

ROCKY CREEK CHARTER ACADEMY FAMILY HANDBOOK



A GSIC School of Excellence

ROCKY CREEK

CHARTER ACADEMY

2025-2026

TABLE OF CONTENTS

Welcome to RCCA	5
RCCA Mission Statement.....	5
Educational Approach.....	5
What is a Charter School?.....	5
Who is Eligible to Attend RCCA?.....	5
Admissions and Registration	6
Admissions and Enrollment.....	6
Registration.....	6
Attendance	7
ATTENDANCE POLICY (2025-2026) - NEW.....	7
Attendance	7
Unexcused absences:	7
Updated Information –.....	8
Unexcused tardies/Early dismissals:.....	8
Tracking attendance through Parent Portal:.....	8
General School Information.....	9
Contacting Your Child’s Teacher	9
Educational Field Experiences.....	9
Emergency Procedures.....	9
Meals.....	9
Media	9
Money and Other Valuables	9
School Closing.....	9
School Hours.....	9
School Hours for Students	10
School Supplies.....	10
Transportation	10
Medication	10
School Telephone Usage.....	10
School Visitors.....	10
School Volunteer Program.....	10
Student Support Services	11
Definition	11

Special Education Services	11
English Language Learners (ELL).....	11
Talented & Gifted Program	11
Textbooks, Technology, and Supplies	13
Cell Phone Policy - NEW	13
The consequences for cell phone policy infractions are as follows:.....	13
Dress Code	14
2025-2026 Dress Code (Kindergarten - 6 th grade).....	14
Academic Programs	16
Philosophy.....	16
Homework.....	16
Student Assessment	16
Progress Reports/Mid-term Conferences.....	16
Report Cards	16
Promotion/Retention Policy.....	16
Transfer or Withdrawal of a Student	17
School Discipline	18
RCCA Core Values.....	18
Student Discipline Code	18
Level One.....	18
Level One Consequences.....	18
Level Two	18
Level Two Consequences	19
Level Three	19
Level Three Consequences	19
Level Four	19
Level Four Consequences	20
Bullying & Harassment.....	20
Policy for Sexual Misconduct or Inappropriate Behavior by Teachers, Administrators, and Other Employees Towards Student(s)	21
Applicability	21
Policy	21
RCCA Charter School Family/School Contract	22
Staff:.....	22
Parents:.....	22

Students:.....	23
Additional School Policies and information	24
Right-To-Know Professional Qualifications of Teachers and Paraprofessionals.....	24
RCCA Student, Parent/Guardian, or General Public Complaints Policy	24
Purpose:.....	24
Dispute Resolution:.....	24
Notice of Non-Discrimination	25
Individuals with Disabilities Education Act (IDEA)	26
Public Information	26
Section 504 of the Rehabilitation Act of 1973.....	26
Family Educational Rights and Privacy Act (FERPA).....	26
Rights:	26
FERPA Directory Information.....	28
Protection of Pupil Rights Amendment (PPRA)	30
Health Insurance Portability and Accountability Act (HIPAA)	31
Uses and Disclosures of PHI.....	32
Rights:	33
Complaints:	34
The Mcinney-Vento Homeless Assistance Act	34
Title IX Grievance Policy	35
Policy for Student Reporting of Sexual Misconduct or Inappropriate Behavior by Teachers, Administrators, and other Employees.....	36
Applicability	36
Policy	36
RCCA Handbook Acknowledgement 2025-2026.....	37

WELCOME TO RCCA

RCCA MISSION STATEMENT

The mission of Rocky Creek Charter Academy (RCCA) is to develop a public K-12 school of excellence rooted in the foundational principles of a classical education that includes partnerships with key civic, industry, and higher education entities to integrate classroom learning with the workplace.

EDUCATIONAL APPROACH

RCCA is committed to excellence in all its endeavors including integrating the core elements of a classical education centered on the three phases of the Classical Trivium: Grammar (grades 1-4), Logic (grades 5-8), and Rhetoric (grades 9-12). There is an emphasis on proven traditional teaching methods, higher order thinking skills, and real-world, authentic learning experiences throughout classroom instruction.

WHAT IS A CHARTER SCHOOL?

Charter schools are public schools of choice that have greater flexibility in implementing different teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that has been approved by the Georgia State Charter Schools Commission.

WHO IS ELIGIBLE TO ATTEND RCCA?

RCCA is open to all students STATEWIDE.

ADMISSIONS AND REGISTRATION

ADMISSIONS AND ENROLLMENT

In accordance with O.C.G.A. 20-2-2066 (1)(A), RCCA will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. RCCA shall enroll an eligible student, as defined by GADOE, who resides within the attendance zone and submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random lottery process.

REGISTRATION

Parents seeking to enroll their children who do not currently attend RCCA can register during the registration period for the following year or on a rolling basis thereafter. Parents of existing students must sign and return the enrollment letter at the end of the school year. Registered students shall be enrolled for the following school year if they attended RCCA during the previous school year or if they are: (1) siblings of students who attended RCCA during the previous school year; (2) children of teachers and staff at RCCA; or (3) children of Governing Board Members.

If the number of registered students exceeds the available space, the school shall hold a lottery to determine which students shall be enrolled.

The school shall maintain a written waiting list of registered students who were not enrolled due to lack of space. The school may accept new applications for the waiting list outside of the enrollment period. The school shall follow the same preferences stated above for placing on the waiting list those applications received outside of the enrollment period. Openings created during the school year shall be filled from the waiting list.

Students enrolled for the following school year through the registration process must acknowledge the enrollment in writing (through a form prepared by RCCA). If any enrolled student does not provide such written acknowledgement, the school shall deem this as a rejection and shall fill the vacant spot from the waiting list.

ATTENDANCE

ATTENDANCE POLICY (2025-2026) - NEW

The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy or absent, the student loses an opportunity to learn. Due to the importance of classroom instruction, it is imperative that children attend school regularly.

RCCA students are expected to be present and on time for the entire school day. Absences from school should be reserved for unavoidable circumstances. Routine doctor and dentist appointments should not be scheduled during hours when school is in session.

Attendance

Your child(ren) must be in school every day as mandated by state law and school policy. Students must be in school unless the absence has been permitted or excused for one of the following reasons:

- Illness of student
- Serious illness of immediate family member
- Death in the family (3 bereavement days)
- Observance of religious holidays of the student's documented faith that necessitates an absence.
- Required court appearance or subpoena by a law enforcement agency
- Utilizing the Georgia Military Family Act

****Vacations and travel are not considered excused absences.**

Parents/guardians are required to inform the school personnel of the reason for their child's absence on the day of his/her return through Dojo, email, written note, or doctor's excuse. **No calls or text messages will be accepted. Medical appointments must be verified with a note.**

Unexcused absences:

An unexcused absence is when the student does not attend school for reasons other than those listed above. *Students will be subject to academic penalty.* An absence is unexcused if the student/parent does not submit a written note upon the student's return. The school will accept up to 5 days of written parent notes.

After 3 unexcused absences:

A notification letter will be sent home to the student's parent /guardian regarding the student's unexcused absences and a reminder of the attendance policy.

After 5 unexcused absences:

RCCA's Guidance Department or Administration will contact the parent/guardian for a conference regarding excessive absences, tardies, and/or early dismissals.

After 6 unexcused absences:

The parent and/or student will be summoned to appear before the truancy officer or truancy committee. *In accordance with state regulation, S.B.O.E. 16051.10, a child is truant and subject*

to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

*** A student can be administratively withdrawn after 10 consecutive unexcused absences.***

Updated Information –

Please read carefully. Georgia's Compulsory Attendance Law 20-2-690-1 states that more than 5 unexcused absences constitute truancy. The law also states possible consequences for the parent/guardian, if a student is found to be truant, are as follows:

- *A fine of no less than \$25 and no more than \$100*
- *Up to 30 days of jail time*
- *Community Service*
- *Any combination of the above*

Unexcused tardies/Early dismissals:

- **At 6 unexcused tardies:**
 - Teacher contact
- **At 9 unexcused tardies:**
 - Excessive tardy letter; consequences may apply
- **At 15 unexcused tardies:**
 - Conference required with guidance or administration; consequences may apply
- **At 18 unexcused tardies:**
 - Student will be subject to a truancy hearing.

Consequences may include but are not limited to: loss of privileges such as participating in extra-curricular activities, community service, and/or out of school suspension.

Tracking attendance through Parent Portal:

RCCA parents will have access to their child's attendance information online via Parent Portal/Infinite Campus. We ask that parents check the information for their child routinely to ensure accuracy. If an error is found, please report it to the school immediately. It becomes difficult to correct errors in attendance after several grading periods have passed. Teachers and administrators will contact parents regarding excessive absences, but it is the responsibility of the parent to ensure that their child attends school each day

GENERAL SCHOOL INFORMATION

CONTACTING YOUR CHILD'S TEACHER

If a parent would like to discuss a matter with any staff member, e-mail is the preferred method. A Faculty/Staff Directory can be found at www.RCCAcharter.com.

EDUCATIONAL FIELD EXPERIENCES

Field experiences are a part of the curriculum and are encouraged. Under no circumstance will a student be allowed to leave the school grounds without a permission slip signed by the parent.

EMERGENCY PROCEDURES

During emergencies where evacuation of the building is necessary, alarms will ring continuously. When the alarms sound, students and staff should proceed quickly, quietly, and calmly through the halls following the evacuation procedures.

MEALS

All students must bring a lunch from home daily. No meals will be provided by the school.

MEDIA

If for any reason a parent does not wish his/her child to be viewed on television or photographed, must complete the Media consent form prohibiting consent.

MONEY AND OTHER VALUABLES

Students should not bring money, property, or other valuables to school, except for school-related purchases. If money is required for any reason, students and parents will be notified.

SCHOOL CLOSING

RCCA will post inclement weather closures and delays via the website as well as on local news stations.

SCHOOL HOURS

Subject to adjustment, school hours are from 7:30 AM to 3:30 PM. Students must be in class by 8:00 AM. The main office is open between the hours of 7:30 AM and 2:45 PM, at which time the office will close to prepare for dismissal. Students may be dropped off as early as 7:30 AM. The school office staff can be reached at 706-261-5340.

School Hours for Students

Students in grades Kindergarten through 6th will report to class by 8:00 AM. After 8:00 AM, they will be counted tardy. Students in grades K-6th will be released at 3:30 PM.

SCHOOL SUPPLIES

Students are required to provide their own school supplies. Refer to your child's grade level supply list for specific school supplies needed.

TRANSPORTATION

It is the responsibility of the parent to ensure students have transportation to and from school daily. **RCCA DOES NOT provide transportation for students.**

MEDICATION

Prescription medicines must be in the original container. Parental permission slips must also accompany medication. These permission slips must be signed by a physician. This form may be obtained from the front office. A parent must deliver prescription and non-medications to the front office. All medication will be stored and dispensed through the front office and is dispensed by a staff member.

SCHOOL TELEPHONE USAGE

Students may only use the school telephone for emergencies and only with staff permission and supervision. Only urgent messages will be delivered to students from parents during class.

SCHOOL VISITORS

All students, parents, and visitors, must enter through the front lobby, sign in at the front desk, and always wear an identification tag.

SCHOOL VOLUNTEER PROGRAM

Volunteers must complete an application and a background check before beginning volunteer service. Cleared volunteers will check in and out at the front desk upon entering and exiting the building each time.

STUDENT SUPPORT SERVICES

DEFINITION

Student Support Team (SST): The purpose of the SST is to develop individual plans for each child's educational development; engage classroom teachers and parents in creating school-wide and individual plans; and create links to a consortium of service providers. SST is intended to support student achievement, socialization skills, attendance, and parental involvement.

SPECIAL EDUCATION SERVICES

RCCA provides special services to individuals who meet the eligibility criteria for Special Education as outlined by federal and state guidelines through IDEA. Direct and related services are provided to those individuals who meet the eligibility criteria for autism, emotional disturbance, hearing impairment/deafness, mental delay, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment/blindness. RCCA staff regularly monitors each student's progress and provides support. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Programs (IEP's), maintaining student records, and reporting progress are managed by RCCA's Special Education Director. For further information regarding the special education process, contact your child's teacher.

For those identified with a disability through Response to Intervention (RTI), the special education program at RCCA works with students and families to meet students' individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment. The Special Education Director works with a team of special education teachers to oversee the services provided to students with Individualized Education Programs (IEPs), to ensure that students make progress towards their goals. As much as is appropriate, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers and/or with students working directly with special education teachers. RCCA will follow state and federal guidelines to provide a broad spectrum of special education services to support the specific learning needs of all students.

ENGLISH LANGUAGE LEARNERS (ELL)

Families are asked to complete a Home Language Survey as part of the registration process. Information from the survey will be used as a first level screening to ascertain if the student may require additional assessment to determine if he/she is eligible for ELL services. In addition to providing ELL services, RCCA will provide interpreters for parent/teacher conferences and other school-related activities as needed.

TALENTED & GIFTED PROGRAM

RCCA complies with the state guidelines for identifying eligibility and placing students in the Gifted Education Program. Once eligibility has been established, parents will be notified of the individualized learning plan created for their student.

State approved models are made available and monitored by a gifted certified professional to support the specific learning needs of students identified as gifted. Gifted students receive a minimum of five segments per week. Enrichment and advanced content instruction are determined by the subject specific teachers working with gifted certified personnel.

TEXTBOOKS, TECHNOLOGY, AND SUPPLIES

All textbooks, technology, and supplies are loaned to students for their use during the school year. Students are responsible for exercising care in the use of books. Students are required to return books and supplies to teachers at the conclusion of the course/school year.

****Students will be charged for damaged or lost books, school supplies, and/or computers.****

CELL PHONE POLICY - NEW

In alignment with state law, students in grades K–12 are not permitted to possess, access, or use personal electronic devices, during school hours. PED's include but are not limited to cell phones, smartwatches, tablets, e-readers, headphones, and earbuds. Prohibited uses include communication, messaging, video or audio recording, gaming, social media access, and other functions that may disrupt learning or compromise safety.

Definitions:

- **Personal Electronic Devices (PEDs):** Privately owned electronic devices that can send, receive, or display digital content or enable wireless communication.
- **Possess/Access:** Having, wearing, viewing, or using a PED for any reason, including music, texting, gaming, browsing, or recording.
- **Regular School Day:** The time of arrival until the end of dismissal for each school level, including transitions, assemblies, and school-related activities when school is in session.

The consequences for cell phone policy infractions are as follows:

- 1st Offense:** The device surrendered until the end of the day and a parent notified
- 2nd Offense:** One day of suspension
- 3rd Offense:** Three days of suspension
- 4th Offense:** Five days of suspension
- 5th Offense:** Student is subject to tribunal

DRESS CODE

2025-2026 DRESS CODE (KINDERGARTEN - 6TH GRADE)

Standardized dress will be worn except on days designated for special events. RCCA offers exemptions for religious attire. If your child requires such accommodation, please contact administration.

Clothing Item	Styles	Colors	Special Comments
Shirts	- Short or long sleeve two/three button polo-style with a collar - Short or long sleeve oxford-style button down with a collar	Solid: Burgundy, Navy, or Light Blue	- If a shirt has a logo, it must be small and on the upper left front. There should be no other writing or graphics. Oversized shirts are not permitted. - Boys: Shirts must be tucked in at the waist. - Girls: Shirts/blouses may be worn out.
Pants and Shorts	Straight-leg pants or slacks; shorts with belt loops - Elastic waistbands without belt loops are fine for kindergarten and first grade. - Appropriate length is required	Khaki/Tan or Navy Blue	- Must fit at the waist, be hemmed, not touch the ground or be cut at the seam. <u>Baggy/oversized or form-fitting styles such as leggings, spandex, or other stretchy material are not allowed. No jeans.</u> - Length for shorts must be no shorter than two inches above the knee.
Skirts, Skorts and Jumpers	Straight or Pleated	Khaki/Tan or Navy Blue	- Length must be no shorter than two inches above the knee. Stretchy material and spandex are not permitted. No denim. - Tights or leggings worn with a skirt must be a solid color.
Sweaters, Vests, and Pullovers	Sweaters, vests, pullovers, and sweatshirts with no hood may be worn in the building.	Gray, Navy, or Burgundy	- Must be a solid color - Any logo must be small and on the upper left front. - No camouflage or other distinct patterns are permitted.
Coats and jackets	Coats and jackets are outer garments that are to be worn outside and not in the building throughout the school day.	Gray, Navy, or Burgundy	- The color of winter coats and raincoats are an exception and are to be worn outside only. - A jacket must a solid color to be worn inside the building.
Belts	Must be worn with pants and shorts		- Boys: Must fit waist and be visible - Belt buckles may not be excessive in size.

Shoes	▪ Must have a back or heel strap ▪ Must be tied or Velcro straps secure		▪ Shower shoes, water shoes, flip-flops, slippers, or house shoes, and “Crocs” are not allowed. ▪ No heels over one (1) inch. ▪ Athletic shoes are required for PE classes.
Jewelry	▪ Should not be oversized or distracting ▪ Girls may wear earrings. ▪ Boys may not have piercings of any kind.		▪ No visible body piercing including nose rings/studs. No tattoos including temporary. ▪ No gauging or expanding of the ears. ▪ Necklaces and bracelets must be tasteful and not excessive.
Hair and Headwear	▪ Hair should be neatly cut and well-groomed. ▪ No facial hair is permitted.	Hair Color should be natural to the child.	▪ No overly decorative or distracting headbands, colored ribbons, or other accessories ▪ Hats, sweatbands, bandanas, and other head coverings are not allowed during the regular school day.

Students may choose other solid colors, stripes, or plaids every Friday for **Flexible Fridays**. No graphic designs.

ACADEMIC PROGRAMS

PHILOSOPHY

RCCA believes every child has gifts and talents that must be discovered and nurtured. We are relentless in ensuring that all children reach their highest potential. A RCCA education is one that supports strong intellectual, physical, social and emotional growth.

HOMEWORK

Homework is an extension of school expectations and when given, students are expected to meet the due dates given by their teachers.

STUDENT ASSESSMENT

Progress Reports/Mid-term Conferences

Halfway through each grading period, students will receive a progress report. Parents or teachers may request a conference to discuss a student's performance.

Report Cards

At the end of each grading period, students will receive a report card with the following information:

- The overall quality of performance according to the standards of each content area
- The level of the student work (above, below, or on grade level.)
- A brief description of any standards where a student is notably strong or weak
- Letter grade/performance level based on the scale below:

<u>Kindergarten:</u>	<u>Grades 1 through 12:</u>
Exceeds	A = 90 – 100%
Meets	B = 80- 89%
Developing	C = 75 – 79%
Beginning	D = 74 - 70
	F = 0 – 69%

PROMOTION/RETENTION POLICY

A student is expected to meet the following criteria to be promoted to the next grade level:

- Achieve final passing score of 70 or above in the major content areas (ELA, Math, Science, and Social Studies)
- Meet 70 percent of Performance Indicators as outlined for each Connections/Electives course, which will result in a passing score.
- Attend school regularly as outlined in the School Attendance Policy (Tardies and Early Pick-up will also be factored in as indicated in the school policy).
- Recommendation of the teacher(s) to promote
- For third through eighth grade, meet minimum academic standards on the end-of-grade state assessment(s).

- For Kindergarten: 70% or more of the performance standards on the spring benchmark assessment in Language Arts and Math should be met.

Per the state code (160-4-2-.11 PROMOTION, PLACEMENT, AND RETENTION), no fifth or eighth grade student will be promoted to the next grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education. Third grade students must pass the reading section ONLY. A student can still be retained for not meeting the standards in other areas, even if he or she passes the state assessment.

For grades excluding third, fifth and eighth grade *as stated above*, failure to meet one of the above criteria does not mean a student is automatically retained; each is a factor in deciding if it is in the best interest of the student to remain in the current grade level rather than be promoted. If a parent/guardian disagrees with the decision, a committee consisting of the teacher(s), academic coach and/or guidance counselor, an administrator, and the parent(s) will meet to consider all relevant documentation.

The placement committee will review the overall academic achievement of the student to include the state assessment, final averages in courses, attendance record, and teacher recommendations to make a **final** determination. **The decision to promote must be the unanimous decision of the placement committee.**

TRANSFER OR WITHDRAWAL OF A STUDENT

When students transfer or withdraw from school, parents are required to come to the school and sign the necessary forms. Students are responsible for reporting to the Main Office on their last day of attendance. Transfer or Withdrawal papers will also be processed at that time.

SCHOOL DISCIPLINE

RCCA CORE VALUES

Wisdom, justice, courage, compassion, hope, respect, responsibility, and integrity are taught directly to students, reflected in the school code of conduct, and modeled in all interactions among members of the school community. Building strong character is fundamental to creating a positive learning environment and a hallmark of RCCA. Teachers, students, parents and other school staff continually work together towards the following:

- Ensuring that every student follows the accepted school code of conduct and shows respect for and obeys persons in authority
- Developing in every student a positive attitude toward self-discipline
- Helping the school maintain a learning atmosphere which is safe, conducive to the learning process, and free from unnecessary disruption
- Communicating to students, teachers, parents and the community that unacceptable behavior will not be tolerated

STUDENT DISCIPLINE CODE

Level One

Level One infractions may occur in the classroom, specials, lunch or recess. Level One infractions and consequences include but are not limited to:

- Tardy to class
- Disrespecting authority
- Not following instructions of faculty/staff
- Not adhering to classroom rules
- Dress code infractions
- Chewing gum
- Not respecting others and/or their property

Level One Consequences

Level One consequences will be handled in the classroom or through the Discipline Policy

Level Two

Level Two infractions are disruptive behaviors and include but are not limited to:

- Repeated Level I offenses
- Frequent tardiness to class
- Defiance of authority
- Disruption of the school day
- Verbal or written non-aggressive swearing
- Putting hands/feet on others; hitting or kicking others
- Throwing objects or other behavior that could cause injury
- Public display of affection: PDA is not acceptable behavior at school or school related events. PDA is defined as kissing, hugging, or physical touch of another person.

Level Two Consequences

- Suspension of 1 to 3 days
- Removal for remainder of the school day
- Required conference with parent/guardian and child before the child may return to school
- “Shadowing” by parent
- Community service hours

Level Three

Level Three infractions are more serious disruptive behaviors. A child who reaches this level will automatically be referred to the Administration. Infractions and consequences include but are not limited to:

- Chronically disruptive behavior/multiple office referrals (previous referrals at Level 2)
- Fighting/Physical aggression
- Instigating/provoking fights
- Intentionally setting off fire alarm
- Verbal/written aggression/abuse – including swearing, threats to peers and adults
- Bullying/harassment
- Leaving room or building without permission/cutting class
- Academic dishonesty
- Theft/attempted theft/possession of stolen item
- Defacing or destruction of school or private property (vandalism)
- Promiscuous or immoral acts
- Inappropriate internet use
- Possession and/or use of tobacco products or related paraphernalia

Level Three Consequences

- Suspension of 1 to 10 days
- Corporal Punishment
- Required conference with parent/guardian and child before the child may return to school from suspension
- “Shadowing” by parent in addition to suspension
- Restitution (payment of damages) or charges filed with the civil authorities

Level Four

If the student has possession of weapons, drugs, alcohol, or assaults staff, he/she will immediately escalate to Level Four. Infractions and consequences include but are not limited to the following:

- Multiple office referrals (previous referrals at Level 3)
- Possession and/or use of alcohol, drugs, or vaping paraphernalia
- Possession of/carrying of weapons
- Arson, false alarm, bomb threats, or terroristic threats
- Assault of staff
- Third bullying/harassment offense
- Sexual harassment

Level Four Consequences

- Suspension of 5 to 10 days
- Restitution (payment of damages)
- Civil Authorities called and possible charges filed
- Long-term suspension or expulsion as determined by the Tribunal Officer

BULLYING & HARASSMENT

The school expressly prohibits the bullying, harassing, or intimidating of any student, by any means or method, at school, on school property, or at school-related functions; off-campus when the behavior results in a disruption to the school environment; or by use of data or software that is accessed through a school computer, computer system, computer network, or other electronic technology of the school.

Examples of bullying and harassment include but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling
- Threats, taunts and intimidation through words and/or gestures
- Direct physical contact such as hitting or shoving
- Physical violence and/or attacks
- Destruction of personal property
- Any form of electronic bullying or cyberbullying using school equipment, school networks, or e-mail systems or committed at school
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating
- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic
- Public humiliation
- Social isolation
- Extortion or manipulation, including incitement and/or coercion
- Rumors or spreading of falsehoods
- Stalking
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, personal websites and social networking websites (e.g., Facebook, Twitter, etc.), chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online.

According to state law (SBOE rule 160-4-8.15), students in grades 6 through 12 who are found to have committed a bullying offense three times in one school year will be summoned to appear before the tribunal officer and will be assigned to an alternative school. Children who encourage bullying

behavior or join in bullying incidents will also receive consequences. Reports of bullying also may be made by using the school's complaint procedures or by calling the Georgia Department of Education's School Safety Hotline at 1-877-SAY-STOP (1-877-729-7867).

POLICY FOR SEXUAL MISCONDUCT OR INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS, AND OTHER EMPLOYEES TOWARDS STUDENT(S)

Applicability

This policy applies to all school related incidents involving sexual misconduct or inappropriate behavior by a teacher, administrator, or other employee towards students at Rocky Creek Charter Academy during school hours, after school hours, or during off campus school related events or activities.

Policy

Any student, parent, or friend of a student who has been the victim of sexual misconduct or inappropriate behavior by a teacher, administrator, or other school employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Examples of Sexual Abuse or Sexual Misconduct

- Using position of authority and influence over student in an inappropriate manner
- Having sexual relationships with students
- Dating students
- Having any interaction/activity of a sexual nature with a student
- Committing or attempting to induce students to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school
- Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring

RCCA CHARTER SCHOOL FAMILY/SCHOOL CONTRACT

Staff:

The staff will:

1. Provide a safe and healthy learning environment.
2. Communicate regularly about your child's progress.
3. Respond to any messages or notes that are received from parents/guardians
4. Work with parents/families to develop written goals and plans for each child that are communicated in conferences.
5. Provide additional interventions and academic support outside the school day to assist students in specific areas of need.
6. Interact in a professional and respectful manner with families.
7. Provide curriculum and behavioral standards for your child's grade level at the beginning of the school year.
8. Provide many kinds of volunteer opportunities that meet the needs of families as well as the school.
9. Hold meetings at a variety of times in order to meet different family schedules.
10. Provide the schedule of school events and meetings in ample time for families to arrange to attend.
11. Be flexible in setting up parent-teacher conferences.
12. Provide opportunities to serve on parent advisory committees.
13. Welcome input and feedback on strengths and weaknesses of the school's program. This feedback includes filling out a satisfaction survey in April of each year.

Parents:

Parents will:

1. Review and answer any messages that I receive from my child's teachers or other staff members.
2. Make sure that my child is at school all day every day, is on time, and is ready to learn.
3. Make sure that my child remains at school.
4. Be aware of additional intervention and academic support activities and make sure that my child participates if he/she has any deficiencies. Pick my child up on time from dismissal.
5. Interact in a respectful and courteous manner with all school staff.
6. Know and reinforce all school rules.
7. Attend all required parent-teacher conferences, as well as any other conferences that are requested.
8. Adhere to the goals set at these conferences.
9. Attend a minimum of two outside activities during the year (for example: open houses, testing workshops, curriculum nights, and family events).
10. Make sure that my child completes all his/her homework/projects, including at least 30 minutes of reading per night.
11. Read information sent home, and sign and return any required forms.

12. Let the school administration and teacher know about any change in address, phone number, or family status for my child within 7 days of the change.
13. Enforce the student dress code.
14. Sign and follow the Acceptable Use Policy so my child may use a computer at school
15. Report any illness or absence to the school and keep my child home if he or she is ill.

Students:

Students will:

1. Attend school regularly.
2. Come to school on time and be prepared to learn.
3. Work hard in class and on schoolwork.
4. Know and follow the code of conduct and core values.
5. Be respectful to all adults and fellow students in words and actions.
6. Follow directions the first time given.
7. Return homework daily.
8. Read for 30 minutes every night.
9. Help keep the school safe.
10. Follow all school-wide rules and expectations.
11. Keep hands, feet, and personal items to oneself.
12. Be responsible for materials, school property, and equipment.
13. Ask for help when I need it or when I don't understand.
14. Accept responsibility and consequences for his/her behavior.

ADDITIONAL SCHOOL POLICIES AND INFORMATION

RIGHT-TO-KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

Parents,

In compliance with the requirements of the Elementary and Secondary Education Act, RCCA would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the Superintendent at 706-434-8085.

Sincerely,
Jody Boulineau
Superintendent

RCCA STUDENT, PARENT/GUARDIAN, OR GENERAL PUBLIC COMPLAINTS POLICY

Purpose:

The purpose of this policy is to provide guidelines to students, parents/guardians, or members of the general public for filing complaints against the school or employee of the school on any and all matters including complaints concerning Federal Programs: Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; The McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG).

Dispute Resolution:

The complaints process may be initiated directly to the Superintendent. Parents, guardians, or unaccompanied youth who initiate a complaint, must do so in writing.

- Written notice should be complete, as brief as possible, and simply stated.
- The Superintendent will provide a written response to the dispute within 5 school days. The response will include a notice of the right to appeal to an ad hoc Appeals Committee and the decision of the Superintendent.
- If the parent, guardian, or unaccompanied youth does not agree with the decision of the Superintendent, an appeal may be filed with the Appeals Committee.

- The Appeals Committee will provide a written response to the appeal within 5 school days. The response will include a notice of the right to appeal his/her decision to the Governing Board.
- If the complainant does not agree with the decision of the Appeals Committee, an appeal may be filed with the Governing Board.
- Within thirty working days of receipt of the appeal of the Committee's decision, the Appeals Committee will present the matter to the Governing Board at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Superintendent, the response of the Appeals Committee, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- The Governing Board will either uphold the recommendation of the Appeals Committee or require the school to take some other action in response to the complaint.
 - a. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Governing Board or as a separate written statement that will include the right to appeal to the Georgia Department of Education.
 - b. The Board will be the final reviewing authority within the school.
- If the parent, guardian, or unaccompanied youth is dissatisfied with the decision of the Governing Board, an appeal may be filed with the Deputy Appeals Committee of Teacher and Student Support at the Georgia Department of Education, 1854 Twin Towers East Atlanta, GA 30334.

NOTICE OF NON-DISCRIMINATION

RCCA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. RCCA also provides equal access or a fair opportunity to meet to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within the open or limited public forum offered by the school.

The following person has been designated to handle inquiries regarding these non-discrimination policies:

Jody Boulineau
Superintendent
706-434-8085

For further information on notice of non-discrimination, please contact the Office for Civil Rights:

U.S. Department of Education
Office of Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-4605
1-800-421-3481

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

RCCA, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

RCCA needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the RCCA and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of Georgia.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Sped Director – Luciana Lockwood:

l.lockwood@rockycreekcharteracademy.com

Public Information

RCCA has the following documents available for review by parents of children with disabilities and to the general public:

- Comprehensive Plan for Special Education.
- IDEA Federal Applications for Funds.
- Special Education Accountability/Monitoring Final Report.
- Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

For more information regarding IDEA, or if you have questions or need additional assistance, please contact RCCA's Director of Special Education.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact RCCA's Section 504 Coordinator – Luciana Lockwood:

l.lockwood@rockycreekcharteracademy.com

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Rights:

Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day RCCA receives a request for access.
 - Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect.
 - The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask RCCA to amend a record should write the school principal, clearly identifying the part of the record they want changed and specify why it should be changed.
 - If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
 - A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; Or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the RCCA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or

lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure.

Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - Develop, validate, or administer predictive tests.
 - Administer student aid programs.
 - Improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that RCCA, with

certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RCCA may disclose appropriately designated "directory information" without written consent, unless you have advised RCCA to the contrary in accordance with RCCA procedures. The primary purpose of directory information is to allow RCCA to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want RCCA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify RCCA in writing by September 30th of each year. RCCA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA applies to the programs and activities of a State Education Agency (SEA), Local Education Agency (LEA), such as RCCA, or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student's parent
2. Mental or psychological problems of the student or the student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

There are three types of notification an LEA must provide parents and students.

1. The first one is a general notification of their rights under PPRA.
2. The second notice is a notification of specific events. The following activities require notification:
 - a. Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes or for selling that information, or otherwise providing it to others for that purpose
 - b. The administration of any survey containing one or more of the eight protected areas listed above
 - c. Any nonemergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance.
 - ii. administered by the school and scheduled by the school in advance.
 - iii. not necessary to protect the immediate health and safety of the student, or other students.
3. The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

RCCA will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

RCCA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RCCA will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

RCCA will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Below is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the US Department of Education
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The school is required by the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) to maintain the privacy of Protected Health Information and to provide our students and parents with notice of our legal duties and privacy practices concerning Protected Health Information. In the event applicable law, other than HIPAA, prohibits or materially limits our uses and disclosures of Protected Health Information, as set forth below, we will restrict our uses or disclosure of your Protected Health Information in accordance with the more stringent standard. We are required to abide by the terms of this Notice so long as it remains in effect.

We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new notice effective for all Protected Health Information maintained by the school. In the event the school changes any of its policies with respect to privacy or this Notice of Privacy Practices, such change shall be reflected in subsequent annual school publications.

Protected Health Information (“PHI”) means individually identifiable health information, as defined by HIPAA, that is created or received by the school and that relates to:

- the past, present, or future physical or mental health or condition of an individual;
- the provision of health care to an individual
- the past, present, or future payment for the provision of health care to an individual
- and/or that identifies the individual or for which there is a reasonable basis to believe the information can be used to identify the individual.

PHI includes information of persons living or deceased.

Uses and Disclosures of PHI

The following categories describe different ways that we use and disclose PHI:

- **Your Authorization** – Except as outlined below, we will not use or disclose your PHI unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization in writing except to the extent that we have taken action in reliance upon the authorization or that the authorization was obtained as a condition of obtaining insurance. We have the right, under other law, to contest a claim under the policy or the policy itself.
- **Uses and Disclosures for Payment** – We may make requests, uses, and disclosures of your PHI as necessary for payment purposes. For example, we may give information to your doctor’s office to confirm your benefits.
- **Uses and Disclosures for Health Care Operations** – We may use and disclose your PHI as necessary for our health care operations. For example, we may use your PHI in order to coordinate services provided to you.
- **Uses and Disclosures for Treatment** – If you are available and do not object, we may disclose your PHI to your family, friends, and others who are involved in your care or payment of a claim. If you are unavailable or incapacitated and we determine that a limited disclosure is in your best interest, we may share limited PHI with such individuals.
- **Business Associates** – Certain aspects and components of our services are performed through contracts with outside persons or organizations. Claims administration would be an example of such a service. At times it may be necessary for us to provide certain of your PHI to one or more of these outside persons or organizations.
- **Other Uses and Disclosures** – We may make certain other uses and disclosures of your PHI without your authorization.
 - We may use or disclose your PHI for any purpose required by law. For example, the school may be required by law to use or disclose your PHI to respond to a court order.
 - We may disclose your PHI for public health activities, such as reporting of disease, injury, birth and death, and for public health investigations.
 - We may disclose your PHI to the proper authorities if we suspect child abuse or neglect; we may also disclose your PHI if we believe you to be a victim of abuse, neglect, or domestic violence.
 - We may disclose your PHI if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.

- We may disclose your PHI in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).
- We may disclose your PHI to the proper authorities for law enforcement purposes.
- We may disclose your PHI to coroners, medical examiners, and/or funeral directors consistent with law.
- We may use or disclose your PHI for cadaver organ, eye or tissue donation.
- We may use or disclose your PHI for research purposes, but only as permitted by law.
- We may use or disclose PHI to avert a serious threat to health or safety.
- We may also disclose your PHI for other specialized government functions such as national security or intelligence activities.
- We will, if required by law, release your PHI to the Secretary of the Department of Health and Human Services for enforcement of HIPAA.

Rights:

Access to Your PHI – You have the right to copy and/or inspect certain of your PHI that we maintain. Certain requests for access to your PHI must be in writing, must state that you want access to your PHI and must be signed by you or your representative (e.g., requests for medical records provided to us directly from your health care provider). If we maintain PHI in an electronic format, you may request that we provide that information to you or to a third party in electronic format.

Amendments to Your PHI – You have the right to request that the PHI that we maintain about you be amended or corrected. We are not obligated to make all requested amendments but will give each request careful consideration. To be considered, your amendment request must be in writing, must be signed by you or your representative, and must state the reasons for the amendment/correction request.

Accounting for Disclosures of Your PHI – You have the right to receive an accounting of certain disclosures made by us of your PHI. To be considered, your accounting requests must be in writing and signed by you or your representative. The first accounting in any 12-month period is free; however, we may charge you a fee for each subsequent accounting you request within the same 12-month period.

Restrictions on Use and Disclosure of Your PHI – You have the right to request restrictions on certain of our uses and disclosures of your PHI for treatment, payment or health care operations, disclosures made to persons involved in your care, and disclosures for disaster relief purposes. Your request must describe in detail the restriction you are requesting. HIPAA does not require us to agree to your request, but we will accommodate reasonable requests when appropriate. In addition, at your request, we are required to restrict disclosures of PHI to a health plan for purposes of carrying out payment or health care operations when the PHI pertains to items or services for which the provider has been paid in full out-of-pocket. We retain the right to terminate an agreed to restriction if we believe such termination is appropriate. In the event of a termination by us, we will notify you of such termination. You also have the right to terminate, in writing or orally, any agreed to restriction.

Request for Confidential Communications – You have the right to request that communications regarding your PHI be made by alternative means or at alternative locations. We are required to accommodate reasonable requests if you inform us that disclosure of all or part of your information could place you in danger. Requests for confidential communications must be in writing, signed by you or your representative, and sent to the school at the address below.

Right to a Copy of the Notice – You have the right to a paper copy of the Notice of Privacy Practices upon request by contacting the school at the telephone number or address below.

Complaints:

If you believe your privacy rights have been violated, you can file a complaint in writing to
5073 Story Mill Road
Hephzibah, Georgia 30815.

You may also file a complaint in writing with the Secretary of the U.S. Department of Health and Human Services in Washington, D.C., within 180 days of a violation of your rights. There will be no retaliation for filing a complaint

THE MCINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:

- Children and youth who are forced to:
 - share the housing of other persons due to the loss of housing, economic hardship, or a similar reason.
 - live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
 - live in emergency or transitional shelters.
 - are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary night-time residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings.
- Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who are considered homeless when they are living in circumstances set forth in items 1, 2 and 3.

Unaccompanied youth are students who are not in the physical custody of a parent/guardian and are living in a homeless situation. Homeless students have certain educational rights and can:

- Enroll without delay in school without proof of residency or permanent address, immunization records, school records, or other documents, or while documentation is being obtained.
- Choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest
- Attend school and participate in school programs with children who are not homeless and receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs.

If you believe that you or your child may qualify for assistance under this policy, please contact your child's homeroom teacher or RCCA's Homeless Liaison: Luciana Lockwood:

l.lockwood@rockycreekcharteracademy.com

TITLE IX GRIEVANCE POLICY

Students, parents, and applicants for admission have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 as follows:

- **Level 1: Principal or Immediate Supervisor**
 - A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.
- **Level 2: Title IX and Section 504 Coordinator**
 - If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator – Luciana Lockwood: l.lockwood@rockycreekcharteracademy.com
 - The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.
- **Level 3: Superintendent**
 - If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.
- **Level 4: Governing Board**
 - If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the Chair of the RCCA Governing Board within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board. The Board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board's action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

POLICY FOR STUDENT REPORTING OF SEXUAL MISCONDUCT OR INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS, AND OTHER EMPLOYEES

Applicability

This policy applies to any and all school related incidents involving sexual misconduct or inappropriate behavior by a teacher, administrator, or other employee towards students at Rocky Creek Charter Academy during school hours, after school hours, or during off campus school related events or activities.

Policy

Any student or parent or friend of a student who has been the victim of sexual misconduct or inappropriate behavior by a teacher, administrator, or other school employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Examples of Sexual Abuse or Sexual Misconduct:

- Using position of authority and influence over student in an inappropriate manner
- Having sexual relationships with students
- Dating students
- Having any interaction/activity of a sexual nature with a student
- Committing or attempting to induce students to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school
- Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable step to prevent such access from occurring

School employees who receive such reports shall inform the School Principal or Superintendent, who will inform Georgia Department of Education (GaDOE) and other appropriate agencies.

Upon receipt of a report, GaDOE will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Georgia Professional Standards Commission. Action taken for violation of this policy will be consistent with Georgia and federal law and GaDOE policies.

RCCA HANDBOOK ACKNOWLEDGEMENT 2025-2026

****PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR OLDEST STUDENT'S HOMEROOM TEACHER.****

We/I have read and understand all policies and procedures outlined in this handbook.

Specifically, I have reviewed and understand the following policies and information and agree to comply with the guidelines and requirements outlined in each.

Please initial each section indicating you have specifically reviewed and sign at the bottom:

_____ Attendance Policy
_____ Cell Phone Policy
_____ Interviewing, Photographing, and Videotaping of Students by Staff or Media Consent
_____ RCCA Dress Code Policy
_____ Promotion & Retention Policy
_____ RCCA Code of Conduct
_____ Notification of Student Rights

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Phone: _____ Email: _____

Please list all students in your household:

Student Name: _____ Grade: _____

HR Teacher: _____

Student Name: _____ Grade: _____

HR Teacher: _____

Student Name: _____ Grade: _____

HR Teacher: _____

Student Name: _____ Grade: _____

HR Teacher: _____

Student Name: _____ Grade: _____

HR Teacher: _____