

Tapestry Public Charter

2021-2022 Student-Parent Handbook



The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own future.

This handbook is designed to provide helpful information and thereby enable you to make the best of what the school has to offer. Please read it with care; we encourage each family to review it together.

Table of Contents

STAFF ROSTER	Page 3
SCHEDULES AND CALENDAR	Pages 4-6
GETTING TO AND FROM SCHOOL	Page 7
HOME-SCHOOL COMMUNICATION	Pages 8-9
ATTENDANCE	Pages 10-11
ACADEMICS	Page 12
COUNSELING DEPARTMENT	Page 13-14
GRADING POLICY	Pages 15-16
SPECIAL EDUCATION PROGRAM	Page 17
SCHOOL CULTURE AND EXPECTATIONS	Pages 18-24
TECHNOLOGY	Page 25-26
EMERGENCY PROCEDURES	Page 27
GIVING TO TAPESTRY.....	Page 28-29
PTO INFORMATION	Pages 30-31
OTHER ITEMS OF IMPORTANCE	Pages 32-35
PARENT SIGNATURE FORM	Pages 36

TAPESTRY STAFF

Middle School

Daisha Outar and Molly Thomas – Grade 6 ELA/Social Studies

Meghan Hurley and Althea Benton– Grade 7 ELA/Social Studies

Tina Burgess and Katie Clements – Grade 8 ELA/Social Studies

Tony Ellison and Christie Getchell – Grade 6/7/8 Math

Brian Holcombe and Simpson Miller – Grade 6/7/8 Science

Jessica Champeau – Middle School Art

Francesca Blanco – Middle School Spanish

Linda Ford – Student Learning Center Teacher

High School

Lauren Sullivan – Math

Pritul Patel – Math

Elle Porter – English Language Arts

Mary Beth Powell – English Language Arts

Josh Van Kirk – Social Studies

Jesse Gelbaum – Social Studies

Karen Turner – Science

Dennis De Gracia - Science

Dov Brenner - Spanish

High School Special Ed

Shusheela Turaga

Lynae McMurray

Xavier Glenn

Patrick Reich

Angela Bautista

Christina Tschari

Specialists

Brenda Figueroa – Art

Matt Miller – Music

Ashley Anderson– Health and Physical Education

Mannie Rivers – Drama

Romil Patel – Technology

Ana Rodriguez – ESOL Teacher

Support Staff

Dejone Miles – Middle School Counselor

Katoya Bledsoe – High School Counselor

Samantha Hebenstreit – Autism Specialist

Anne Benevento – Librarian

Kyle Temple – Inclusion Facilitator

Jamie Prince – Inclusion Facilitator

Administration

Dr. Matt Tyson – Principal

Dr. Trinica Venters – Vice Principal

Christy Gonzalez – Special Education Coordinator

ParaEducators

Avis Delane

Coclin Girma

Angelia Merriweather

Office Staff

Mel Brown – Administrative Assistant

Colleen Kelly - Registrar

Robin Aldrich – Office Manager

TBA – Nurse

Kantrice Rose – Director of Development

Kiwana Johnston – Human Resources Officer

SCHEDULES AND CALENDAR

School Bell Times

School hours are: Monday, Tuesday, Wednesday, Thursday and Friday from 8:30-3:30.

The school opens for students at 8:00 a.m. Students will be supervised from 8:00-8:30. Middle school students will wait in the cafeteria where they will be able to choose from a variety of activities including legos, puzzles, and art. High school students will gather at the library.

During afternoon dismissal, students are to remain in their rooms until notice is given for them to go to their ride or to their activity. In order to remain after school at the end of the day, students must be participating in a school-sponsored activity

All students will be dismissed to wait for their carpool ride outside. On rainy days, we will keep the students inside and call them out one at a time to go to their ride. Parents who want their child to walk to the church parking lot or to walk home, must have a Walker's Permission Slip submitted to the front office.

Drivers

Students who drive themselves to school, must register with the front office. See Colleen Kelly (Colleen.Kelly@tapestrycharter.org) for paperwork regarding student drivers.

Middle School Schedule

Middle School students are organized into two teams per grade level, which are designated by color. In sixth grade there is a 6 Red and a 6 Blue team, in seventh grade, a 7 Red and 7 Blue, and in eighth grade, an 8 Red and 8 Blue. Students will follow their team to all of their classes.

It may be necessary for students to switch teams in order to foster a better learning environment. If this change is necessary, parents will be contacted prior to the transition.

High School Schedule

Each individual student has his/her own schedule. However, due to the small student population, your child may have many classes with some students. Our high school offers AP classes, Visual Arts, Music, Technology, Drama, and Spanish in addition to all core subjects. High School students earn Carnegie units leading to a College Prep Diploma.

Calendar

Tapestry's school calendar appears on the next page and is posted on the Tapestry Website (www.tapestrycharter.org). Please note all holidays, teacher workdays, and Virtual Learning Days.

Virtual Learning days

Tapestry has a few scheduled virtual learning days throughout the year. Students will not come to school on these days. Instead teachers will provide lessons and assignments via students' chromebooks. Your child is expected to complete the work during the scheduled school day. This is not a day off from school. If your child does not complete the work, he/she will not be given credit for the assignment and may receive an

unexcused absence from school. If your child is ill, please communicate this fact to the school as you would on any other school day.

The scheduled Virtual Days for the 2021-2022 school year are:

August 25, 2021

September 29, 2021

October 27, 2021

November 17, 2021

December 15, 2021

January 26, 2022

February 23, 2022

March 30, 2022

April 27, 2022

Inclement Weather/Snow Days

We will communicate to parents and students via email and the school's web page in the event that the school has to close for inclement weather. Inclement Weather Days (including Snow Days) will be treated as a Virtual Learning Day. Teachers will push out work to the students' chromebooks and the students will complete it at home. While this practice may seem "unfair" to the students, it provides us the freedom of not having to tack on an extra day or cancel a scheduled vacation day during the school year.

Tapestry Public Charter School 2021-2022 Calendar

Approved by the Tapestry Board on March 15, 2021 - updated 4.20.2021

Approved by the Tapestry Board on March 23, 2021 - updated 4-20-2021

* All inclement weather days are virtual days at Tapestry

26-30 Pre-Planning Days

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Teacher Work Day/
Professional Development

4 First Day of the 2nd Semester

17 M.L.K. Day

26 Virtual Day

AUGUST 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 First Day of School

25 Virtual Day

FEBRUARY 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

18 February Break

21 Presidents' Day

23 Virtual Day

SEPTEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day

29 Virtual Day

MARCH 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 Teacher Work Day/
Professional Development

30 Virtual Day

OCTOBER 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7-9 Fall Break

11 Columbus Day

27 Virtual Day

APRIL 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-8 Spring Break

27 Virtual Day

NOVEMBER 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 Teacher Workday

17 Virtual Day

22-26 Thanksgiving Break

MAY 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Last Day of School (early release)

23 Post-Planning

30 Memorial Day

DECEMBER 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 Virtual Day

17 Last Day of 1st Semester
(early release day)

20-31 Winter Break

JUNE 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Professional Development

School Closed

First and Last Day of Semester

Virtual Learning Day

90 Instructional Days

90 Instructional Days

GETTING TO AND FROM SCHOOL

Drop Off

Students can arrive at school any time between 8:00am and 8:30am. We do not have supervision prior to 8:00am so please do not drop them off sooner than that. Parents, please help us with this to secure the safety, security and monitoring for your student(s). Cars can enter the school from the first driveway on Raymond Drive. **Do not allow your child to exit prior to getting to the front steps as this practice will slow down the flow of the drop off. So encourage your child to stay in the car until you reach the steps.**

Please have all your child's materials (backpacks, projects, musical instruments) in the front seat. Having to stop and open the trunk to take out items only makes everyone have to wait longer.

Pick Up

Make a large sign with the names and grade levels of all the students you are picking up. Place this sign on the passenger side dashboard. Enter the school as you did for Drop Off. As you get close to the school, a teacher will read your sign and, using a walkie-talkie, tell another staff member to have your child stand in front of the steps. A teacher will direct you to where your child is standing.

Parking

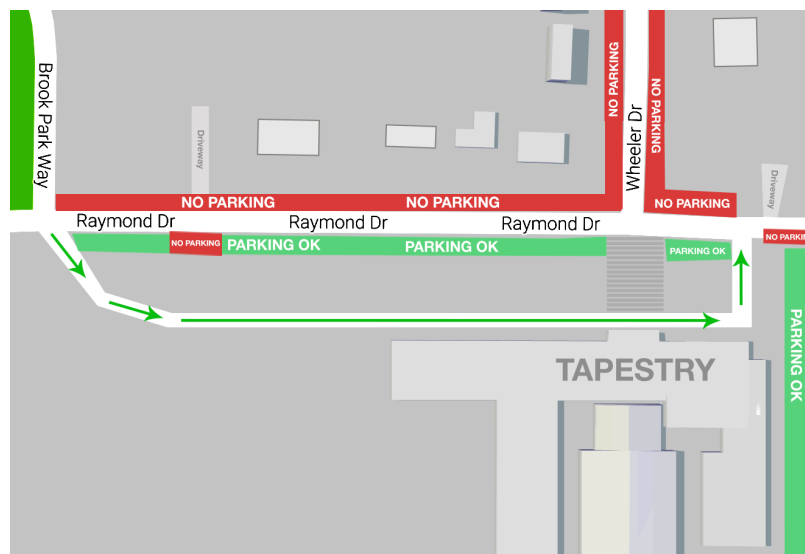
Parking is at a premium at Tapestry. We share parking with our neighbors across the street on Raymond. Please make sure you are always parking in the designated spots.

Allowable Tapestry parking includes

- spaces in the parking lot directly in front of the school (these spaces are usually taken by staff)
- along Raymond Drive on the side closest to us
- at Northwoods Baptist Church

Please do not park:

- on the side of Raymond Drive that is opposite our school
- 20 feet from the intersection of Wheeler and Raymond
- directly across from any driveway on Raymond.



HOME-SCHOOL COMMUNICATION

As students transition from elementary to secondary school, parents often notice a change in the level of communication they receive from the school. More information is communicated directly to the student rather than to the parent. It is common for parents to become frustrated or feel removed from the educational process. At Tapestry we want our parents to be a part of the educational team while still empowering our students to become independent.

Contacting Teachers

Parents may email a teacher directly with any concerns regarding homework, academics, or behavior.

For students with IEPs, the Special Education Case Manager should be the first point of contact, as he/she is equipped with the knowledge regarding accommodation and supports for the individual student.

The classroom teacher and/or special education case manager are equipped to handle most issues that can occur during the school year. Some issues that cannot be resolved at the teacher level will be addressed by the administration. Either the parent or teacher can request administrative review of a situation.

Issues regarding the health and safety of students should be communicated directly to the administration. Bullying and harassment are taken seriously and will be acted upon immediately.

IEP Compliance

Any questions or concerns about IEPs should be directed to the student's Case Manager. If parents are not satisfied with the response, they are to direct their questions to Lesley Tucker, Director of Special Education at ltucker@tapestrycharter.org

Email and Voicemail

Each and every staff member has an email and a voice mail account.

Staff will respond to non-emergency emails/voicemails within twenty-four hours of receipt. If there is an urgent problem related to the health or safety of a student, please notify the front office so that the problem can be addressed immediately.

Newsletter

The PTO and Principal send out a weekly newsletter via email. This newsletter contains up-to-date information on what is happening at Tapestry. To ensure that you are on the list to receive newsletters contact Mel Brown at Mbrown@tapestrycharter.org

Web Presence

Tapestry has its own website we use to post information for the general public (www.tapestrycharter.org).

Grades

Tapestry uses Infinite Campus to input and share grades. Please log into DeKalb County's Infinite Campus parent portal so that you have access to your student's grades. Information on accessing Infinite Campus is in the Technology portion of this Handbook.

Google Classroom

Tapestry uses Google Classroom as a hosting site for our instruction. Every student has an email and Google account where he/she can access Google Classroom. Every subject area has its own "classroom" where students can follow the link to gain access to assignments and classroom activities.

Assignments and homework will be posted on the student's google calendar. Advisory teachers will be working with the students to use the google calendar as a place to stay organized and understand when specific assignments are due.

All parents will receive a summary of assignments from Google Classroom sent to their email account. A parent can decide to receive daily emails, weekly emails, or to be opted out of the notification all together.

Parent-Teacher Conferences

A teacher or parent may request a conference at any time during the school year. All conferences are to be arranged in advance via a parent call or written request. Parents are to check in at the office before going to the classrooms for a conference.

A Reminder about Independence

Tapestry encourages independence for its middle and high school students. We want to ensure that our students can advocate for themselves. When a parent communicates an issue to a staff member, the staff member will decide whether the issue or concern can be handled at the student level or needs to remain a conversation between adults. If the issue is one that the student can discuss directly with his/her teacher (homework, missing assignments, and grades), we will work with the parent to support the child in bringing up the issue or concern directly. Issues that are handled at the adult level include bullying, harassment, social norms, and academic expectations.

ATTENDANCE

Please see Tapestry's full Student Attendance Policy on the Tapestry website.

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational experiences granted to their peers. In addition to the loss of education for their children, parents are held to state laws regarding Compulsory Attendance. State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690) shall be guilty of a misdemeanor.

Absences from school are identified as "excused" or "unexcused." **An excused absence** is: personal illness, serious illness, death in the immediate family, recognized religious holiday observed by the individual's faith, court mandate, other conditions rendering school attendance impossible or hazardous to a student's health or safety, and school day missed as a result of out-of-school suspension.

Some pre-arranged absences can qualify as "excused." These absences include scholarship interviews/college visitations, travel opportunities with educational benefits, graduation or wedding of an immediate family member, specialized education experience, or circumstances mutually agreed to by the parent and principal. Any pre-arranged absences must be approved with the principal or designee before the absence occurs and cannot exceed 4 days per year.

An **unexcused absence** is an absence from school or class for any reason other than those listed above.

Documentation of Attendance

Whenever a student is absent, tardy, or picked up early for any reason, a note from either a medical provider or the parent must be sent to the administrative office or attendance@tapestrycharter.org within **three days** stating the child's name, date of absence, reason for absence, and parent's signature. The school will accept excuses from parents/guardians for up to five (5) total days of absence each semester. After five (5) total days each semester, a medical excuse will be required from a doctor or other qualified medical practitioner. Upon the student's return to school following three or more consecutive days of absence due to illness or other health-related reasons, appropriate documentation from a medical provider is required.

Once the school receives the information, an administrator or designee will make the decision as to whether the absence qualifies as "excused" or "unexcused."

The following is the process we will follow in the event of one or more unexcused absences:

- After the first and second unexcused absence, the **student's teacher** will make contact with the parent to offer support and remind parents of the Tapestry Attendance Policy.
- After the third and fourth unexcused absence, the **school counselor** will contact the parent and set up a meeting to determine roadblocks to successful attendance and to advise them of the legal consequence of failing to comply with the law.
- After the fifth unexcused absence, the **principal, counselor, and advisory teacher** will meet with the parents to develop an Attendance Plan. Parents will be notified of legal consequences of failing to comply with state law.
- After the sixth unexcused absence, a **letter will be sent home**, informing the parents in writing of the legal consequences of failing to comply with state law.
- After the tenth unexcused absence **a letter will be sent home signed by a school administrator** advising that the District's social worker will be notified which could lead to referral to DFCS, juvenile court and the Solicitor General. For a student aged 14-18 whose ten unexcused absences are within one semester, the student's eligibility to obtain or retain a driver's permit or license may be impacted.

Tardies

It is the responsibility of the parents and the student for the student to arrive on time. Oversleeping is not a legitimate excuse for tardiness. An excused tardy would be due to illness, medical appointments, and other legal excuses mentioned above. If a child is tardy, the parent must walk the student to the office and sign him/her in.

Excessive tardies will be addressed by the school's counselor and the administration. Interventions will be put in place to assist students and families in ensuring timely arrival to school.

Since high school students now have lockers, it is important that they manage their time and get to classes on time. Parents will be notified if a student is tardy more than 3 times for any class. After the fourth tardy, students will receive detention.

Early Dismissal

Every minute of instructional time is precious. Please refrain from checking out students early. We understand that physicians may not adhere to a school bell schedule, however we ask that you try to make all appointments after school. Early checkout must take place before 3:00pm (3:30 is our normal dismissal time). Your cooperation with this procedure is requested as it minimizes interruptions to instruction and maintains the safety of children. Of course, in an emergency, a parent may come directly to the office to request that a student be dismissed early.

To be considered "in attendance" for a school day (as it applies to Early Dismissal), a student must be present for at least one-half of the school day, excluding the lunch period. A student who leaves school before meeting that requirement will be considered absent for the day.

After Care

Tapestry is no longer offering an After Care Program. The Boys and Girls Club offers after care and transports students from Tapestry to their facility. For more information, please visit www.bgcma.org/club/chamblee

Late Pick Up

If parents are late picking up their children from school or from after school activities, the office will contact the parent for immediate pick up. **Students must be picked up by 4 p.m.**

Change of Address/Phone Number

Please inform Registrar Colleen Kelly (Colleen.Kelly@tapestrycharter.org) of any changes in names, addresses, phone numbers, or emergency information during the school year. New proof of residency will need to be completed with an address change.

ACADEMICS

Standards and Curriculum

All curriculum and instruction at Tapestry Public Charter is based on Georgia Standards of Excellence.
<https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>.

Tapestry does not use a canned curriculum to be applied to students in a one-size-fits-all fashion. The expectation is that teachers will collaborate throughout the year to develop a flexible, dynamic curriculum driven by student interest and using a variety of instructional resources, including online curriculum (such as Discovery education), resources both print and online and textbooks as support.

Syllabus

All high school courses have a syllabus, which will be distributed to students during the first week of school. Parents will receive a copy during Curriculum Night. Students are to refer to the syllabus for requirements and expectations of each course.

Middle School

Middle School classes will follow an individualized framework that allows students to proceed through content at their own pace, while receiving support from teachers in the areas that they need most. Students who master content will be able to participate in more in depth studies.

Standardized Assessments

Standardized testing is scheduled for all grade levels for the school year. It is very important for all students to be present for their grade level testing. Standardized testing dates will be disseminated, after being received from Dekalb County.

Georgia Milestones End-of-Course Tests

Students are required to take state-mandated End of Course Tests (EOC) in the areas of Coordinate Algebra, Analytic Geometry, U. S. History, Economics, Biology, 9th grade Language Arts, and American Literature. Each test will count 20% of the student's final semester grade in that course. Students must take the EOC in order to receive Carnegie Units for the courses requiring the EOC. Testing accommodations for students with disabilities will follow the classroom accommodations in the individual 504 plan or IEP.

Universal Screener (MAP Assessments)

All students will participate in a universal screener assessment that will take place three times this year. The universal screener will allow the staff to analyze the scores and direct instruction towards individual needs. Tapestry will participate in the Dekalb County Schools Universal Screener process using the Measure of Academic Progress (MAP). For more information on the MAP assessment, follow this link:
<https://www.nwea.org/assessments/map/>

TAPESTRY COUNSELING DEPARTMENT

At Tapestry, the majority of the counselors' day is spent providing direct services to students, including school counseling core curriculum (guidance lessons) through advisory periods and classroom instruction, individual student planning, and responsive services. Counselors are also available to meet with parents and teachers for collaboration and consultation, as well as providing support around standardized testing and other school-based programs. Counselors will also run 1-2 groups per semester on topics based on needs assessments and student interests. Permission forms will be sent home for students selected or referred to the groups, and parents will be able to refer students as well after groups are announced.

At times, counselors may refer to outside agencies and ask for consent to consult with professionals working with the student to provide additional assistance beyond the scope or level of therapeutic intervention that school counselors are able to provide. Additionally, they adhere to mandatory reporting laws and follow the Dekalb County Suicide Intervention Protocol. Students will have assemblies or classroom core curriculum instruction on mental health issues, suicide awareness, study skills, executive functioning and other relevant topics throughout the year on a monthly basis and parents will be notified in advance of the topics so they can follow up with the students that week.

We have divided the counselors into the following assignments for the 2021-22 school year so parents have a single contact for each student. They look forward to working with you this year!!

Name	Area(s)	Contact
Katoya Bledsoe	• Head Counselor • High School (9-12th) • SST, RTI (High School) • 504 & Home Hospital (High School)	katoya.bledsoe@tapestrycharter.org
Dejone Miles	• Middle School (6-8th) • 504 /Home Hospital (Middle School)	dmiles@tapestrycharter.org

High School Counseling and Transition Services

High School Counseling and Transition Services

This year, we will be giving the PSAT- NMSQT to eligible 10th and 11th graders in October. All students must have a completed permission form and accommodations request consent (if needed). More information will be provided during the month of August. The state of Georgia will pay for 10th graders to take the exam. Additionally, the PSAT 8 will be given in the fall on a date TBA by Dekalb.

The SAT School Day will be offered in October for current seniors and juniors who may be applying for dual enrollment courses at a four-year college, or who want to get a head start on their senior year. The cost will remain the same (fee waivers are available for students on free/reduced lunch or who meet other income requirements), but this SAT School Day allows students to take the test in a familiar setting during the school week. We will offer another one in March.

The ACCUPLACER is a placement test for admission and class placement into Georgia's Technical Colleges and is taken at the local college.

The PreACT may be offered TBA in the spring. Check Tapestry Weekly updates for more information on all testing events.

DUAL ENROLLMENT (Formerly called Move on When Ready)

Eligible 11th and 12th graders who are on track for graduation and who want to take courses at Georgia's public colleges, technical schools and universities, may apply for dual enrollment. Dual Enrollment is a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements. They must meet the admissions criteria and take the appropriate tests (SAT/ACT or Accuplacer) for admission, which varies by school. The courses and books are paid for by state funds. At Tapestry, we encourage our students to take the courses after lunch (preferably 4th period) to minimize disruption to their school day and attendance in their high school courses.

Students who are not scheduled for a class period and who are attending dual enrollment may NOT be on campus during that scheduled time unless participating in a school-sponsored club, program, or who have written approval to meet with a teacher during their planning period. They will need to sign in and out in the front office.

Dual Enrollment students must show maturity, academic progress, have good attendance at school and meet with the counselor and their parents for approval before taking courses. Furthermore, students and families are responsible for contacting the Office of Disability Services to request accommodations after they have been accepted, as well as communicate with Tapestry any changes to their enrollment and a printed copy of their course schedule as soon as they have it. Information on Dual Enrollment will be presented to families in September and January of each school year. For more information, please visit www.gafutures.org or email Katoya Bledsoe at Katoya.Bledsoe@tapestrycharter.org.

GRADING POLICY

Grading Scale

Tapestry uses the DeKalb County school district's grading scale. The state of Georgia has set 70 as the minimum passing grade.

A = 90 - 100

B = 80 - 89

C = 71 - 79

D = 70

F = 69 or below

W = Withdrawal/pass or fail

NG = No Grade (for students enrolled fewer than 20 school days with no transfer grades)

INC = Incomplete (with approval of the principal)

Infinite Campus

Grades will be input into Infinite Campus on a weekly basis. Teachers will submit grades in the following categories:

- Assessment During Learning
 - worth 25% of final grade
 - could include daily quizzes, classwork, or short term projects
- Guided Independent or Group Practice
 - worth 45% of final grade
 - could include classwork or homework
- Summative Assessments
 - worth 30% of final grade
 - will include End of Unit Assessments
 - could include Projects and Final Exam

Frequency of Grades

Teachers will submit at least two grades into Infinite Campus every week. Grades will be inputted by Monday morning. Teachers will give at least one Summative Assessment per unit. Projects may be counted as an additional summative assessment.

Missed Work

If a student has an excused absence s/he has as many days to make up all work missed. (Ex: 2 days absent = 2 day to submit make-up work). Absences are excused with a note from a parent or guardian. Missed work due to unexcused absences will be given a 0%. **Individual student accommodations regarding making up missed work will be implemented according to a student's IEP or 504.*

Late Work

Students shall be permitted to turn in late work 1 week prior to the end of the quarter (4.5 weeks) for full credit as the purpose of the assignment is to reflect student learning. If the work is not submitted by that time the assignment is recorded as a 0 in the grade book. This policy is meant to stress the importance of turning in work in a timely manner while simultaneously providing students the opportunity to learn at a different rate. **Individual student accommodations will be implemented according to a student's IEP or 504.*

Reassessment Policy

Students shall be permitted to re-assess or revise any assessment in which he/she scored lower than a 75%. Students shall have until the next Unit test to complete their re-assessment. Students shall earn back a half credit for each point lost on the original assessment. **Individual student accommodations will be implemented according to a student's IEP or 504.*

Grading Students When Absent From School

1. Students must be enrolled at least 20 days during the semester to receive numerical grades on a report card for the current semester.
2. A student is permitted and encouraged to make up work missed because of excused absences. Upon returning to school following an absence, it is the student's responsibility to contact the teachers to request make-up work. The student will receive the actual grade on the make-up work if the absence was "excused."

Homework

Students will receive homework to support classroom work. The homework is limited to that which is required to reinforce learning and will be documented on the student's Google calendar. Parents will also receive emails from Google Classroom identifying homework assignments.

Grade Reporting

Grading, promotion, and retention are the responsibilities of the individual teacher and are subject to approval and review by the principal. Careful evaluation by the teacher and principal will ensure that all grades issued and recommendations made will be in the best interest of the student.

Staff will communicate with parents if there are concerns related to a student failing a class prior to issuing a progress report that reflects a failing grade. If you have other concerns related to your child's progress please schedule a parent/teacher conference with your child's teacher.

Promotion/Retention of Students

Students must have a passing grade in each core subject by earning an average of 70 or above when averaging the combination of two nine-week grades during the semester. Any student who receives an average for both semesters of 69 or below shall fail the subject for the year. Students who do not pass all core subjects may be retained in the same grade, based on the recommendations of the teachers, principal, and the academic goals for the student. The Individual Educational Plan (IEP) team shall determine promotion or retention of students receiving special education services.

Eighth grade students who do not perform at grade level on the math and reading portions of the Georgia Milestones may be retained in the 8th grade.

Academic Integrity

As members of Tapestry Public Charter School, we value honesty, integrity, and respect for self, others and property. We accept responsibility to uphold these values and to preserve our personal honor and the honor of the Tapestry community.

Students are not to engage in the following:

- Copying someone else's work and submitting it as their own.
- Allowing someone to copy their work.
- Having answers in view during a quiz or test.
- Discussing test questions or answers, including with students in another class who have not taken the test.
- Not providing documented sources to support original work (plagiarizing)

When students bring work home, parents are encouraged to support and provide assistance when needed. At no time, should parents do the work for the students. If parents complete the homework or schoolwork for the child they are robbing the child of the opportunity to learn and limiting the teacher's ability to determine what the child can actually do on his/her own.

SPECIAL EDUCATION PROGRAM

Tapestry Public Charter School is committed to ensuring that all students with disabilities receive a quality education within a general education classroom setting. We offer a curriculum that meets Georgia Professional Standards at both the middle and high school level.

Special Education Settings

As part of Dekalb County Schools, Tapestry provides a continuum of services for students with IEPs. Our general education classes are small (15-22 students). The core content classes (English language arts, mathematics, science, and social studies) are co-taught by a teacher certified in the content area and a Special Education teacher. Given this supportive environment, we find that many students who previously required a more restrictive special education setting often flourish in our full-inclusion model.

All students have access to the general education curriculum with opportunities to receive differentiated instruction. Students who require more support will receive scaffolded, intensive small group instruction that supports their attainment of grade level standards.

Accommodations

Our charter requires us to provide all students the opportunity to obtain a general education diploma upon high school graduation. To that end, we will ensure that students with an IEP have access to grade level curriculum with all necessary accommodations. An accommodation is a change in instruction that enables children to demonstrate their abilities in the classroom or assessment setting. Accommodations can include alterations to presentation, response, scheduling, or settings. When used appropriately, accommodations reduce or even eliminate the effects of a child's disability; but do not reduce or lower the standards or expectations for content.

SCHOOL CULTURE AND EXPECTATIONS

Overview

Our mission at Tapestry Public Charter is to provide a positive and restorative school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures. Each and every Tapestry student is treated with respect and thrives in our academically enriching and socially engaging environment.

The establishment of our school culture exists within a framework of understanding that we are a fully inclusive school where neurodiversity is accepted and celebrated. We believe that the function of behavior is communication, and while the behavior may be affecting a student's educational progress, it is important to understand the purpose of that behavior and assist the student in establishing more successful coping strategies.

In consideration of both an individual student's neurological and developmental functioning, specific behaviors that seem disrespectful (i.e. shouting out to a teacher) may, in fact, be a sign of dysregulation. At Tapestry we plan and implement proactive classroom support where expectations are clearly defined and modeled, it creates a physically and emotionally safe environment that unlocks potential for learning and development. If it is decided that a behavior is a sign of dysregulation, the behavior will not be treated as "bad" behavior. Rather, the staff will work with the child to learn alternate means of dealing with dysregulation.

Tapestry follows the Dekalb Code of Conduct which each student will be given a copy of. The revised edition focuses on interventions for adverse behaviors prior to consequences and we embrace that philosophy. The Code of Conduct also outlines levels of behaviors and interventions and consequences that match the level of the disruption to learning. Students do best when they know what is expected of them, that's why planning and communicating school rules is an essential 1st step of developing a productive and safe learning environment.

Level 1 and 2 behaviors are those that impact the student and the learning of others. These issues will be dealt with directly by the classroom teacher. Disciplinary actions may include redirection of behavior, student-teacher conference, problem solving, and the teaching of prosocial behaviors.

Level 3 and 4 behaviors are those that affect an orderly environment and take excessive teacher time. Students who are exhibiting these behaviors, which include lying, disrespect to an adult, or fighting will be referred to the assistant principal and principal for intervention and consequences. Disciplinary actions may include parent conference, loss of privileges, in school or out of school suspension, behavior contract and counseling support.

Level 5 -7 behaviors are those that involve the immediate safety of others. In the event that a student harms or attempts to harm another student, he/she will be immediately removed from the environment and taken to the assistant principal or principal who will discover the underlying cause of the behavior and then determine the intervention and consequence.

All students will receive training on the DeKalb Code of Conduct and will be required to pass a test on the components of the code during the first week of school. Parents will be required to review the document with their child and sign a document stating that they have read through and understand the Code of Conduct. Parents please have students understand the opportunities to improve their behavior vs the consequences for the choices they make. This will help the school form a partnership with you and your

student. Tapestry will be utilizing the Restorative Practice Model, where staff and students will adopt the practices of:

Respect
Relate
Reflect
Restore

Our beliefs at Tapestry are when parents and the school community embrace Restorative Practices, students are better equipped to maintain relationships, improve their behavior if needed and respond to challenges.

Parent Involvement

Parent involvement is critical to the success of students at Tapestry. Administration, faculty, parents and students must work together to ensure that each child reaches his/her potential. Parents and students will be called upon throughout the educational experience to support each child in a variety of ways, and all of the Tapestry family will be encouraged to participate in this truly collaborative process.

Bullying/Harassment/Hazing

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (www.stopbullying.gov). *Please note that bullying is not mutual conflict between students. There must be a real or perceived imbalance of power whereby the bully seeks to impose authority and harm on an innocent student.* Tapestry administration will investigate all reports of bullying and follow established protocols to document compliance with the law.

Harassment and bullying are terms that tend to be used synonymously but they are not always the same thing. Harassment is unwelcome conduct based on real or perceived race, color, national origin, sex, religion, disability sexual orientation, gender identity or gender expression. It may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unlike bullying, harassment does not always involve a real or perceived power imbalance. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Hazing is thought by some to be a college fraternity/sorority "thing". To the contrary, incidents of hazing occur in K-12 schools throughout the country and can be equal to or more harmful than what happens on university/college campuses. As institutions of higher learning are stepping up enforcement on this type of behavior, it is prudent that we partner together to eradicate hazing in our schools. The difference between hazing and bullying is subtle. The same power dynamics are involved. The same intimidation tactics are used. The same second-class citizenship issues arise. The only real difference between bullying and hazing is that bullying can happen to anyone, anytime and is used as a means to exclude someone. Hazing is an instrument of including people by having them earn their way into a group or to raise their level or status in the group. Bullying is about exclusion; hazing, inclusion. Hazing can occur in any school organization; including, but not limited to athletic teams, band, student clubs, cheerleading, dance teams and other extracurricular student organizations.

Tapestry staff members have been trained in the bullying protocol and will file a report when a student notifies them of an occurrence. No single act of bullying, harassment or intimidation will be ignored. Administration will investigate any report immediately and will follow through with parents, students, and staff. The flowchart on page 18 documents the series of events that will take place after a report is received. Parents and staff will use the same form to report instances of bullying which appears on page 19. This form can also be found on both the Tapestry and Dekalb websites.

Internet

Students are strongly cautioned that sending inappropriate messages and/or images via electronic communication devices or the internet at any time could result in very serious school, personal, and/or criminal consequences. Bullying that is done through the Internet, ***even after school hours***, is considered bullying and will be treated as such.

Dress Code

Students at Tapestry Public Charter Schools must wear clothing that is clean, in good repair, and worn in such a manner as to exercise good taste and not to detract from the learning environment. Student and staff attire should be neat, clean, and appropriate for the school setting. The school administration may disallow types of clothing that, while acceptable outside of school, may jeopardize a safe and orderly environment for the students and school staff during the school day. While school staff will enforce the dress code, ultimate responsibility for adhering to it lies with parents/guardians and students. Any questions concerning the dress code may be directed to the principal.

	APPROPRIATE	NOT PERMITTED
Shoes	Tennis shoes Dress shoes Sandals (closed or open toe)	Bare feet while at school or at school-sponsored activities Shoes with skates Bedroom slippers Flip flops / Slides
Tops	Tops that only allow the neck, head, and arms below the shoulder to be shown. Tops should be long enough to be tucked in Tank top straps must be at least 2 inches thick and not show any bra straps	Exposed midriffs, halters, backless, strapless, tube top, or spaghetti strap shirts Low-cut blouses Any cleavage or see-through clothing Men's sleeveless undershirts
Bottoms	Pants must be worn at the waist Shorts, skirts, and dresses must reach below the end of the fingertips when student's arms are extended at the student's side	Sagging pants or underwear showing Short, short skirts or shorts, inappropriately "ripped" jeans
Accessories	Headgear worn for religious purposes Headgear, including hats, caps, nets, head scarves, bandanas, etc.	Spiked belts, collars, cuffs, or chains, fishnet stockings

Clothing Items Not Permitted

The following clothing is not to be worn to school:

1. Clothing cut in such a way as to display bare skin or underwear, including “fashion ripped jeans”
2. Slogans or logos that contain profanity, obscenity, or that advertise or depict cigarettes or tobacco products, alcohol, drugs, or sexual acts
3. Clothing that includes slogans, images, logos, or language that are demeaning to any person or group
4. Slogans considered by the administration to be in poor taste or demeaning to any person or group
5. Pajamas, sleepwear or slippers, except during specified days/celebrations

Designated dress involving school activities, approved by the principal, shall be acceptable. An administrator shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of this rule.

Keeping it R.E.A.L

Tapestry students “Keep it R.E.A.L.” The statement is part of our school culture embracing the belief that our job as adults is to teach students how to engage in an academic environment. R.E.A.L stands for Respect, Engaged, Active, Learners. Keeping it R.E.A.L promotes a positive school environment and teaches students both self-awareness and awareness of others. This policy will continue to build on our school culture of tolerance, acceptance, and empowerment.

Respect

Students and staff are expected to treat each other with respect at all times. Staff uses proactive, problem-solving language when interacting with students and students learn to use academically appropriate language and behaviors when interacting with adults and peers.

Engaged

Students and staff are to be fully engaged in the educational environment and to be productive members of the Tapestry team.

Aware

Students and staff are expected to be alert and active in the environment around them. Part of being an active member of the Tapestry team involves being aware of one’s own physical space and respecting the physical space of others.

Learners

Learning is what our school is all about. We all participate fully in the learning process and see ourselves as inquisitive, curious, and persistent in pursuit of knowledge.

Students are expected to keep it R.E.A.L. across all school environments. During the first two weeks of school advisory teachers will explore with students what it means to be R.E.A.L at Tapestry. Visuals will be posted in each classroom and across all school environments reminding students to Keep it R.E.A.L.

Cell Phone Policy

With the exception of before-school and lunchtime privileges, students may not use their cell phone while they are in the school building between the hours of 8:00 and 3:30. **This will be strictly enforced in order to monitor positive usage of cell phones.**

High school students may use their cell phones before school (8:00 - 8:30) and during lunch (11:30-12:00). However, students are not allowed to use their chromebooks. There will be an area for students who need

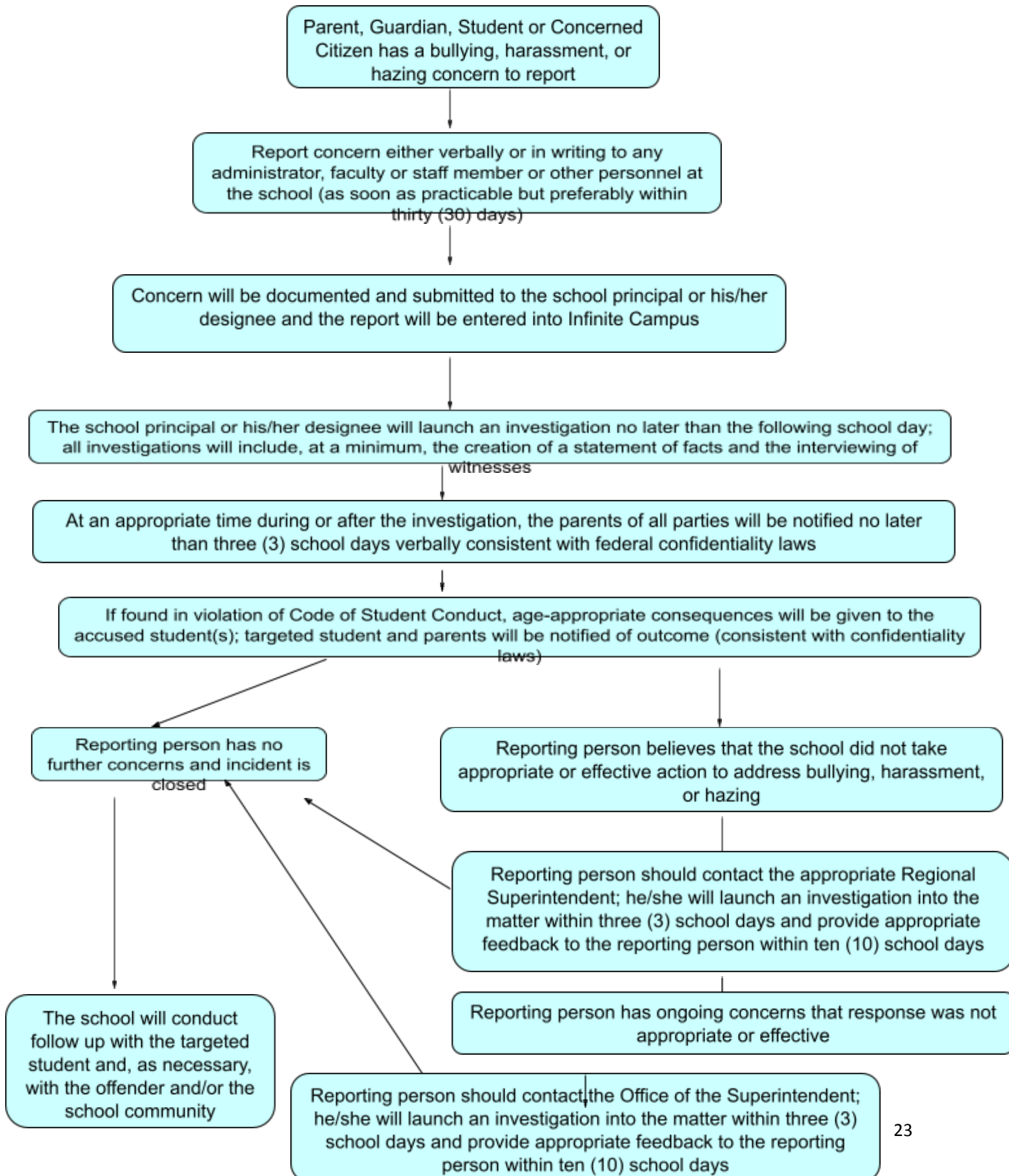
to complete assignments. After lunch cell phones must be immediately put away. Refusal to comply will result in the loss of cell phone privileges.

If students need to use their phone, they may go to the front office to use it. If this becomes a recurring event, privileges will unfortunately be revoked.

If a staff member sees or hears a student's cell phone, they will remind the students about the cell phone policy and ask him/her to put it away. Refusal to comply will result in the student no longer being able to bring their cell phone to school. Repeated abuse of the cell phone policy will result in a referral to the administration for interventions and consequences.

Headphones are used in conjunction with chromebooks and are not to be worn outside of the instructional environment.

2021-2022
BULLYING/HARASSMENT/HAZING REPORTING FLOWCHART



2021-2022

Bullying /Harassment/Discrimination/Hazing Report Form
This form is available at www.dekalb.k12.ga.us/student-relations.
PLEASE PRINT ALL INFORMATION LEGIBLY.

Today's Date ____/____/____ School _____

Person Reporting Incident: Do you want to remain anonymous? € Yes € No (If yes, do not write in name)

Name _____

Circle one: Victim/Target Concerned Student Parent/Guardian Relative Concerned Person Faculty/Staff

Telephone ____-____-____ E-mail _____

1. Name of student victim School Grade Race Gender

2. Name(s) of alleged offender(s) School Grade Race Gender

3. Has this student been bullied, harassed, discriminated against or hazed on previous occasions? Yes No Don't Know

4. On what date(s) did the incident(s) happen?

____/____/____ Time: ____ AM/PM ____/____/____ Time: ____ AM/PM
Mo. Day Year Mo. Day Year

5. Where did the incident(s) happen? (Choose all that apply.)

- ☐ On school property (Please circle): Classroom Hallway Cafeteria Gym/Locker Room Other
- ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus (Please circle): AM/PM
- ☐ On the way to/from school (Please circle: AM/PM)
- ☐ Online

6. Place an X next to the statement(s) that best describes what happened (Choose all that apply.):

- ☐ Harassment (race/ethnicity, color, religion, national origin, gender, disability, sexual orientation, gender identity, etc.)
- ☐ Physical Violence (hitting, kicking, shoving, spitting, hair pulling, or throwing something)
- ☐ Persuading another person to hit or harm the student
- ☐ Verbal (teasing, name-calling, making critical remarks, or threatening, in person or by other means)
- ☐ Hazing
- ☐ Extortion
- ☐ Intimidating or making rude and/or threatening gestures
- ☐ Exclusion (excluding or rejecting the student)
- ☐ Spreading harmful rumors or gossip or Public Humiliation
- ☐ Cyberbullying/Cyberstalking (Circle one: During School/After School)

7. Motivation of the bullying/harassment/discrimination/hazing. (Check one):

__Race/Color __Religion __Gender __Gender Identity/Sexual Orientation __Physical/Mental Disability
__National Origin/Ethnicity __Other __General

Briefly describe the incident as reported to you or attach a written statement and any materials provided: _____

This report has been submitted to (Circle): Principal Principal's Designee Regional Superintendent (Name)

____/____/____ _____
Date Submitted Print Name Signature

Distribution: Original to Principal/Principal's Designee; Copy for student records, copy for submitter Revised 7-02-18

TECHNOLOGY

Technology Acceptable Use Policy

Each student, parent, and staff member must read, sign, and agree to abide by the School Computer and Internet Policy guidelines before gaining access to the school's network, internet, and computer workstations. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students are not permitted to bring software or hardware equipment (disks, CD-ROM's, external hard drives, etc.) to school without prior permission.

Chromebook Use/Abuse

All students are issued a chromebook. Teachers and staff will regularly review the rules related to Chromebook use and abuse. Use of the Chromebook, access to the Internet and usage are regularly tracked.

Our goal at Tapestry is to ensure each child is safe and scholarly online at all times. We want to ensure students are using technology as an interactive instructional tool and not an unsafe one. If your child misuses his/her Chromebook he/she may lose the use of it for a period of time in which case other arrangements for access to material will be made. Student chromebooks belong to the school. Parents can monitor their child's progress by logging on to his/her Google classroom account.

Students in grades 7-12 will be able to take their chromebooks home everyday. Students are responsible for charging the chromebooks at home and keeping them in good working order.

Sixth grade students will begin their year by keeping their chromebooks at school. As the school year progresses, students will take their chromebooks home for specific assignments and projects and gradually begin to take them home on a more consistent basis.

Parents/guardians will be asked to sign a 2021-2022 Technology Check Out Agreement before a chromebook is issued to your student. In the Agreement parents agree to pay the replacement costs resulting from any harm, damage or loss of any nature whatsoever to the chromebook.

Replacement costs:

Case - \$20, Charger - \$40, Chromebook - \$325

Children's Internet Protection Act

Internet access is available at school in support of the instructional program. Tapestry complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for children. Web sites are permitted or denied upon review of the school's technology committee.

Google Classroom

Tapestry uses Google Classroom as a hosting site for our instruction. Every student has an email and Google account where he/she can access Google Classroom. Google Classroom is a web-based platform that integrates learning, distributes assignments, communicates, and assists with everyone's ability to stay organized. Your child's assignments will generally be sent and returned through Google Classroom, which will reflect scope of assignment, due date and whether it was turned in.

Internet security home/school

Tapestry utilizes a state of the art firewall to ensure Internet safety. In addition access to the Internet is monitored utilizing specialized software when your student is on his/her chromebook. Please be mindful of your student's Internet usage while he/she is at home

Infinite Campus

Tapestry participates in the DeKalb County Public Schools (DCSD) Campus Portal. The Portal is a confidential and secure website that allows parents/guardians to log in and view their child's progress in school. The goal of the Campus Portal is to create a better partnership between parents and teachers.

The URL for the DCSD Campus Portal is:

<https://campus.dekalb.k12.ga.us/campus/portal.dekalb.jsp>

To effectively access your Campus Portal account, you will need:

Internet Access: a high-speed Internet connection (cable or DSL) is recommended.

Adobe Reader: This is a free document reader available for download on the web at <http://get.adobe.com/reader>

Process for creating a new user account:

- Go to <https://campus.dekalb.k12.ga.us/campus/portal.dekalb.jsp> and click on DCSD Portal Account Activation. You will be prompted to enter your child's 7-digit student number (if you don't know your child's student number, contact Colleen Kelly at Colleen.Kelly@tapestrycharter.org, your child's Social Security Number and his/her date of birth. When this information has been entered, click the Submit button. If you are successful in retrieving your activation code, click the Activate Your Parent Portal Account Now to create your username and password. Note: Please do not use a numeric only username as it may conflict with a student account.
- If you are unsuccessful in retrieving your activation code on the first try and you have more than one child at Tapestry, please attempt to retrieve your activation code by entering the requested information for all children in the household. If you are still unsuccessful, please contact Colleen Kelly at Colleen.Kelly@tapestrycharter.org.

Grades will be posted by Monday of each week.

Weekly Newsletter

A weekly newsletter with updates, events and reminders is sent out weekly (Thursday or Friday). If you are not receiving the newsletter, contact Mel Brown at Mbrown@tapestrycharter.org.

EMERGENCY PROCEDURES

Safety Plan

Tapestry has established a safety plan for all emergencies. A copy of the safety plan is located in the front office and is available for review. Contact the front office for more information.

Emergency Drills

Fire, tornado, bomb, and/or intruder drills are held on a monthly basis during the school year. We prepare our students for all drills. Students who are sensitive to loud sounds will have access to earphones and adult support. If a parent is concerned about a child's potential reaction to an emergency, please contact the case manager or advisory teacher.

In the event of an actual emergency, parents will be communicated with as promptly as practicable. Please wait until contacted by school administration before taking action. The school has arranged for emergency shelter at a local church and has emergency provisions available in case of the need to evacuate.

Emergency School Closings

In the case of an emergency school closing, Tapestry will send out information via our website, Twitter, and Facebook accounts.

Giving to Tapestry: The Annual Fund and Fundraisers

Tapestry is a charter school and relies on the financial support of each family.

As a public charter school, Tapestry receives *some* of its funding from the state and DeKalb County School District; however, charter schools do not receive the same level of funding as traditional public schools.

In fact, Tapestry and other DeKalb charter schools are now facing significant budget cuts. Tapestry experienced a 40% reduction in its operating budget during the 2020-2021 academic year, and the impact of these cuts will have a significant impact in future years. **Tapestry hosts two major fundraisers each year, the Annual Fund and the Spring Auction BASH, which account for nearly 85% of unrestricted contributions raised each year.** Additionally, there are three fundraising campaigns held on Giving Tuesday in late November and a winter holiday campaign in late December.

The total unrestricted fundraising goal for the 2021-2022 school year is \$150,000, which includes the Annual Fund, Spring Auction BASH, and the fall and winter fundraisers. Unrestricted funds support academic and extracurricular programs, equipment and software upgrades, facility improvements, strategic planning, as well as faculty salaries and professional development. We need your help to reach this goal!

The Annual Fund and the Parent Contribution Goal

The Annual Fund campaign is Tapestry Public Charter School's biggest fundraiser and it runs from July to May each school year, and it helps close Tapestry's funding gap, which reduces the time we spend fundraising and strengthens our capacity to provide an inclusive, innovative and individualized education for our neuro-diverse students.

The 2021-2022 Annual Fund goal is to raise \$100,000 with 100% participation from Tapestry families. The suggested tax-deductible donation is \$400/per family (about \$2 per school day), but any donation that is meaningful to you will make difference and is much appreciated.

Why Give to the Annual Fund?

A gift to the Annual Fund is the primary way you can support our school by giving Tapestry the flexibility to use unrestricted funds to address our most pressing needs. Typical Annual Fund giving has been \$29,000 with 24% participation from Tapestry families in previous years. While we appreciate every dollar raised, we cannot sustain our school with less than a quarter of families' participation in the Annual Fund. Also, budget cuts and diminished fundraising due to the COVID-19 pandemic hit us hard. We must increase both total giving and participation in order to keep our doors open and operations at full capacity.

Growing our Annual Fund for 2021-2022 allows us to mitigate the damage from funding cuts and achieve greater financial stability. The Annual Fund directly supports academic, extracurricular, equipment and software upgrades, facility improvements, strategic planning, as well as faculty salaries and professional development.

Parent Contribution Goal

This year's suggested tax-deductible donation amount is \$400 per family (about \$2 per school day).

The Annual Fund participation rate is important. It is used by foundations and corporations as a barometer to measure the value our Tapestry community places on educating our own children. In short, Tapestry must be important to us for it to be important to others.

What we ask is that you give what you can with the understanding that your child's education is the best investment you will make. Don't forget, your employer may offer a match program.

You may also choose the following payment options:

- \$40 monthly donation for 10 months
- Quarterly payments of \$100.
- One-time payment of \$400
- Any donation that is meaningful to you.

For more information on the Annual Fund, Spring Auction BASH, or any of the ways to financially support Tapestry, please contact Dr. Kantrice Rose, Director of Development, at (470) 268-6403 extension 104 or kröse@tapestrycharter.org.

Please visit our website, tapestrycharter.org, Support Tapestry, for more details.

PTO INFORMATION

How to Join PTO

The Parent Teacher Organization (PTO) promotes and maintains parental interest and involvement in the school and provides a vehicle for communication and community building between parents and the administration, teachers and staff. The PTO facilitates cooperative activities that are beneficial to the school. All parents or legal guardians are encouraged to become members of the PTO.

To join PTO, download the PTO Membership Form from the Current Parent Page of the website or ask for a copy in the front office. Membership is **\$10 per parent**. An online form is being worked on and that information will be sent out when it's ready.

Contacting the PTO

To submit items for the newsletter or ask a question, you can email PTO@tapestrycharter.org

PTO Donations – What and Why?

In addition to joining the PTO, we ask each family to consider two additional donations, which are tax deductible.

Additional Donation - \$25 per family recommended – In lieu of fundraisers (magazines, wrapping paper, etc.) this donation goes towards funding things such as the directory, dances, reading bowl, teacher grants, principal's coffees, library books and field day.

Teacher Appreciation - \$15 per student recommended – This donation is used for end-of-term gifts for the entire staff and well as for snacks and lunches on workdays and Teacher Appreciation Week. *Since as many as 12 different teachers can work with your student in a given day, this donation makes it possible for us to provide recognition and thank you tokens to everyone.*

Volunteering – Why and How?

Volunteering is a critical component of making Tapestry work. As part of our commitment to Tapestry, each family is required to volunteer a minimum of 20 hours per year. Volunteering is important because:

As we continue the re-accreditation process, showing that we have an active and involved parent body is important.

Resources received from the county are insufficient to run the school as our charter dictates, and we want. Volunteerism fills those gaps.

Likewise, grants are an important part funding the cost of education. Demonstrating we have an engaged community shows that we are committed to Tapestry and increases our chances of receiving grants.

Volunteer opportunities and the hours you can earn are communicated through the weekly newsletter throughout the year as they become available. Each Tapestry PTO designated coordinator and lead (this year's listed below) earns their family's 20 hours for the year. If you would like to volunteer on any of these activities, the leads and coordinators would welcome your help! Please email PTO@tapestrycharter.org if you are interested and we will connect you.

The chair of each event is responsible for tracking sign ins to events and passing that information onto the volunteer coordinator, who will track the hours by family. If you ever have questions regarding your hours, you can email volunteer@tapestrycharter.org

Weekly Newsletter

A weekly newsletter with updates, events and reminders is sent out weekly. If you are not receiving the newsletter, contact PTO@tapestrycharter.org.

Note: If you use Gmail, check your social, promotions and forums tabs for the newsletter. We are finding it often is going there.

School Directory –

The Tapestry Directory will be available and will be made accessible and announced at a later date.

How to Join PTO Facebook Group

There is a Tapestry PTO Facebook page where you can ask questions of other parents and reminders and other information is posted. This is a closed group, so you must request to join the group. In the Facebook search bar, enter “Tapestry PTO 2021-2022” and click on “Join Group”. You will be instructed to enter your connection to the school with student name and grade and to agree to guidelines in the group. Note: Cover photo may change but it will still say Tapestry Parent Teacher Organization.

How to Opt in to Remind Texts from the PTO

To opt in to our school’s texting alert system there are **two ways**:

1. Visit remind.com/join and add our code “taps__” (then enter ONE number: 6, 7, 8, 9, 10, 11, OR 12 for your students’ class). Follow the prompts to add your name and number
2. Text @taps__ (and ONE grade number) to number 81010 to quickly join. See sample below

Message frequency varies. Standard message and data rates may apply.

Example for 10th grade families. You will use your student’s grade number after @taps.

OTHER ITEMS OF IMPORTANCE

Lost or Damaged Materials

Students are responsible for the care and protection of chromebooks, Kindles, iPads, textbooks, CDs, library books, musical instruments, laptops and other instructional materials assigned to them or checked out by them. The following consequences may be taken against a student who fails to return or refuses to pay for lost or damaged textbooks, library books, media material, or school property, including but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc.

1. Refusal to issue any additional textbooks, library books, media materials, school property, or student schedules until restitution is made;
2. Withholding of all grade cards, transcripts, diplomas or certificates of progress until restitution is made; and/or
3. Exclusion from ceremonies, assemblies, dances, intramurals, and/or participation on teams or in clubs. A record of any outstanding fees, fines or charges will accompany students' records whenever they move from school to school within the school system, and sanctions may be taken against a student by his/her new school until the student settles matters with his/her former school.

Appropriate restitution for a lost book, computer, or other item is the cost of a new replacement copy. For damaged books, an assessment and appropriate charge will be determined by the librarian. If a student cannot afford the entire charge, the student will be put on a payment plan until the amount owed is paid in full.

Clubs and Activities

A range of clubs and activities are offered for students before and/or after school. Some examples include: Basketball, Track, Soccer, Chorus, Robotics, Reading Bowl and others. In addition there are some after school offerings provided by private vendors. Clubs and activities will be announced via the newsletter and will be listed on the Tapestry website.

Students must be counted present at school in order to participate in extracurricular school activities on that day.

Deliveries for Students at School

Parents and other individuals are requested to refrain from ordering flowers, balloons, or fast food lunches to be delivered to students at school. Such items create a disruption to the school day and to the learning process and will remain in the school office until the end of the school day. Your cooperation is greatly appreciated in this matter.

Field Trips

Field trips are a valuable part of the middle school and high school educational process and may be taken at various times throughout the school year. A Tapestry permission slip must be signed by parent/guardian and returned to the school prior to the trip. **Telephone permission and notes from parents will not be accepted.**

Medication

Medication (prescription or over-the-counter) may not be given to a student without the required forms on file and must be brought to the school by the parent/guardian. Prescription medication

requires that the form be signed by the prescribing physician; over-the counter medication requires that the form be signed by a parent. Medication should be clearly labeled and sent to the office where it will be administered under the direct supervision of school employees. Students may **only** carry medication while at school if an Authorization to Carry Medication form is signed and submitted.

Personal Property/Lost and Found

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility lies with the student. Name labels should be placed on personal articles and apparel. All lost articles will be placed in the lost and found. Students are encouraged to check the lost and found for missing items. Unclaimed items will be donated to a charitable organization at the end of each semester. Students should not bring large amounts of money to school. **The school cannot be held accountable for lost, damaged, or stolen articles.** In the event a student is missing a personal item, the student should complete a theft/damage report in the office.

Student Activities/Dances

All after-school functions are chaperoned by school personnel. If the activity is a fundraiser for a club or cause, an admission fee may be charged. Concessions may be available for purchase at many after-school functions. Students are expected to abide by all school rules whenever they are in the building or attending any school function. **Discipline and behavior policies of the school and the school system are in effect at all school-sponsored activities.**

Accidents

Any student who is injured on the school grounds must report the injury to the supervising staff member or, if the student is not in class at the time of the injury, go directly to the office. Appropriate safety precautions will be taken. The student will receive any necessary first aid. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by the supervising faculty member.

PE Dress Procedure

In PE students are encouraged to bring a change of clothes for PE. Shorts, athletic pants, yoga pants are all acceptable. Students should wear non-Scuffing sneakers. Before class begins and 10 minutes before class ends, students will be given time to change. Students are also encouraged to bring a water bottle everyday.

Bicycles, Skateboards, Rollerblades, Scooters, Shoes with Wheels

Skateboards, rollerblades, scooters, shoes with wheels, are not to be ridden or used on school grounds at any time. Violators will be asked to leave these items at home. No motorized students transportation is permitted at school.

Lunches

Tapestry utilizes an outside vendor that provides hot lunches that comply with the federal lunch guidelines. All lunches must be pre-ordered in order for the student to be served.

Please register for a free online account at www.MyMealOrder.com. Select "Register for your free account" and follow the instructions.

Please note that you will need your student's DeKalb County Student ID in order to register an account and also when placing future orders. If you don't know your number please email Mel Brown at mbrown@tapestrycharter.org.

1. **Meals must be ordered in advance** Meals must be ordered by 11:00 a.m. Wednesday for the following week to allow the caterer sufficient time to prepare for the order. You will not be able to place or adjust

an order after 11:00 a.m. Wednesday for the following week. Menus will be posted prior to the beginning of each month.

2. **You MUST go through the complete checkout process** in order for the lunch order to be placed! You should get an email confirmation once the checkout process is complete.

FREE/REDUCED LUNCHES: If you participate in the free and reduced lunch program you MUST place your order through the www.MyMealOrder.com website!! This is the only way that the caterer will know to prepare a lunch for your student.

ALL FUTURE LUNCHES MUST BE PAID FOR VIA THE ONLINE ORDERING SITE.

If your student forgets his/her lunch you may bring it to him/her and leave it at the front office for delivery. Students can not receive food deliveries from UberEats, GrubHub, etc... The office does maintain a small number of snacks for students who do not have lunch

Library

The purpose of the Library at Tapestry is for our students to have a relaxing and quiet place to come work, read, think, meet or unwind. It is set up with a variety of furniture for our students to come in and be able to work individually or in small groups, to meet socially, or even for an entire classroom with their teachers.

Most of all, the library is a place for our students to find books to check out and read. The mission is to provide a dedicated place for students to learn about different types of stories, explore various genres, and discover new authors.

Library Rules:

- Be good to the books. Check them out for 2 weeks, then bring them back in good condition.
- There is no eating or drinking in the library. There is the exception of when a pre-approved group needs to meet over lunch, or the Reading Bowl Team meets.
- Put back the furniture the way you found it - this includes all chairs, stools and tables.
- Do not put your feet on the furniture.
- Do not go behind Mrs. Benevento's desk or remove anything from it.
- Be quiet and respectful.
- Clean up all trash.
- Enjoy this beautiful space!

2021-2022 Student and Parent/Guardian Signature Page

Parent Guardian Acknowledgement of Receipt of Handbook

Please read and review the Tapestry Student and Parent Handbook with your child. This handbook includes important information regarding school policies and procedures. Please sign below to acknowledge that you and your child received this handbook.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Comment:

Please sign, date, and return this page to your child's Advisory Teacher within three (3) days.