



Family Guidebook

GO RAVENS!

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Dear Parents,

Welcome to The Campus Academy! We are excited you have chosen us to provide instructional services for your student. This Family Guidebook is intended to assist you in your educational journey with us and answer many of the common questions about differentiated education. It is the product of suggestions and efforts by several parents whose participation, dedication and enthusiasm are greatly appreciated and encouraged. Although we anticipate meeting many of your informational needs in this book, please call us at 706.325.8194 should you ever have a question, comment, suggestion or even a complaint. We believe in open, two-way communication with our students' families and urge you to contact us at any point when we can help you with your student's educational journey.

We look forward to a year of successful learning experiences with your student.

Sincerely,

Natalie Vega
Director
The Campus Academy

Our History

The Campus Academy is founded on the fact that all children are unique individuals who learn at different speeds and in different forms. Students at The Campus are treated as individuals with unique educational and intellectual strengths and deficits. Each student is encouraged to discover what he or she is capable of... and then to pursue it!

Mrs. Vega earned her undergraduate degree from Florida Atlantic University and then a graduate degree from Liberty University. After completing her educational training in traditional public schools, she was presented the opportunity to teach at The Campus Academy. Mrs. Vega immediately fell in love with the teaching models she was exposed to at TCA.

After teaching at TCA for several years, Mrs. Vega seized the opportunity to purchase the school and further advance her educational philosophies. Mrs. Vega believes that all children have the ability to learn and it is the job of the teachers to find out the best way to enable that learning for the students in their classrooms. Teachers are the professionals who spend many hours with their students, they know best what approaches work or do not work for their students. It is important to give power, freedom, and flexibility back to the teachers so that students can truly thrive.

The staff at TCA operates as a family, working together to challenge each student to reach their individual and unique goals.

Mission Statement

Our mission at The Campus Academy is to provide personalized education to ensure each child is reaching their full potential, while preparing our students to enter society as prepared, respectful, motivated individuals.

General Information

Admissions

The following factors will be considered in approving applications for admission to The Campus Academy I: (1) conduct, attitude, teacher and counselor references; (2) absence of previous history of alcohol, tobacco, or other drug use, or a record of truancy or expulsion; (3) an unreserved commitment to the standards and policies of TCA

Please visit our website at www.thecampusacademy.com for admissions procedures.

The Campus Academy “Rules”

The Campus Academy has very simple rules to follow. If your student can follow these 4 rules, then their time at The Campus Academy will be successful.

1. Respect People
2. Respect Property
3. Use Your Time Wisely
4. Be Prepared

Along with these rules, we are implementing many of Ron Clark’s rules from the Ron Clark Academy. Teachers will be reviewing these rules with students during the first few weeks of school. These rules are not about academics but about teaching students how to be responsible, respectful, and productive assets in their communities.

Accreditation

The Campus Academy is accredited through the Georgia Accrediting Commission (GAC). The accreditation is reviewed and achieved every five years through completing rigorous annual reports and complying with all standards of the GAC.

Academic Grading Scale

A 90-100 B 80-89 C 70-79 D 60-69 F 69 and below

Online Grade Access

Parents and students are encouraged to access student academic progress and grades at any time through Gradelink. Student grades are regularly updated by teachers. Grades on Gradelink are indications of student progress throughout the

grading period and are not the final official grades which are issued via report cards at the end of each term.

Standardized Testing

Standardized tests are never the focus of TCA and we do not use the types of examinations to determine if students pass from one grade level to the next. During the spring of each year, all students in grades 1-9 will be given standardized achievement tests covering broad subject-matter categories for the sole purpose of tracking growth. Results will be delivered to parents.

Students will also be given benchmark exams in different subject areas to track progress in their learning.

Senior Information

Senior year is exciting for your students at The Campus Academy. Seniors can be more involved with student life and student government. During your student's senior year, you will be getting more correspondence from The Campus Academy so make sure your email and phone numbers are up to date.

Your student will be able to receive assistance through The Campus Academy while applying to colleges. There are many steps involved in submitting an application for a college, but the first step is for you, as the parent, to fill out and complete a FASFA form.

Before and After School

The earliest a student can be dropped off at The Campus Academy is 8:30 AM.

Students arriving late **MUST** be signed in by parents.

Students leaving early **MUST** be signed out by parents.

Classes dismiss at 2:30 Monday-Thursday and 12:00 on Fridays.

Because staff members have family obligations after school, students must be picked up before 3:00 Monday-Thursday, and by 12:15 on Fridays.

Please make arrangements for your child to be picked up on time. There will be a charge for late pickups.

Extended Care is offered. Students must be signed up in advance to utilize this service. If students are not signed up for extended care and picked up late, their account will be charged the drop in rate for extended care.

Entrance

The school's main entrance is along Gurley Dr. Please park in the lower parking lot and ring the doorbell for assistance. Once you ring the doorbell, please wait for a

response. We need to physically go open the door and we will do so as quickly as possible. Always use this entrance except for morning drop off/ afternoon car line.

Morning Drop Off/ Car Line

In the mornings, students must be dropped off using the top entrance. In the afternoon, students will be walked outside to the carline. Please form ONE line on the right side of the road. Only the first 4 cars will be loaded with students. PLEASE do not tell your child to get in the car if they are not instructed so by a teacher/ if you are not one of the first four cars. PLEASE do not park and ask your child to walk to you or walk up to grab your child. We will not send children across the street. We will ONLY dismiss children to their parents/ guardians that are in the car line.

Our parking area can get really congested, there is lots of construction, and our school is growing. Please follow these guidelines to ensure the safety of our students and staff.

School/ Church Property

Desk, chairs, tables, and all real property at the school belongs to TCA or Hilton Terrace Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. Students will be responsible for damage to church property whether intentional or accidental. Students will be responsible for all repairs or replacement. Parents must be aware that vandalism cannot be tolerated at TCA.

Communication

Email – Email to the designated primary account is the official method for communication with parents. Teachers, staff, and administrators can be reached via email by first and last name@thecampusacademy.com (e.g., natalievega@thecampusacademy).

Phone – Teachers and administrators may call a parent as necessary. Parents are always welcome to call the school and leave a message for the teacher. The teacher will return the phone call ASAP.

Website – www.thecampusacademy has a vast array of pertinent and timely information that can be accessed 24 hours a day.

Gradelink– This is student record management in real time. Students and parents alike are able to see classroom grades and attendance.

Parent Meetings – Parent meetings will be held throughout the school year. Parents are encouraged to attend these meetings to facilitate home/school communication.

Parent/Teacher Conferences – The student, parent, teacher, or administrator may initiate

conferences regarding the student's academic progress, behavior or attitude at any time. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment. We will try our best to find available times for everyone to meet.

Student Planners- All students are assigned a planner and are expected to bring the planner to/ from school/ home EVERYDAY. Please check your child's planner for any new information.

Textbooks

All physical textbooks are the property of TCA. At no time is a student to write in, tear, soil, or turn under pages of any textbook. Students must replace textbooks for any damage beyond normal use such as the following: one or more pages of content is missing; has water-soaked pages or swollen cover; physically marked with pencil, pen or crayon; defaced or marred, such as broken, cut, or smeared backs or pages beyond what would be considered normal wear.

The student shall pay for replacement of any textbooks lost or damaged. Report cards will be held until penalties have been settled. No textbooks will be issued to any student while the payment is outstanding. All textbooks must be returned to the teacher when a student is promoted or transferred.

All online curriculum/ textbooks are the property of TCA and should not be copied or deleted under any circumstances. Students accounts will be charged for the replacement for the curriculum/ textbook in the same manner as for physical textbooks.

School Search Policy

To maintain school security and protect the safety and welfare of students, school personnel, and visitors, the school has adopted the following search policies. School personnel may search a student, student lockers, or automobiles and may seize any unauthorized contraband, or illegal materials discovered as a part of the search. All school facilities and property(including workstations, lockers, etc.) are considered school property. Any student's personal property on school premises may be searched without notice or consent from the student. Parents and students, upon enrolling in the school or entering school property, agree to and consent to be searched. There is no expectation of privacy for items brought into or stored on, school facilities or property.

Periodic "cubby checks" may be held unannounced in order to determine that cubbies are being appropriately used. If a student is found violating rules, privileges may be withdrawn from the student.

Medications

Students are not to have medications in their possession at any time. This includes aspirin, cough syrup, cough drops or vitamins. If students require medication during

school hours, parents must take it to the front office. Such medications should be clearly labeled with the child's name and the instructions regarding times of day and dosages to be administered. Any prescription or over the counter medication that must be administered during school hours should be accompanied by a completed Medication Administration Form from a parent or guardian. The school cannot administer medications unless they are handled in this manner. Any exceptions, including inhalers, must be cleared with administration. The school can administer acetaminophen (Tylenol), ibuprofen (Motrin), diphenhydramine (Benadryl), hydrocortisone cream, antibiotic ointment, or Bactine as needed, provided parents indicated this in their application.

Homework Policy

The Campus Academy always observes a limited homework policy. Teachers will do their best to facilitate all learning during school hours and assist students in completing assignments within a reasonable amount of time. There may be times when students must complete assignments at home to keep up with the course of study. These instances will be at teacher discretion as they know the timeline they need to have to cover the required GA Standards.

Student Life

Field Trips

Field trips are a great way to enhance the student's learning. All teachers are encouraged to seek out educational field trips that immerse the students in learning. If a field trip is planned, parents will be notified with as much notice as possible. Please note, that because we do not have a bus, parents are relied upon to assist with transportation.

PTO

We now have an active PTO!! It's called The Campus@Columbus PTO. We have an Amazon Smile account so you can link your Amazon account to the PTO to earn money for our school!

PTO President: Jim Jackson

Sports

We are excited to start various sports programs at TCA. Currently, we have a boys

varsity basketball team.

As students enrollment grows and we see an interest in other sports, we are happy to add to our sports programs.

If there is a sports program you would like to see at TCA or you would like to help start please email our athletic director Fernando Vega

Clubs/Team

As we grow, we want to embrace every opportunity to engage our students outside of the classroom. If there is a club/ team you would like to see or help start please contact Mrs. Vega.

Academic Information

Academic Programs

Our elementary school, middle school, and high school programs consist of a variety of tracks, including Monday through Friday classes and Monday through Thursday classes. Students generally take core classes (English, Mathematics, Science, Social Studies, Foreign Language) during class times Monday through Thursday, with electives on Fridays.

Small Groups Based

At The Campus Academy, students learn in small groups. On average the ratio is 10 students to 1 teacher. Small Groups focuses on building relationships with other students as well as the instructors that help to facilitate an inviting atmosphere for learning.

Instructional Perseverance Group (IPG)

IPG is comprised of students who require more teacher assistance, one-on-one time, and/or modifications of the curriculum. Teachers work closely with these students to ensure they are understanding the material and instruction is at their current level. It is our goal to see incredible growth each year for all IPG students.

Graduation Requirements

Twenty-three units of credit are required to graduate in the state of Georgia. Many students graduate from The Campus Academy with more than 23 units of credit because of the nature of our programs. If you have questions regarding graduation

requirements for your student you can contact Natalie Vega at natalievega@thecampusacademy.com

Grading Scale

Missing/Late Assignments

Consequences for late assignments will be up to the discretion of the teacher. Please see each teacher's course description for her policies.

Tests

Because we would like to encourage students to develop study and time-management skills, students will not be allowed to retake tests for a higher grade.

Dual Enrollment

In the Dual Enrollment Program, a student is enrolled in courses at both the high school and college level. College courses attempted will appear on both of these transcripts, fulfilling graduation requirements as well as figuring into the GPA for the HOPE Scholarship. Juniors and Seniors with a minimum 3.0 GPA who are on track for graduation can qualify for the Dual Enrollment Program. We are currently working with Columbus Technical College for this program.

Policy Information

Attendance

Students at The Campus Academy are required to be at school before class starts and stay till the end of their school day. Students who have excessive unexcused absences may be required to repeat any number of classes.

Inclement Weather

During winter, adverse weather sometimes affects the normal operations of the school. The Campus Academy follows closings for Muscogee County School System. If Muscogee County closes due to weather, The Campus Academy will also be closed.

Visitors

Visitors are more than welcome at The Campus Academy. Visitors MUST to sign in at the front office.

Cell Phones

Students are allowed to bring cellphones to school at The Campus Academy. Cell phones should be turned in at the beginning of each class period. If students resist turning in phones or intentionally keep/ hide their phones, this privilege will be immediately revoked. Phones will be handed back for use during lunch and recess. Phones must be turned back in when class resumes. Students do have access to their phones before and after school. Teachers will keep the phones secured during instructional time.

All students will have to sign a social media agreement. This agreement states that students will not use their phone for bullying in any way. If students use their phone inappropriately they will lose the privilege of bringing their cellphone to school and could possibly be dismissed from The Campus Academy.

Driving/Parking

Driving to The Campus Academy is a privilege. If a student cannot drive slowly and cautiously in the parking lot, they could have their driving privileges revoked.

Students should park in the lower parking lot, on Gurley Drive.

Students may not drive on Field Trips

Dress Code

The Campus Academy' dress code is clean, neat and modest. All students must dress themselves in a way that complies with this idea. Rather than having many rules and guidelines, we trust that our students can dress themselves appropriately.

However, should questions arise, a copy of a more detailed dress code is available at any time, upon request.

Personal Property

Students are encouraged to use cubbies and baskets provided by their teachers as a space for their books and property. The Campus Academy is not responsible for personal property lost or damaged at school.

Backpacks

In general, students at The Campus Academy should not need to bring a backpack to school. Any backpack brought to school should be see-through plastic or mesh. All backpacks and lunchboxes must be kept in cubbies outside the classroom during instructional time. If a student has a medical reason for having a bag in class, please send a written explanation to be kept on file.

Technology

Students will use computers for instructional purposes at The Campus Academy. Net Nanny software is installed on these computers for your student's protection. Even so, students are expected to be respectful in their use of school computers. Misuse of school computers will result in loss of privileges, suspension or even dismissal.

Technology at Home

Please be mindful that students who play online games or who have access to social media, cell phones, etc. will likely share their contact information (including phone numbers) with others. Please advise your student as to the appropriate use of online communication. School staff have no control over the ways in which students communicate with each other outside of school.

Lunch

Lunch and Recess times for Monday-Thursday are as follows:

11:44 AM-12:33 PM Lower School

12:36 PM- 1:31 PM Secondary School

Students will bring their lunch from home. Students have access to a refrigerator and microwaves. Students eat lunch in the gym. Students are not allowed to leave for lunch. Students are not allowed to order lunch and have it delivered to The Campus Academy. Only family members will be permitted to have lunch with students at school.

If a student forgets their lunch, they can purchase something to eat or drink from The Campus Academy store. Non-perishable food items and bottled water will be available for purchase.

Parents must use Gradelink to pay for all lunch charges.

Class Transitions

Students should only use the main open staircase below the upstairs school entrance.

Students have 3 minutes to change classes, this is plenty of time because they do not have very far to go and all supplies are stored in the classrooms. Students should make the most of this time and use the restroom if necessary. Students will be marked tardy if they are not in class when the bell rings.