 6) The AIDS antibody test or virus test will not be used as a prerequisite for employment or a condition for continued employment or enrollment. Knowledge or presumed knowledge of the AIDS antibody or virus status will not be used to discriminate against a staff member or student for any reason.

## SEXUAL HARASSMENT, OTHER FORMS OF HARASSMENT AND INTIMIDATION:

### Sexual Harassment

The Cottage School will not tolerate sexual harassment. Sexual harassment includes creating a sexually intimidating, offensive, or hostile environment. Sexually harassing conduct can include, but is not limited to:

1. Sexual innuendo, propositions or threats, suggestive comments, and insults and jokes about gender-specific traits;
2. Suggestive or insulting noises, leering, whistling and obscene gestures;
3. Touching, pinching, brushing the body, coercing sexual intercourse and sexual assault;
4. Displaying, forwarding and electronically transmitting sexually explicit materials.

Please note that, while this policy sets forth our goals of promoting an environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### Policy Against Harassment/Intimidation

The Cottage School will not tolerate any form of harassment based on race, color, sex, religion, national origin, age, disability, or sexual orientation. "Harassment" includes but is not limited to:

1. Slurs, jokes and insults regarding traits associated with an individual's race, color, sex, religion, national origin, age, disability or sexual orientation.
2. Insulting gestures or other verbal or physical conduct directed toward or relating to a person because of his or her race, color, sex, religion, national origin, age, disability or sexual orientation.
3. Physically intimidating or offensive contact or physical assault or verbal abuse upon an individual, or sabotage of an individual's work, because of his or her race, color, sex, religion, national origin, age, disability or sexual orientation.

Such conduct is prohibited regardless of the race, color, sex, religion, national origin, age, disability or sexual orientation of the people involved. Any employee or student who violates this policy will be disciplined up to and including discharge or termination of enrollment.

If you feel that you are being harassed based upon your race, color, sex, religion, national origin, age, disability or sexual orientation, or if you witness or receive a report of harassment, you should immediately notify the principal of the school. The matter will be thoroughly investigated and your complaint will be kept as confidential as possible. The Cottage School strictly prohibits retaliating or discriminating against anyone for reporting harassment. Anyone who attempts to retaliate against you in violation of this policy will be disciplined accordingly. You will not be penalized in any way for reporting harassment.

Please do not assume that The Cottage School is aware of your problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help to resolve them.

**ATHLETIC POLICY AND PROCEDURE MANUAL:**

**I. After School Opportunities:**

- A. We have worked hard to create an afterschool program that provides our students and parents with maximum flexibility. The list of opportunities for your child after school are described below:
1. **Academic Support** – The teaching staff is available on Tuesdays, Wednesdays, and Fridays from 3 – 4 P.M. (or in the A.M. by appointment) for additional academic support at no extra cost.
  2. **After School Program (ASP)** – High School and Middle School students will have a homework hour from 3:30 – 4:30 P.M., followed by either activities or more Enrichment assistance with homework, organization, and study strategies from 4:30 – 6 P.M. ASP fees are prepaid in advance by month and are non-refundable.

**ASP Fee Schedule**

	Month	Monday Only*	Mon. & Fri. Only*
August 2011	\$78	\$24	\$40
September 2011	\$120	\$24	\$56
October 2011	\$126	\$40	\$72
November 2011	\$90	\$16	\$32
December 2011	\$72	\$24	\$48
January 2012	\$96	\$24	\$48
February 2012	\$108	\$24	\$48
March 2012	\$126	\$32	\$64
April 2012	\$96	\$32	\$56
May 2012	\$84	\$24	\$48

\*If your child participates on competitive sports teams during the week, but you need ASP coverage on days when practices are NOT held, then you would select one of the starred options for the appropriate months.

3. **Competitive Sports Teams** – High School and Middle School students can participate on any sports team listed below throughout the year. Fees are determined based on the number of seasons your child participates. Competitive Sports fees & After School Program fees can be combined in order to assure supervision on days when practices are not held. Competitive Sports fees also include membership in the TCS Athletic Booster Club.

**Sports Fees:**

\$150 per Sports Season (\$150 for 1, \$300 for 2, \$450 for 3)

**Fall Season:**

August 16<sup>th</sup> to October 21<sup>st</sup>  
 Registration by August 16<sup>th</sup>  
 Choices:

Soccer  
 Volleyball  
 Cross Country

**Winter Season:**

October 25<sup>th</sup> to February 15<sup>th</sup>  
 Registration by October 25<sup>th</sup>  
 Choices:

Women's Basketball  
 Men's Basketball

**Spring Season:**

February 21<sup>st</sup> to April 28<sup>th</sup>  
 Registration by February 21<sup>st</sup>  
 Choices:

Track and Field  
 Baseball  
 Tennis  
 Golf

\*Note: Dates for specific sports vary within the season. Check with coaching staff for exact dates.

4. **Late Pick-Up** – If you are unable to pick up your child at ANY scheduled pick-up time (either at the end of the school day (3:15 P.M.), practices, or ASP, etc.), there will be a **\$1 per minute late fee**.
5. **After School for Credit** – After School for Credit is also available as an after school option for your child. Please contact the Admissions Office if you have interest in enrolling your child in an After School for Credit course.
6. **Additional Academic & Tutorial Programs** – Additional services are available for an hourly fee of \$65 per hour, covering such topics as SAT/ACT Prep, Speech/Language services, social skills, etc. Please contact your child's Principal in regard to additional academic and tutorial programs.

B. Some important differences you should note in this new program:

1. Sports or Award Banquet Tickets are NOT a part of this fee schedule. Tickets for those events will be handled separately in accordance with the number of tickets each family desires.
2. We no longer have an Ancillary Department. If you wish to have supervised homework completion time, but do not wish to have ASP or Competitive Sports Team access, please contact the Business Office and a specific program will be discussed with you. The fee will be hourly and will be a function of the number of days and hours you desire for assistance with homework completion. If you wish to enroll your child in an After School for Credit course, please contact the Registrar. Additional Academic & Tutorial Programs previously provided through the Ancillary Department can be arranged through the Business Office.

## II. Academic and Eligibility Restrictions

- A. AAC guidelines state that students with a cumulative average of 69% or below are ineligible to compete in league play for the next semester.
- B. Cottage School students that are not in good academic standing may be placed on academic probation until necessary recovery plan mandates have been completed to standard. After lifting probation, the student must attend a practice before being allowed to participate in a game.
- C. All prohibitions may be created or removed at the discretion of the Athletic Director and/or Principal.
- D. All student-athletes must complete a physical examination and have consent to participate in all sports by the doctor and parent/guardian before the sports' respective season. Physical examinations must be renewed each calendar year (ex: Nov. 2011 is good through Nov. 2012).

## III. Performance Criteria Policy

- A. All students interested in participating on athletic teams will receive a fair performance criteria assessment based on objective standards generated by each coach for each specific sport.

- B. Performance criteria for each sport will be posted with the respective signup sheet for that sport and can be provided in advance for each sport season to any student or parent who requests a copy of the criteria from the Athletic Director.
- C. Each TCS team will have a “cap” for student participation. This cap is set in accordance with such factors as:
  - 1. Transportation Availability.
  - 2. Designated Coaching Staff for supervision and instruction.
  - 3. Individual team needs insofar as roster requirements for competitive purposes.
  - 4. Roster limits to ensure reasonable individualized instruction and game time participation.

#### **IV. Practice and Participation Policies**

- A. Students possessing a higher level of athletic talent will NOT be provided with preferential treatment.
- B. A strict NO PRACTICE, NO PLAY policy is operative from the start to the completion of all seasons.
  - 1. Coaches will take attendance before departing for all games/practices.
  - 2. Coaches will call the front desk to report any absences. The coach or office staff will report the absence to the parent(s) or guardians in question.
  - 3. Students must provide a parents’ note informing the coach of the anticipated absence.
  - 4. Coaches may require players to check in with them before AM homeroom on game days.
  - 5. If a player does not show up for a practice or a game, they will not be allowed to participate in the following game; however, advance exceptions may be allowed in the instances detailed below.
- C. Exceptions:
  - 1. Possible exceptions may be granted for medical reasons or for a student to receive needed academic help after school.
  - 2. For an exception to apply, the student must make contact with the coach, prior to the start of practice; preferably by 8AM, but no later than lunch (12:30-1:15 PM).
  - 3. Students may not drive to practice or to a game. Exceptions may be granted only at the discretion of the principal and the athletic director in an emergency situation.

#### **V. Practice Guidelines**

- A. Practices may NOT be held during Monday staff meeting. For extraordinary situations, the Athletic Director and the Principal may waive this standard on a “one time” basis.
- B. Practices may NOT be cancelled without the express permission of both the Athletic Director and the Principal. Should a situation arise where a cancellation is necessary, advance notice to students and to parents will be provided.
- C. In the event of a game cancellation, students will be permitted to call their rides.

#### **VI. Scheduling**

- A. Practice and game schedules will be provided to students on the first date of practice. Students must copy the schedule into their planners.
- B. Schedules will also be distributed in the Wednesday Packet before the first Wednesday of the athletic season.
- C. Any amendments to the schedule will be communicated via subsequent Wednesday Packets, The Cottage School website, as well as by updated schedules distributed to the athletes and their parents. The changes to the athletic schedule will be posted on the TCS homepage in red or bolded script as soon as the update is made.

## **VII. Making up HS Attendance Hours**

- A. There is no blanket policy allowing athletes to make up attendance hours by attending athletic practices/contests.
- B. Possible arrangement for makeup attendance hours during sports:
  - 1. The student must, on their own initiative, meet with the HS principal.
  - 2. An hour may then be made up through athletics under the following three conditions:
    - a. The athlete must come to the principal's office to secure approval for the PM hour's supervisor. The athlete must sign in and show the note to hour's supervisor.
    - b. The athlete must attend the game or the practice.
    - c. The athlete must participate to the satisfaction of their coach for the hour to count.

## **VIII. Supervision of Athletes**

- A. Student athletes are expected to be with supervising adult/coach at all times.
- B. Students are not allowed to leave campus and return to school for practices or for games without permission from their head coach and principal.
- C. In the event that a game does not start for several hours after the end of the school day, the following guidelines will apply:
  - 1. The coach shall provide a supervised study hall setting, taking note of highlights and other information conveyed in the planner to structure their athletes for academic success.
  - 2. The coach may opt to take the students out for a meal. If this option is justifiable, the coach must provide notice to the students and to the parents ahead of time.
- D. The Head Coach will designate a time that teams will return to campus following games or practices. Parents will have a fifteen minute grace period to secure the pick-up of the students. After this grace period, they may be charged a late pick up fee, employing the same fee schedule used for the after school supervision program.

## **IX. Use of Parents/Volunteer in Coaching Roles**

- A. Parents may substitute and/or be used as assistant coaches only in extraordinary situations and with approval of the Athletic Director and the appropriate campus Principal.
- B. Parent coaches are limited to support supervisory and instructional purposes only. Parents will NOT:
  - 1. Act as head coach.
  - 2. Address the team as a head coach before, during or after games/practices.
  - 3. Touch or physically interact with players. All instruction or discipline will be limited to verbal instruction only and always and only in the presence of a staff member.
  - 4. Drive a Cottage school bus.

## **X. Bus Security**

- A. Buses should be checked out at the beginning of all sports seasons to cover all practice and game needs.
- B. Always drive the bus that you have been assigned, with the exception of an emergency situation.
- C. A medical folder must be on each bus every time that you leave campus.
- D. Each driver needs to sign out a cell phone with the front desk or provide their personal cell phone number where they can be reached to the receptionist. The receptionist must have access to the cell phone number to ensure that the coach and the students can be easily reached in the event of an emergency.
- E. When possible, one adult should station themselves in the back of the bus to aid in student supervision.

- F. All students need to be buckled in and seated at all times while the bus is in motion.
- G. Boys and girls should be seated separately.
- H. One of the supervisors must verify the condition of the upholstery and record the seating arrangement before and after each trip. Any damage to the bus that occurred during the trip must be reported immediately to the principal, with appropriate disciplinary documentation.
- I. The back door may only be opened in emergency situations or when necessary by the head coach.
- J. Students should NOT open or close the back door.
- K. Students should NOT have possession of the bus key.
- L. Upon return to campus, the back door of the bus must be secured, all trash disposed of, and electrical units turned OFF, emergency break turned ON; while all keys, cell phones and bus folders must be returned to the front desk.

## **XI. Incident Reports**

- A. Any injury occurring in practices or games must be written up on an incident report form, which can be found in the bus folder.
- B. If there is any doubt, coaches will err on the side of caution when seeking appropriate medical attention for an injured student.

## **XII. Emergency Policy**

- A. Call 911 in the event of any serious injury that requires immediate medical attention.
- B. Direct the team captain to assemble the team to sit quietly away from the injured student.
- C. Direct an assistant, staff member or parent to retrieve the Emergency Release Form from inside the bus folder. The form will then be ready to present to the paramedics upon their arrival. Replace the form upon return to campus.
- D. Immediately contact the guardian of the injured student, to report the nature of the injury, the treatment rendered and the hospital you are heading to.
- E. After the departure of the paramedics, return with the team to the school.
- F. Contacting an administrator:
  1. Contact the principal or the athletic director to report the incident.
  2. If the student was transported to an emergency room, call the hospital to determine the condition of the student.
  3. If an administrator was unavailable, continue to call until you reach someone. Keep in mind that all numbers are programmed into the school issued cell phones. If using your own cell phone, please make sure you have all administrator contact numbers programmed into your phone.
  4. Complete the Injury Report Form for the principal.
  5. The Cottage School is equipped with defibrillators, heat monitors, and lightning detectors in case of an emergency or to prevent one. The coach for the higher risk sport will carry them with the team.

## **XIII. Refreshments**

- A. Coaches are responsible for bringing water to all games and practices. Water coolers may be checked out from the Athletic Director at the start of the season.
- B. Parents may provide snacks and drinks for pre and post-game situations only.
- C. A designated parent volunteer will contact parents and schedule others to bring game snacks and drinks.

## **XIV. Role of Team Captains and Team Managers**

- A. Captains are voted on by the team and coaches.
- B. Captain Expectations:

1. Verbally encourage teammates.
2. Lead drills and warm ups.
3. Not to yell or verbally assault teammates.
4. Organize the loading/unloading of equipment.
5. Check attendance each morning of practice and/or game.
6. Will address the team at the coach's direction.
7. Assist in emergency situations.
8. Act as a liaison between the team and game officials.

C. Managers:

1. Like a captain, managers may not address the team without the coach's express permission, and they are not to yell or verbally assault teammates. Additionally, managers are not to initiate conversation with game officials during competitions.
2. Specific roles, duties and responsibilities may be tailored to meet the particular needs of the coach and the team. Roles may potentially include:
  - a. Recording individual and team statistics.
  - b. Loading and unloading of equipment.
  - c. Filling water coolers before and during games/practices.
  - d. Taking attendance.

**XV. Sportsmanship Standards**

A. Athlete Expectations:

1. Each athlete will sign their name to an "athletic pledge" in order to participate on any TCS team.
2. Athletes will remember that they represent their school at all times and will conduct themselves according to our highest behavioral standards.
3. Athletes will demonstrate respect to all teammates, staff, officials, fans, parents/support groups, and opponents.
4. Athletes will refrain from unbecoming conduct such as taunting, inappropriate language, and unnecessary physical contact.
5. Athletes who violate this pledge may be suspended or removed from their team, and may potentially face sanctions beyond the season when the violation occurred. Depending on the offense the athlete could be removed from the team on the first offense, but may for sure be removed by the third offense.

B. Spectator Expectations:

1. Fans will provide positive support to TCS athletes while extending proper respect to all competitors.
2. Parents/Guardians of athletes will specifically be asked to sign their own pledge to uphold this expectation of encouragement and respect at all athletic events.
3. Fans will refrain from taunting, inappropriate language, and otherwise interfering with the ability of officials and athletes to safely participate in the activity.
4. Spectators who refuse to accept redirection from TCS staff or game officials will be asked to leave the event. If need be, local law enforcement may be summoned to deal with disruptive and non-compliant fans.
5. Spectators who violate these guidelines in an excessive manner will be banned from attending future TCS events.

**XVI. Uniform Distribution and Collection**

- A. Uniforms will be inventoried by the Athletic Director and Coach at the start and end of each season. The coach must ensure that the same number of uniforms are returned at season's end. Any uniforms that are missing will be charged to the coach, or to the player assigned the uniform.

- B. Students who fail to turn in uniforms will have their grades held until they are returned. A “hold” is activated by emailing the Athletic Director and Registrar. If the student is a senior, he/she will not receive their diploma until the uniform has been turned in (clean and undamaged) or upon payment to replace the missing uniform.
- C. Uniforms that are no longer in usable condition must be reported immediately to the Athletic Director and the student athlete may be asked to reimburse TCS.
- D. The cost for uniforms are as follows (prices are subject to change):
  - Volleyball = \$50
  - Soccer = \$50
  - Cross Country/Track and Field = \$20
  - Basketball = \$50 per set
  - Baseball = \$50
  - Softball = \$50
  - Tennis and Golf purchase their own uniforms annually.

## **XVII. Gifts and Recognition for Coaches**

- A. Consistent with TCS policy, just as teachers cannot accept gifts from students or parents/guardians the same standard applies to TCS athletics.
- B. All teachers will receive recognition and a gift through the Parent Association Committee at the Staff Luncheon scheduled for the end of the year. In the event that parents and students would like to demonstrate additional gratitude for the coaches and their extra efforts, any additional recognition must be offered through the official channel of the Athletic Booster Club and given to the coaches at the HS sports awards banquet and/or the MS awards banquet.
- C. The intent of this rule is to insure uniformity of recognition for all coaches and to remove even the suspicion of favoritism toward families or students who provided gifts. While often intended as a gesture of appreciation and goodwill, experience demonstrates that such gifts may undermine team morale.
- D. Note that due to copyright considerations it is essential that any document, article of clothing or athletic wear sporting a TCS logo must first gain the approval of Laura Burdett and the Advancement Office. Only the official TCS Cougar may be used on any uniform, spirit wear, warm-ups, or T-shirts. The logo must be obtained from the Advancement Office and a proof submitted for approval before production commences. Four Cougar logos are available for use: Circle Cougar (2), Leaping Cougar, and Cougar Head. The selected logo may not be altered.

### GUIDELINES AND EXPECTATIONS FOR PARENTS:

1. Students going home with another student or need to be dismissed early from school for any reason, must submit a note be sent to the homeroom teacher who will forward to the receptionist beforehand. This is especially true in the case of family trips, trips to see colleges, and doctors' appointments.  
\*Because it has become necessary for us to ensure appropriate arrangements have been made, the middle school will require a note from both families.
2. Students who must stay after school to complete work assigned, will contact the parent during lunch, and transportation will have to be arranged at that time.
3. Frequent contact between teachers and parents insures that the maximum support network can be achieved to help the student. We expect the parents to help the faculty with problem-solving and setting limits to benefit the student. Every effort will be made by the faculty to consider individual family needs. However, in return we hope to have your support and cooperation.

4. A parent directory will be furnished to each family at the beginning of the school year. We encourage parents' contact to confirm social parameters and car pool arrangements.
5. Each family is expected to take an active role in the Parent Association since this is an integral part of our support team here at The Cottage School.
6. On infrequent occasions parents may be asked to drive students on field trips.
7. Parents must read and support Guidelines for Students.
8. Parent letters and other messages are sent home with the student or posted online on **Wednesdays** and expect a parent/guardian signature as verification of receipt on Thursday morning. **Students failing to demonstrate acknowledgement of parental receipt will be required to make telephone contact with a parent at the beginning of the lunch hour to discuss materials sent home on Wednesday and may be held 10-15 minutes the following day.**
9. The school administration is responsible for determining whether an absence is excused or unexcused. Family plans should be approved by school personnel well in advance of the absence.
10. Under no circumstances are teachers allowed to charge fees for supplemental work with students without administrative approval.
11. Out of consideration of our staff, in the event you may need to contact an instructor or administrator at home, please call before 9:30 P.M. unless other arrangements have been made.
12. The use of computers for social communication should be monitored to ensure appropriate communication and to avoid inappropriate content .
13. At all times, we expect respectful and professional communication with school personnel, students and families in person, on the phone and/or via e-mail. While e-mail does allow convenient communication, it is an inappropriate means for conflict resolution. Please make direct verbal contact with the individual with whom you need to discuss an issue or concern and refrain from attempts to problem solve via e-mail. Since timely communication is such an important part of our support of each student, we ask that all call messages from school staff be returned within 24 hours.
14. It is a parent's responsibility to inform the school of any changes regarding address, phone or medication.
15. When you need school personnel to complete evaluation forms for physicians or psychiatrists please submit forms to the appropriate school counselor 2 weeks prior to the desired completion date. Do not distribute to individual instructors. The **appropriate school counselor** will be responsible for distribution to and collection from appropriate staff. Copies of reports will be made and placed in confidential student files, and originals will be forwarded to the requesting party.
16. Parents are requested to ensure attendance should Saturday School be earned by their child.
17. Parents should not be in contact with staff members via any social networks.
18. Just as teachers cannot accept gifts from students or parents/guardians the same standard applies to TCS athletics. All teachers will receive recognition and a gift through the Parent Association Committee at the Staff Luncheon scheduled for the end of the school year.
19. If a parent chooses to provide treats for their student's birthday, please make arrangements to provide them to the whole school, rather than select individuals. Private parties should be held in private.

#### **GUIDELINES FOR SOCIAL EVENTS:**

**Non-school related events:** As our teens get to know themselves and each other, they will want to spend more leisure time together. Much of the school curriculum is designed to help adolescents learn to enjoy each other without drugs, alcohol or risk-taking behavior. We encourage the development of healthy friendships and growing self-esteem as the two surely are related.

As our adolescents begin to make plans together, the adults can ensure that the setting is safe and the experience is positive. The school will not be responsible for any event that is not officially sanctioned by the administration and cannot be responsible for situations that occur on the weekend, but we can provide some guidelines.

### **If your teen is hosting the party:**

1. Please be sensitive to the feelings of all of our students when distributing invitations. Invitations should not be distributed at school unless approved by the principal.
2. Set ground rules about the number of guests, time, food, dress and activities long before the event. It is a violation of school policy to have alcohol and/or drugs present.
3. Have a plan in place should the student arrive "under the influence." Our recommendation would be to immediately contact the parents and have them come and pick him/her up.
4. Be clear about the plan should drugs or alcohol be brought to your home.
5. Do not agree to be invisible. It is essential that the kids know you are there.

### **If your teen is attending a party or event:**

1. Have all the details - where, when, how long, whose house, who is in charge - before you give permission.
2. Call the hosting parents to confirm the chaperone situation.
3. Know the teens with whom your adolescent may be traveling.
4. Be clear about consequences for disregarding the curfew and follow through.
5. Feel free to call other parents if you have any concerns about the plans. There is strength in numbers!

Staff members cannot be responsible for information or for making arrangements for non-school sponsored parties. The school cannot take responsibility for the behavior of our students on the weekend during non-school related activities; however, inappropriate behavior that occurs outside of school hours may warrant consequences from school administrators.

### **THE PARENT ASSOCIATION:**

The Parent Association Committee (PAC) at The Cottage School is a self-governing body of current parents who elect officers and act as a support group reinforcing the efforts of the school. Various committees have defined roles in the school's yearly activities and special programming. Staff members act as liaison between parents and faculty. All parents are encouraged to participate in these meetings and take an active role in the year's planning.

### **OFFICE OF ADVANCEMENT:**

The Cottage School's Advancement Office maintains and strengthens connections among the TCS community: students, alumni, parents, grandparents, alumni parents, corporate and civic organizations, and friends. Through frequent and effective communications, we report to the community on the outstanding work being done at TCS and listen to feedback from our community to assist in identifying the areas with a potential for growth. In order to further The Cottage School's mission, the School solicits support through programs such as the Key Annual Fund, Glitter Under the Stars benefitting the Stephen Bayley Scholarship Fund for Tuition Assistance, and periodic capital campaign projects.

The Office of Advancement focuses its energies on these primary functions:

1. Annual Fund; periodic Capital Campaigns; Grant Research and Preparation;
2. Liaison with Volunteer Committee in planning and implementing the annual Glitter Under the Stars! fundraiser, which benefits the tuition assistance fund.
3. Marketing and Communications;
4. Alumni Relations;
5. Public Relations, including press and the maintenance of a consistent visual image of the school on all publications;
6. External Communications, including website, brochures, admissions materials, newsletter, press and advertising;

## 7. Special Events (anniversary celebrations, ribbon-cutting ceremonies, etc.)

The Advancement Office strives to work in harmony with the entire TCS staff, Board of Directors, families and friends in all aspects relating to the marketing and promotion of TCS services to the community.

### **Fundraising**

**The Key Annual Fund:** Annual Giving is the single most important source of non-tuition income for The Cottage School. It is a responsibility all members of TCS community share.

#### **10 percent can make the difference!**

The goal of the Key Annual Fund is to build a solid annual giving program that will eventually provide a critical 10 percent of the School's operating budget, enabling TCS to enhance its programs and keep tuition increases minimal. Unrestricted gifts to the Key Annual Fund directly and immediately benefit each student and faculty member as well as every program on campus.

In addition to the financial benefits the school receives from a gift to the Key Annual Fund, participation, at any level is the single strongest factor considered by private and corporate foundations in determining whether or not to lend their support to The Cottage School. *Many foundations will not consider a request for funding if the organization has not achieved 100 percent participation in its Annual Fund by Board, staff, and key stakeholders (in a school's case, parents).*

Gifts of all sizes really do make a difference because their collective impact is enormous. The Key Annual Fund Campaign kicks off in August of every year. Pledges and gifts are solicited from August through May. Pledges must be fulfilled by May 31 to be counted in the total.

The Key Annual Fund differs from other fundraising efforts because it directly supports The Cottage School's operating budget. *The Key Annual Fund is the single most critical fundraising program for The Cottage School. All parents are encouraged to support it first before supporting any other fundraising program.*

**Capital Campaigns:** Periodically, The Cottage School will raise funds for large-scale projects such as new construction, technological and campus renovations, or endowments. This type of effort is typically referred to as a capital campaign. The Cougar Center was the result of a \$2 million Capital Campaign conducted 2007-2009.

**Glitter Under the Stars!:** Glitter Under the Stars! is TCS' annual silent and live auction fundraising event. Glitter under the Stars! delivers a unique fun-filled evening of festivities, food, drink, and an incredible array of student artwork, silent and live auction items, and the fabulous homeroom-sponsored Glitter Baskets! Glitter Under the Stars! is held in the Spring on the TCS campus.

#### **What Other Fundraising Programs will TCS ask Parents to Support?**

**None!** The Cottage School streamlined its fundraising efforts in order to ensure that our community is not overburdened with requests for donations, and to create a consistent, unified focus for the school. In addition supporting the Key Annual Fund, **the only fundraiser that parents are asked to support is the annual Glitter Under the Stars! Spring gala.**

**Any fundraising proposals must be pre-approved by the TCS Advancement Office. This includes proposed fundraisers by the Booster Club, Class/Club activities, and Parent Association, etc. Community Service fundraisers, such as Relay for Life must also be pre-approved by the Advancement Office.**

In addition, the TCS community may support the school through contributions of goods and services.

**Gifts In Kind:** Gifts In Kind are donations of goods and services other than cash or pledges. Examples of Gifts in Kind include computer equipment, furniture, appliances, library materials or accessories, carpentry, landscaping, or printing services. **IMPORTANT: Please contact the Advancement Office before making a donation of a gift or service.** Although a gift may have value, it may not be something that can be utilized by the school. Accepting items or services that the school cannot use deprive the donor of the opportunity to have his/her contribution used in a meaningful manner. Once the Advancement Office determines that a gift or service is appropriate for the school's use, paperwork will be produced to document the donation. **The Cottage School does not place a monetary value on in-kind donations.** There are specific IRS regulations that must be followed in order for the donor to receive a tax deduction for the donation. The Advancement Office can only acknowledge the receipt of the gift and will not assign a dollar value.

**Foundation / Corporate Grants:** Grant proposals are submitted throughout the year to foundations primarily located in Georgia based on each foundation's deadlines and review dates. Grant proposals are written to request a foundation's assistance in the funding of our tuition assistance program, capital improvement projects, and programs such as Project Work and the Career Center. Grants are also submitted to organizations such as the Roswell Woman's Club and Rotary for senior scholarships and special projects. **All grant requests must be processed through the Advancement Office.**

### **Are Tuition Payments Tax-Deductible as Charitable Contributions?**

No. IRS publication 525 states the following regarding **charitable donations:**

Page #3 - "The contributions must be made to a qualified organization and not set aside for use by a specific person".

Page #7 - "If you receive or expect to receive a financial or economic benefit as a result of making a contribution to a qualified organization, you cannot deduct the part of the contribution that represents the value of the benefit you receive...including: Tuition, or amounts you pay instead of tuition, even if you pay them for children to attend parochial schools or qualifying non-profit day-care centers."

### **Marketing / Communications / Public Relations**

**Annual Report:** The Annual Report is published each August. It reports on the success of the previous school year's fundraising campaigns and recognizes donors supporting each campaign.

**Public Relations:** Press releases are issued to Metro Atlanta publications on a regular basis. As with the keynotes, please contact the Advancement Office with any news-worthy item that we may release for publication or a unique event for which we may request press coverage.

**Use of TCS logo, crest or other emblems:** To utilize any of these designs, either in-house or for external communications, please contact the Advancement Office for assistance in selecting and displaying the design. Each design is available in a variety of graphic formats, and we'll help you determine which best suits your needs. *All external publications utilizing the TCS logo must be pre-approved in writing by the Advancement Office. This includes use of the TCS logo and/or cougar on promotional items and clothing. The logos may not be modified or recreated, including alternative cougar designs.*

**Website:** The Advancement staff updates the [www.cottageschool.org](http://www.cottageschool.org) website on a regular basis. The school's weekly Wednesday Packet is distributed electronically through the website.

**Twitter:** The Advancement Office offers two Twitter Accounts to enable constituents to receive information on their cell phone or mobile device. Follow school news at [twitter.com/CottageSchoolGA](https://twitter.com/CottageSchoolGA) or sports updates at [twitter.com/TCSCougars](https://twitter.com/TCSCougars).

**Advertising:** Print ads are placed in Metro-Atlanta publications on a regular basis. These ads promote the school's programs, including summer and ancillary offerings.

## **Alumni Relations**

The Office of Advancement maintains communications with and among TCS alumni, via newsletters, email, [www.cottageschool.org](http://www.cottageschool.org) and an Alumni-only Facebook group (The Cottage School Alumni Association – [www.facebook.com/TheCottageSchool](https://www.facebook.com/TheCottageSchool)). Alumni may complete update forms online, when they visit the campus, or through an annual mailing from Advancement to all alumni.

Alumni are invited to school celebrations such as Ribbon-Cutting ceremonies, Graduation, and, of course Homecoming.

Alumni are invited to join the Alumni Association, which will become the vehicle for planning class reunions in the future.

## **WHOM TO CONTACT TO CLARIFY COMMUNICATIONS:**

To clarify communications, the following list should help you determine whom to contact with questions or concerns:

**Homeroom Teacher:** Middle School (770) 640-8037 High School (770) 641-8688  
Your number one liaison to other staff, the daily performance of students, school policies and day-to-day facts.

**Website Address:** <http://www.cottageschool.org>

## **Central Office**

**Central Office Receptionist/Administrative Assistant:** Sandy McKinney (770) 641-8688

Information pertaining to student absences, explanation of student tardiness or early dismissals, emergency messages to students and staff, weather information, staff support.

**Executive Assistant:** Vinette Goodman (770) 641-8688

Provides communication, data and technology support for executive director, CFO and volunteer liaison.

**Executive Director:** Jacque Digieso, Ph.D. (678) 250-5104

Ideas or concerns about programming matters, confidential information, public relations areas, publicity ideas, questions about enrollment procedures, newsletter articles.

**Chief Financial Officer:** Bob Crenshaw, B.S. (678) 250-5105

Tuition or other fees, business and financial matters, and Human Resource Manager.

**Accounts Manager:** Carolyn Horton (678) 250-5128

Tuition or other fees, business and financial matters.

**Admissions: Liz Scott** (678) 250-5102

Admissions, transcripts and school records.

**Director of Advancement: Laura Burdett, ABJ** (678) 250-5103

Annual Fund & Capital Campaign, grant research, publications, external communications, web site, alumni relations, liaison to parent and school fund-raising.

**Advancement and Communications: Lesley Masisak, MPA** (678) 250-5108

Advertising, public relations, annual fund, capital campaign, marketing, community relations, grant preparation, and alumni relations.

**Advancement/Community Relations Coordinator: Megan Grummet** (678) 578-5209

Works to extend outreach to the Hispanic/Latino community, including targeted public relations and marketing campaigns; establishing corporate, professional and civic partnerships; preparing external communications in Spanish, and website maintenance.

**Media Specialist: Susan Bucci, B.A.** (678) 250-5136

Plans, directs, implements and evaluates the media center and career center programs.

**Director of Technology: Sam Little, B.A.** (678) 250-5134

Campus computers, network, office software, student access codes, laptop access codes.

**Athletic Director: Richie Briggs, M.Ed.** (678) 250-5138

Information pertaining to athletic activities (practices & games) and P.E. uniforms.

**Yearbook Sponsor: Ali Mills** (678) 250-5129

Coordinates yearbook activities and High School Instructor.

**Reading Specialist: Lynn Bosworth** (678) 250-5121

Coordinates reading programs and support.

**ClassWeb and Assistive Technology: Nathan Edwards** (678) 250-5129

Coordinates ClassWeb and assistive technology for Middle and High School

## **Middle School**

**Fax Number:** Middle School (678) 250-5101

**Middle School Receptionist/Administrative Assistant: Donna Barwick** (770) 640-8037

Information pertaining to student absences, explanation of student tardiness or early dismissals, emergency messages to students and staff, weather information, staff support, produces Wednesday packet.

**Middle School Principal: Joe Digieso, M. Ed.** (678) 250-5100

Communication concerning overall procedures or concerns not resolved by other staff, notification of extended absences, student issues, staff issues, discipline.

**Middle School Assistant Principal/Activities Coordinator: Julie Libro Crudginton, M. Ed.** (678) 250-5117

Policy and procedure questions, student schedules, student issues, pay-off activities and discipline.

**Middle School Counselor: Deborah Greil** (678) 250-5133

Student counseling support, communication with therapists and/or counselors, support groups, and transition support.

## **High School**

**Fax Number:** High School (770) 641-9026

**High School Principal:** Laura Finnell, M. Ed. (678) 250-5107

Communication concerning overall procedures or concerns not resolved by other staff, notification of extended absences, student issues, staff issues, discipline.

**High School Assistant Principal/Activities Coordinator:** Ivan Plastiak, Ph.D. (678) 250-5110

Policy and procedure questions, student issues, discipline, and payoff activities.

**Academic Counselor:** Tennille Brownrigg (678) 250-5113

Scheduling issues, social/emotional guidance, college guidance and post-secondary planning.

**Career Counselor:** Lynn Haas (678) 578-5197

Counseling regarding prevocational options, elective classes, employment and post secondary programs.

**High School Administrative Coordinator/Assistant Athletic Director:** Lyle Cutchin, B.A. (678) 250-5120

History Instructor, ACT Support, IEP schedules, Multipurpose Building scheduling

**\*\*Please initial and sign where indicated and return to homeroom teacher\*\***

**Computer Use Pledge**

Students will responsibly maintain equipment by upholding both federal laws concerning computer use and The Cottage School computer regulations and policies as reviewed in the handbook and:

1. I understand that it is illegal for a person to copy computer software and copyrighted materials, including music, without proper licensing.
2. I understand that it is illegal for a person to install software that has not been legally purchased on a computer, but specifically a Cottage School computer.
3. I will comply with all rules outlined in The Cottage School Computer Regulations and Guidelines for Use.

Therefore, I pledge to uphold copyright laws and The Cottage School Computer Regulations. I understand that I am personally and financially responsible for any harm or damage caused by my failure to abide by the established regulations. I further understand that my choice to violate any of these regulations could result in severe disciplinary consequences. I accept my responsibility for compliance with The Cottage School policy and federal law to keep computer usage open and safe for everyone in our school community. I agree to comply with these regulations as stated.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

**Laptop Computer/PDA Use Agreement**

I am bringing my personal \_\_\_laptop computer \_\_\_PDA on campus for technology support. I agree to follow all guidelines as established for my use.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

**Academic Honesty**

I have read and understand the policy on Academic Honesty, and I understand the consequences for violating this policy could be significant, including expulsion. I pledge my adherence to the Academic Honesty policy.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

**Handbook Signatures:**

I have received and understand all policies and procedures outlined in the handbook. I agree to manage my responsibilities as expected, to follow the directions of the staff, and to do my utmost to assist in maintaining a safe community on and off campus. I understand that not every possible situation could be addressed in this document, so I agree to trust that the staff and administration is acting in my and the communities best interest and agree to comply with their decisions. My signature pledges my support to these ideals and adherence to all of the guidelines in The Cottage School handbook.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date