

# School Handbook

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## *Circles Of Success Learning Academy*

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# The COSLA Creed

## “I Am the COSLA Child”

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I am the COSLA child.

The whole world awaits the person I am becoming.  
I am capable of meeting every challenge I must face.  
I will use my physical, mental, and spiritual capacities  
to reach MY destiny.

I will respect myself, my elders and every person for who they are.  
I will not try to make anyone feel less than me,  
nor allow anyone to make me feel less than the person I am.  
I will never knowingly bring reproach on myself, my family,  
or my school.

I am responsible for my own success.  
I need your love and support within my circle.  
Teach me, challenge me, mentor me and expect me to succeed And  
with that...I will!

*©2007 S. Catron Cooper, Principal*



Dear Parents, Guardians, and Students,

Welcome to another year at Circles of Success Learning Academy (COSLA), a community school with a tradition of excellence!

Let me first thank you for entrusting your child(ren) to our care. It is an honor and responsibility that we do not take lightly. While at COSLA, you can rest assured that your child(ren) will be taught by exceptional teachers and educational assistants that all have a heart for children. In partnership with you, we will challenge your child(ren) developmentally, socially, and instructionally to be the best that he/she/they can be. At COSLA, we believe in Higher Expectations for every child – No exceptions...No excuses. Our children can learn and grow. As the school years' progress, you may realize that school is much more academically rigorous than it was when you and I were in school. The increased rigor is due in part to the guidelines, and in part to our unwavering goal to maximize the learning potential of each and every student in our school.

This handbook will serve as your guidepost along the way. It holds the key to our expectations academically and in organizational structure. Please become familiar with the policies and procedures detailed here. I also ask that you make your child(ren) aware of what is written. The items here have been instituted to ensure that COSLA remains the Premiere Elementary School Of Choice where "Success Surrounds Success." Nevertheless, it is impossible for us to remain this way without your assistance and adherence to these guidelines. Please know you are an integral part of this process and with your help and support, we will meet the school's mission: To **Cultivate** success by surrounding evolving minds with **Opportunities** that holistically promote **Self-Worth, Leadership, & Achievement**. Thank you for your prior and continued support of our Village!

Sheri Catron Cooper, Principal

## PURPOSE OF HANDBOOK

This handbook is a summary of the school policies and procedures of Circles of Success Learning Academy. These policies were developed to help us manage a cohesive, productive environment and to provide consistency in the implementation of policies by parents and faculty.

No handbook, or manual for that matter, can provide all the details on any given subject or cover every event. It is assumed that the principal, faculty and staff of COSLA have the ability to act responsibly and with good judgment in implementation.

Moreover, because COSLA is under the umbrella of Memphis Shelby County Schools (MSCS), certain policies may also apply to this particular school.

## VISION STATEMENT

The Circles of Success Learning Academy is the premiere elementary educational institution of choice where “success surrounds success.”

## MISSION

**Circle of Success exists to:** Cultivate success by surrounding evolving minds with **O**pportunities that holistically promote **S**elf-Worth, **L**eadership, & **A**chievement.

## BELIEFS

1. We believe all children can learn and achieve at higher levels when they are actively engaged and instruction is differentiated.
2. We believe teachers must be equipped to modify instruction to match students’ individual needs.
3. We believe assessment must be varied, relevant, and correlated with standards that have been taught so that students are successful.
4. We believe decision-making must be done in the best interest of the children we serve through collaboration with stakeholders.
5. We believe that fair and consistent policies must be developed in order for the organization to be effective.

## CORE VALUES

### **Engaged Learning**

COSLA recognizes that learning occurs when everyone embraces the concept that all children can learn. Parents and staff must be committed to engaging students in meaningful learning experiences designed to overcome environmental disadvantages.

### **Excellence**

We value excellence in teaching and learning through support systems that promote student success. Our commitment to excellence is evident in our continuous improvement of academic initiatives and professionalism.

### **Respect**

We recognize the expertise of all members of the community and encourage individual contributions. We will include stakeholders in decisions that impact student learning. We will treat people with dignity and encourage feelings of self-worth. We will promote trust through professional courtesy and fair treatment. We will recognize and support employee and student contributions.

### **Stewardship**

We value the full-range of resources—human, fiscal, capital and technological—that has been entrusted to us by the citizens of the country, state, and city we serve. We acknowledge our collective responsibility to serve as effective stewards of all resources at all times. We affirm our commitment to being accountable for the fulfillment of all duties and professional obligations associated with our positions.

### **Empowerment**

We view educating children from a holistic approach. We believe that in order for children to be successful, we must empower them with a positive essence of SEL. We are committed to fostering a spirit of excellence, in a nurturing environment conducive for affirmative, life-changing.

# 2024-25 Student Calendar



## 2024

First Semester-87 days

| AUGUST    |                                             |
|-----------|---------------------------------------------|
| 5         | First Day for Students   1st 9 Weeks Begins |
| SEPTEMBER |                                             |
| 2         | Labor Day (Students Out)                    |
| 5         | Parent-Teacher Conferences (4-7 p.m.)       |
| OCTOBER   |                                             |
| 4         | 1st 9 Weeks Ends                            |
| 7-11      | Fall Break (Students Out)                   |
| 14        | Students Return   2nd 9 Weeks Begins        |
| NOVEMBER  |                                             |
| 5         | Election Day (Students Out)                 |
| 11        | Veterans Day (Students Out)                 |
| 25-29     | Thanksgiving Break (Students Out)           |
| DECEMBER  |                                             |
| 18-20     | 1st Semester Exams                          |
| 20        | 1st Semester Ends   2nd 9 Weeks Ends        |
| 23-31     | Winter Break (Students Out)                 |

| JULY 2024 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
| 1         | 2  | 3  | 4  | 5  |
| 8         | 9  | 10 | 11 | 12 |
| 15        | 16 | 17 | 18 | 19 |
| 22        | 23 | 24 | 25 | 26 |
| 29        | 30 | 31 |    |    |

| AUGUST 2024 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | Th | F  |
|             |    |    | 1  | 2  |
| 5           | 6  | 7  | 8  | 9  |
| 12          | 13 | 14 | 15 | 16 |
| 19          | 20 | 21 | 22 | 23 |
| 26          | 27 | 28 | 29 | 30 |

| SEPTEMBER 2024 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | Th | F  |
| 2              | 3  | 4  | 5  | 6  |
| 9              | 10 | 11 | 12 | 13 |
| 16             | 17 | 18 | 19 | 20 |
| 23             | 24 | 25 | 26 | 27 |
| 30             |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              | 1  | 2  | 3  | 4  |
| 7            | 8  | 9  | 10 | 11 |
| 14           | 15 | 16 | 17 | 18 |
| 21           | 22 | 23 | 24 | 25 |
| 28           | 29 | 30 | 31 |    |

| NOVEMBER 2024 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| 18            | 19 | 20 | 21 | 22 |
| 25            | 26 | 27 | 28 | 29 |

| DECEMBER 2024 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 2             | 3  | 4  | 5  | 6  |
| 9             | 10 | 11 | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | 26 | 27 |
| 30            | 31 |    |    |    |

## 2025

Second Semester-92 days

| JANUARY  |                                               |
|----------|-----------------------------------------------|
| 1-3      | Winter Break, cont. (Students Out)            |
| 6        | Students Return   3rd 9 Weeks Begins          |
| 20       | Dr. Martin Luther King Jr. Day (Students Out) |
| FEBRUARY |                                               |
| 13       | Parent-Teacher Conferences (4-7 p.m.)         |
| 17       | Presidents Day (Students Out)                 |
| MARCH    |                                               |
| 7        | End of 3rd 9 Weeks                            |
| 10-14    | Spring Break   (Students Out)                 |
| 17       | Students Return   4th 9 Weeks Begins          |
| APRIL    |                                               |
| 18       | Spring Break II   Good Friday (Students Out)  |
| MAY      |                                               |
| 21-23    | 2nd Semester Exams                            |
| 23       | Last Day of School   4th 9 Weeks Ends         |
| JUNE     |                                               |

| JANUARY 2025 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    | 1  | 2  | 3  |
| 6            | 7  | 8  | 9  | 10 |
| 13           | 14 | 15 | 16 | 17 |
| 20           | 21 | 22 | 23 | 24 |
| 27           | 28 | 29 | 30 | 31 |

| FEBRUARY 2025 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
|               |    |    |    |    |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 |

| MARCH 2025 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |
| 31         |    |    |    |    |

| APRIL 2025 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
|            | 1  | 2  | 3  | 4  |
| 7          | 8  | 9  | 10 | 11 |
| 14         | 15 | 16 | 17 | 18 |
| 21         | 22 | 23 | 24 | 25 |
| 28         | 29 | 30 |    |    |

| MAY 2025 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
|          |    |    | 1  | 2  |
| 5        | 6  | 7  | 8  | 9  |
| 12       | 13 | 14 | 15 | 16 |
| 19       | 20 | 21 | 22 | 23 |
| 26       | 27 | 28 | 29 | 30 |

| JUNE 2025 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
| 2         | 3  | 4  | 5  | 6  |
| 9         | 10 | 11 | 12 | 13 |
| 16        | 17 | 18 | 19 | 20 |
| 23        | 24 | 25 | 26 | 27 |
| 30        |    |    |    |    |

**LEGEND:** ■ 1st Day of School Students ■ Students Out (Full Day) ★ Parent Conferences ■ Start of Quarter ■ End of Quarter  Semester Exams



## PARENTAL INVOLVEMENT

### Parents Make a Difference at COSLA!

The COSLA Village is our big circle of success which gives every stakeholder an opportunity or rather a responsibility to ensure the success of our children. COSLA believes that when parents, families, and members of the community are involved, all children benefit tremendously. Adult participation sends the message that school is important and the progress of our children is worthy of adult attention. Therefore, parent and community involvement is an integral component of the Academy and is woven throughout all aspects of the program. COSLA has developed a Family Engagement Policy that includes a variety of programs and practices that support and enhance parent and community involvement at the Academy. These include:

- A Parent Teacher Advisory Board (PTAB), which coordinates parent involvement activities, and facilitates meaningful communication between families and the Academy. The PTAB executive board meets once a month, and also hosts a monthly parent meeting to keep parents informed of the Academy's activities, and to provide a forum for parental and community input. COSLA's PTAB composition also includes teachers and community partners, making the group well-rounded and inclusive of all stakeholders.
- Weekly newsletters, monthly calendars, and weekly and midterm nine-week (9 wk.) progress reports are sent to parents to keep them informed of school-wide activities and their child's academic progress.
- Parent-teacher conferences are held twice each semester.
- A Parent Resource Center, which offers educational materials for parents, geared toward enhancing and supporting their parenting skills. A library of books and videos will be available on topics such as: positive discipline, responsibility, setting limits, bedtime problems, single parenting, blended families, homework without tears, strong-willed children, and attention deficits.
- COSLA Awards Program allows parents to come out and celebrate their children's accomplishments.
- Other times during the year, COSLA celebrates the grandparents of our students, as well as mothers, fathers, and other stakeholders.
- March Madness focuses on the fathers and mothers of our students. This grand event is a basketball game at which the Student's fathers compete against the male staff of COSLA. During the halftime period the mothers of COSLA play a game of 3 on 3.
- Fun Fridays" is a school community growth opportunity. This celebrates weekly student achievement and involves parents in the successes of their children. Each grade-level submits students of the week to give students an opportunity to be recognized for their accomplishments. The activity informs parents and students of upcoming school events, reviews important school policies and procedures, and stresses important information about student safety and school protocols.

**COSLA is so pleased to have a Village that assists in the assurance of the success of our achievers. It is our goal to ensure an ongoing partnership through this Village not only with parents but all stakeholders involved, including the surrounding community. We believe such a partnership is fundamental to the academic and social successes of our achievers. From this partnership, support will evolve that will have a positive and lasting effect on our Village, community, society, and even our world, producing a sense of cooperative responsibility in ensuring excellence in the educational process.**

## ARRIVAL /DISMISSAL

In a spirit of “excellence” and a desire to better serve the COSLA family, arrival and dismissal plans have been developed that will provide safety and order to the beginning and end of the school day. Please assist us by adhering to the policies that follow.



### Morning Drop Off

- **Parents should pull up alongside the north sidewalk on South Parkway to drop off children. Pre-K Parents Should pull alongside the east sidewalk on Mississippi Street to drop off children. No cars are allowed on the front parking lot near the school gate NOR should any parent pull into the side driveway/parking area of St. Andrew Church, during arrival or dismissal.** All parents are asked to remain in their cars, at all times during arrival. This will ensure that the line moves effectively for all.
- **For no reason, should a parent ever park across South Parkway or Mississippi and walk a child across the street! This is for the safety of both the child and the parent.**
- **No child is allowed to be dropped off BEFORE 7:30 AND LEFT ALONE.**
- **Any parent that is found out of compliance with this policy may risk their child’s continued enrollment at COSLA.**
- The school day begins at 8:00 a.m. Students eating breakfast must arrive at 7:30 and must go directly to the breakfast line. Breakfast will be put away at 8:00 a.m.—NO EXCEPTIONS. **No students are allowed to enter the building before 7:30 am. There will be no adult supervision before this time.** Parents found dropping off students prior to 7:30 a.m. may risk their child’s continued enrollment at COSLA.
- Teachers/Teacher Assistants will immediately walk their class to the classroom after eating breakfast. Students are not allowed in hallways or restrooms during this time unless accompanied by staff. Classes begin promptly at 8:00 a.m. daily.
- Parent conferences are welcomed when scheduled, through the school office, during the teacher’s non-instructional time. No teacher is allowed to stop teaching or monitoring children to conference with a parent/guardian. Our students’ learning time and safety are precious to us and will be held in high regard.

### LATE MORNING ARRIVAL

Any student who arrives at school after 8:00 a.m. must be walked into the school building through the school doors, near the playground, and “signed-in” in the school office. Excessive tardiness to school will not be accepted and may result in loss of enrollment at Circles of Success Learning Academy.

### DISMISSAL

At 3:30pm., students will begin moving to designated areas within the building in preparation for dismissal.

**No students will be released for early dismissal after 3:15p.m.**

**All parents/guardians picking up students in cars are asked to pull up to the curb on South Parkway and stay in their cars.** A COSLA faculty member will walk over and ask for the student’s name to be dismissed, radio for the student(s) to be dismissed, and walk the student(s) to the appropriate vehicle.

Parents/Guardians are asked to leave the pick-up area as soon as possible after securing their students so that other students may be picked up in the designated area.

**Remember that no cars are allowed to drive on the school or church parking lots during dismissal time. This is a safety measure.**

**Parents/Guardians must adhere to the school dismissal time in order for their child(ren) to remain at Circles of Success Learning Academy. All students must be picked up at 3:45 p.m. Students not picked up by 4:00 p.m. are considered a “late pick-up” and must be signed out by parents. In the case where students are picked up past 4:00 p.m. more than three times will be sent to the main office.**

**STUDENTS WHO ARE NOT PICKED UP BY 5:00 P.M. WILL BE REFERRED TO THE DEPARTMENT OF CHILDREN SERVICES.**



## ATTENDANCE

Students are expected to attend school on a daily basis, except for reasons explained below. A written note must be sent to the school upon the student's return if the absence is to be excused. **All schoolwork should be kept current and it is the responsibility of the parent/guardian and student to request, complete, and submit all make-up work within the time limit prescribed by the classroom teacher.**

Absences from school may be excused for the following with proper documentation from the parent/physician:

- Personal illness – The school may require the statement of a doctor if absences become excessive.
- Illness in the family – The absence should be limited to three days unless reasonable cause can be shown by the parent or guardian for a longer absence.
- Observance of a religious holiday – Any student of any religion will be excused if his absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Death of an immediate family member.

### **Steps to follow when absent:**

1. Parents or guardians are to write a note giving the student's name, date, days of absence, reason for absence and his/her signature.
2. The above mentioned note should be presented to the teacher immediately upon return to school.
3. Students should ask the classroom teacher for make-up assignments. Assignments not successfully made up will be reflected in grades.

**Any absence that does not follow the last 3 steps will be considered unexcused. Teachers are not required to provide make-up work for unexcused absences.**

**STUDENTS ARE ALLOWED 10 ABSENCES PER SCHOOL YEAR—3 UNEXCUSED AND 7 EXCUSED OR 10 EXCUSED ONLY. ANY ABSENCES ABOVE 10 MUST BE ACCOMPANIED BY A DOCTOR'S NOTE OR DOCUMENTATION OF AN Urgent SITUATION.**

## TARDINESS

Promptness to class is exceedingly important. Students are to be at school by 7:30 a.m. After 8:00 a.m., students are considered late. If an emergency causes a student to be tardy, that student should report to the office for an EXCUSED tardy slip. All students who are tardy must be checked in by a parent in the school office. A record of tardiness is kept each semester and parents will be notified as follows:

**Tardiness may be excused for the following reasons with proper documentation from the parent/physician:**

Personal illness – The school may require the statement of a doctor if absences become excessive.

Illness in the family – The absence should be limited to three days unless reasonable cause can be shown by the parent or guardian for a longer absence.

Observance of a religious holiday – Any student of any religion will be excused if his absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.

Death of an immediate family member.

**STUDENTS ARE ALLOWED 7 UNEXCUSED TARDIES FOR THE ENTIRE SCHOOL YEAR.**



## STUDENT SIGN IN AND OUT PROCEDURES

No students are permitted to leave the school grounds during school hours without the school's consent. **Students are allowed a maximum of 10 early check-outs for the entire school year.**

Our Tardy Policy is as follows:

1. When students come to school tardy, a parent/guardian **MUST** accompany the student to the office and sign the student in. An admittance slip will be given to the student to allow them to enter class. If lunches have been ordered, parents may need to make other arrangements for their child's lunch.
2. Authorized persons who wish to remove students before dismissal time must follow these procedures:
  - Sign the student(s) out in the school office.
  - Obtain a dismissal slip from the school office.
  - Office personnel will call the prospective child(ren's) classroom(s).
  - The child should continue with classroom activities until the teacher gives instructions for dismissal.
3. **Students will only be released to those parties listed by the parents/guardians on the student's registration form. Students will not be released to minors.** Proper identification will be required before the student is released. No student will be released from the classroom without a permission slip.

In case of an emergency (fire, medical, inclement weather, etc.), your child will only be released to the custodial parent or persons listed on the student's registration and/or medical form.



## DRESS CODE

### Weekly Dress Code

School uniforms should be worn as listed below. No denim material may be worn as uniform clothing. All uniform clothing must bear the COSLA logo, with the exception of permitted lightweight jackets and sweaters and girls dress uniform blouse. Heavy coats, heavy jackets and raincoats are not to be worn during the school day. **ALL STUDENTS ARE REQUIRED TO WEAR SHIRT TAILS TUCKED IN AT ALL TIMES. STUDENTS MUST HAVE A BELT IF BELT LOOPS ARE PRESENT.**

Multiple violations and/or refusal to adhere to the guidelines of this dress code may jeopardize enrollment at Circles of Success Learning Academy.

**School uniforms are as follows:**

| Day of the Week                                          | Boys                                                                                                                                                          | Girls                                                                                                                                                                                                                        |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Monday</b>                                            | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms                                                           | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms or dress jumper                                                                                                          |
| <b>Tuesday</b>                                           | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms                                                           | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms or dress jumper                                                                                                          |
| <b>Wednesday</b><br><br><b><u>Full Dress Uniform</u></b> | White button down dress shirt<br><br>Purple and gold COSLA issued bow or zip tie<br><br>Black or Khaki dress or uniform pants<br><br><b>Black dress shoes</b> | White Peter Pan or standard collar dress shirt<br><br>Purple and gold COSLA issued cross or floppy tie<br><br>Black jumper, khaki pleated skorts, or skirt<br><br><b>Black dress shoes or black and white saddle oxfords</b> |
| <b>Thursday</b>                                          | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms                                                           | White, gold, black, or purple polo style shirt with COSLA logo<br><br>Navy, black, or khaki bottoms or dress jumper                                                                                                          |
| <b>Friday</b>                                            | Purple spirit shirt with COSLA logo<br><br>Navy, black, or khaki bottoms                                                                                      | Purple polo spirit shirt with COSLA logo<br><br>Navy, black, or khaki bottoms or dress jumper                                                                                                                                |

**Jeans can only be worn when “dress down” is allowed.**

**“Dress Down” Dress Code**

This dress code is to be followed on any day(s) students are allowed to dress out of uniform. You will ALWAYS be notified by school personnel when students are allowed to dress out of uniform.

- 1. No clothing should ever display profane language or images, sexual content, racial or gender hatred, or any form of obscenity, as perceived by school personnel.**

- 2. Guidelines for Wearing Jeans/Pants**

**Boys**

- Must never be more than 2 sizes larger than the actual size needed.
- Must have a belt if belt loops are present.
- Must **NEVER** be sagged and must be worn on the waist, appropriately.

**Girls**

- Must never be more than 2 sizes larger than actual size worn.
- Must have a belt if belt loops are present.
- Must not be worn too tightly—not more than 1 size smaller than the actual size needed.
- Leggings must be worn with a shirt, jacket, or dress over them that completely covers the bottom and comes to the thigh.
- The top of jeans/pants must never fall below the belt line—girls must be able to bend down without underwear being exposed, or the bottom being exposed.

- 3. Guidelines for Wearing Shirts**

**Boys**

- No tank style shirts may be worn by boys.

**Girls**

- No shirt may be worn that exposes the chest area of young ladies.

- Absolutely no spaghetti straps may be worn, unless they are completely covered by a jacket, sweater, or another shirt on top or worn under.
- Girls who are developing in the chest and bottom area must wear appropriate undergarments at all times. No clothing should ever be “see-through” or sheer enough to “see-through.”

#### 4. Guidelines for Wearing Short Pants

##### Boys

- Must never be more than 1 inch above the top of the knee cap.
- Must never be more than 2 sizes larger than the actual size needed.
- Must have a belt if belt loops are present.
- Must NEVER be sagged and must be worn on the waist, appropriately.

##### Girls

- Must never be more than 1 inch above the top of the knee cap.
- Must have a belt if belt loops are present.
- Must not be worn too tightly—not more than 1 size smaller than the actual size needed.
- No biking shorts or spandex shorts should ever be worn unless approved for special events by school personnel.
- The top of short pants must never fall below the belt line—girls must be able to bend down without underwear being exposed, or the bottom being exposed.

#### 5. Guidelines for Wearing Shoes

##### Boys and Girls

- No “Heelys” may be worn by girls or boys.
- No heels for girls should exceed 1 inch.
- No flip flops may ever be worn, unless approved for special events by school personnel.

### STUDENT SUPPLIES



Supply lists are provided and mailed to all students during the summer. New students may request a list from their teacher. Students are expected to have supplies by the first week of school. The supplies are a requirement that provide stability, consistency and organizational structure to the educational setting. **At the request of the teacher additional homework supplies and materials for special projects may be needed during the year. Please provide your child with a backpack to bring to school every day. No rolling backpacks, please.**

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## CIRCLES OF SUCCESS LEARNING ACADEMY SCHOOL DISCIPLINE PLAN

### STUDENT BEHAVIOR AND DISCIPLINE POLICIES

The proposed codes of behavior underscore our belief that in order for learning and positive education to occur, students must engage in conduct that reflects respect for themselves and others, including other students, teachers, principal, support staff, and school visitors. In keeping with this belief, students will comply with:

- the dress code – school uniform
- a communication code –use appropriate terms of politeness and refrain from the use of profanity. Use inside voices throughout the building.
- a social conduct code – avoid behaviors disruptive to a positive school environment. Be respectful of others.
- Although additional infractions may exist per grade, the following warrants overall consequences and daily conduct grades. First infractions are always verbal warnings. Moving from E, S, N, and U are at the teacher's discretion.
- The following types of behavior will result in consequences that range from warnings or conferences, In-school Suspension, Home Suspension, Board Suspension, or even Expulsion dependent upon the severity and/or continuation of Code of Conduct violations. This is not an exhaustive list, other actions not specifically mentioned here that result in disruption of the educational process, health or safety violations, or jeopardizing the good order of school may be subject to sanctions. Both positive rewards and consequences will be used to encourage appropriate behavior in school.

### CONDUCT

To ensure consistency regarding conduct there will be a school wide conduct point system used. At the end of the nine-week period, points will be totaled for each student. The total points will be divided by the number of days in the period to get an average conduct grade.

| Points awarded daily | Nine weeks conduct average |                       |
|----------------------|----------------------------|-----------------------|
| E = 4                | E = 4.0 – 3.5              | Excellent/Outstanding |
| S = 3                | S = 3.49 – 3.0             | Satisfactory          |
| N = 2                | N = 2.99 – 2.0             | Needs Improvement     |
| U = 1                | U = 1.99 and below         | Unsatisfactory        |

### COSLA Behavior Principles--LEAD

Our mission at Circles of Success Learning Academy is to ultimately produce leaders who function productively and excel in an ever changing community. To attain this mission, students are guided by the behavior principles

**Lead and always follow what's right.**

**Earn respect. Give respect.**

**Act second. Think first.**

**Do the right thing. Make the right choices.**

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## **COSLA's Discipline Policy**

### **Policy Statement**

At COSLA, we are committed to creating a positive and safe learning environment for all students. This discipline policy outlines the expectations for student behavior, the procedures for addressing violations, and the rights of students under disciplinary action.

#### **1. Code of Conduct**

All students are expected to:

- Respect peers, staff, and school property.
- Follow classroom and school rules.
- Behave in a manner conducive to learning.

#### **2. Behavioral Expectations**

Infractions will be categorized as minor or major.

- Minor infractions may include disruptive behavior, inappropriate language, or minor violations of school rules.
- Major infractions may include physical aggression, harassment, or damage to school property.

#### **3. Due Process**

Students and parents/guardians have the right to due process in the disciplinary process. This includes:

- Notification: Students will be informed of the alleged behavior and given an opportunity to respond.
- Investigation: An impartial investigation will be conducted to gather facts regarding the incident.
- Documentation: All steps taken during the investigation will be documented for accountability.

#### **4. Manifestation Meetings**

A manifestation meeting will be held if:

- A student with an Individualized Education Program (IEP) faces suspension or expulsion.
- The meeting will review whether the behavior in question was a manifestation of the student's disability.

Process for Manifestation Meetings:

- The meeting will be convened within 10 school days of the decision to take disciplinary action.
- Participants will include the student's IEP team, a parent/guardian, and relevant school personnel.
- The team will determine if the behavior was related to the student's disability and discuss alternative strategies for support.

#### **5. Disciplinary Consequences**

Consequences for inappropriate behavior will be developmental and may include:

- Verbal warnings
- Parent notifications
- Time-outs or loss of privileges

- Reflection sessions or restorative practices
- Short-term suspension (as per district policies for major infractions)

## 6. Appeal Process

If a parent/guardian wishes to appeal a disciplinary decision, the following steps should be taken:

1. **Written Appeal:** Submit a written appeal to the school principal within 5 school days of the disciplinary action. This appeal should outline the reasons for contesting the decision.
2. **Meeting with the Principal:** The principal will schedule a meeting with the parents/guardians and the student to discuss the appeal within 5 school days of receiving the appeal.
3. **Final Decision:** The principal will provide a written response to the appeal within 3 school days after the meeting. This response will be documented in the student's records.

## 7. Review and Amendments

*This discipline policy will be reviewed annually to ensure effectiveness and relevance. Input from students, parents, and staff will be considered in any amendments.*

## GRADING

### Definitions of Proficiency Levels

At the elementary level there are four reporting periods. For the first three reporting periods, students are evaluated based on their progress toward meeting benchmarks for each standard. In other words, students who receive a mark of “Meets Standards” for the first and second grading periods are making consistent and adequate progress toward achieving end-of-year expectations.

In the final reporting period, the student’s standard-based report card reflects a student’s actual achievement of the cumulative skills, strategies and concepts identified in the Tennessee Curriculum Standards.

### Proficiency levels are broadly defined as follows: (Grade K)

|                                    |                                                                                                                                                                                    |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ES</b> (Exceeds Standards)      | The student consistently exceeds standards as demonstrated by a body of evidence that shows <b>depth</b> of understanding and <b>flexible application</b> of grade level concepts. |
| <b>MS</b> (Meets Standards)        | The student consistently exceeds standards as demonstrated by a body of evidence that shows an <b>independent understanding</b> of grade level concepts.                           |
| <b>NMS</b> (Not Meeting Standards) | The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade level concepts.                                 |

### Proficiency Levels (Grade 1<sup>st</sup> – 5<sup>th</sup>)

|          |                 |
|----------|-----------------|
| <b>A</b> | <b>90 – 100</b> |
| <b>B</b> | <b>80 – 89</b>  |
| <b>C</b> | <b>70 – 79</b>  |
| <b>D</b> | <b>60 – 69</b>  |
| <b>F</b> | <b>Below 60</b> |

Parents are encouraged to contact teachers or administrators concerning any questions relative to pupil’s progress.

## PROGRESS REPORTS

**Weekly progress reports** will be sent home on Wednesdays in the purple Parent Communicator Folder along with all graded written work for parental viewing. (Exceptions include book reports, term papers, major writing projects, etc. Parents should

review this report, sign it, and return it to school the following day. Parents/guardians responding to noted teacher concerns may need to make arrangements for a conference with the teacher.

**Mid-way progress reports** will be sent home in the middle of the nine-week period. These reports should also be signed by a parent/guardian and returned the following school day. Parents/Guardians should not hesitate to make an appointment to speak with the teacher if a child is experiencing difficulty academically, or socially.



## REPORT CARDS

Report cards will be sent home at the end of each nine-weeks period to inform parents/guardians of student progress. Parents/Guardians should review the student's progress, sign the report card and return it to school the following school day.



## Nine-Weeks AWARDS

**COSLA's Honor Roll- (K):** Students who received ES, MS, and all Es in conduct and work habits.

**Principal's Honor Roll- (K):** Students who received ES, MS, and Es/Ss in conduct and work habits.

**Honor Roll- (K):** Students who received ES, MS, and Es/Ss in conduct and work habits, with **no more than one** NMS per subject.

**COLSA's Honor Roll- (1st – 5th)** Student who received all A's in academic subjects and all E's in conduct and work habits.

**Principal's Honor Roll – (1st – 5th)** Student who received all A's and B's, in academic subjects and E's/S's in conduct and work habits.

**Honor Roll – (1st – 5th)** Students who received all A's and B's in academic subjects and E's/ S's in conduct and work habits with **no more than one C** in a subject area.

## OTHER AWARDS

**Hyde Civic Award** – Students who maintain a helpful and positive attitude

**The Works** – Students who have shown the most overall improvement to his/her class.

**Citizenship** – Students who maintain an overall conduct grade of excellent/outstanding

**First Family** – One family per class who displays exemplary school support

## HOMEWORK

Homework should be returned to the teacher the following day unless otherwise noted by the teacher. Unreturned homework will result in an incomplete grade. As much as maximum student achievement is being emphasized, teachers are encouraged to provide reasonable amounts of homework.

**Purposes for homework should be:**

1. To extend and reinforce classroom learning
2. To develop sound study habits
3. To acquaint parents/guardians with their child's curriculum
4. To contribute to student's cognitive development through self-discipline, skills, creativity and satisfaction in learning





## SPECIAL ACADEMIC ASSISTANCE



1. Teachers are available on an appointment basis to provide students with individual assistance. A child may also be requested to stay after school or attend Saturday study sessions by his/her teacher for academic assistance. Parent permission and home transportation must be arranged beforehand by the teacher.
2. Students experiencing academic difficulty may also be able to receive tutoring during the regular school day.

## PROMOTION POLICY

Purpose:

The purpose of this Promotion Policy is to establish clear guidelines for the promotion of students at Circles of Success Learning Academy (COSLA). Our goal is to support each student's academic growth while ensuring they are prepared for the next grade level.

Policy Statement

At COSLA, we believe that student promotion should be based on a combination of academic achievement, social and emotional readiness, and overall performance throughout the school year. This policy outlines the criteria, assessment methods, and appeal process related to student promotions.

Promotion Criteria

### 1. Academic Achievement:

Students must demonstrate proficiency in key subject areas according to state standards and grade-level expectations. This includes, but is not limited to:

- Reading and literacy skills
- Mathematics understanding and application
- Social studies and science knowledge

### 2. Attendance:

Students are expected to maintain consistent attendance throughout the school year. A minimum attendance rate of 90% is recommended to ensure that students receive the full instructional experience.

### 3. Social and Emotional Readiness:

Promotions will also consider students' social skills, behavior, and emotional readiness to transition to the next grade level. This includes:

- Ability to work collaboratively with peers
- Demonstrating self-regulation and responsibility
- Engaging positively in classroom activities

Assessment Methods

### 1. Continuous Assessment:

Teachers will monitor student progress through ongoing assessments that may include:

- Formative assessments (quizzes, classwork, and homework)
- Summative assessments (end-of-unit tests and projects)
- Observations of student participation and engagement

### 2. Report Cards:

Student performance will be reflected in report cards, which will be shared with parents at designated intervals throughout the school year. Final report cards will be used to assess whether a student meets the criteria for promotion.

### 3. Parent-Teacher Conferences:

Regular communication with parents will occur through parent-teacher conferences to discuss student progress and determine readiness for promotion.

#### Promotion Process

1. End-of-Year Review:
  - At the end of the academic year, teachers will review each student's performance against the promotion criteria.
  - Decisions will be made collaboratively among teachers, specialists, and administrators.
2. Notification:
  - Parents will receive written notification regarding their child's promotion status at least two weeks before the end of the school year.
3. Support for Non-Promoted Students:
  - If a student is not promoted, the school will develop an intervention plan that includes additional support, resources, and potential options for summer programs or retention.

#### Appeal Process

Parents may appeal a promotion decision if they believe the criteria were not fairly applied or considered. The appeal process includes:

1. Written Appeal:
  - Parents must submit a written appeal outlining the reasons for the appeal within five (5) school days of receiving the promotion notification.
2. Review Committee:
  - The appeal will be reviewed by a committee composed of the principal, the child's teacher, and a designated school administrator.
3. Final Decision:
  - The committee will make a decision and communicate it to the parents within ten (10) school days of receiving the appeal.

#### Review of Policy

This policy will be reviewed annually and may be updated as necessary to ensure its effectiveness and alignment with state education guidelines.

For questions regarding the Promotion Policy, please contact COSLA's Academic Director.

### **FIELD TRIPS**

A field trip is any activity outside the routine school experience, which necessitates students and teachers leaving school grounds. Educational trips are planned by the teacher to supplement classroom instruction. Students will be invited to participate in an educational field trip if they have consistently demonstrated behavior that would reflect favorably on COSLA's expectation of excellence. Students must return the required permission slips to the classroom teacher along with necessary payment, both by the specified deadline. Students must also adhere to the required dress code specified for each trip in order to attend.



### **SCHOOL CLOSING**

In case of severe weather, snow, ice, etc. An official announcement for school closings can be heard over the local radio and television stations, and school personnel will contact parents/guardians or an emergency contact person at the number listed in our office.

## TELEPHONE

Children are allowed use of the office phone for emergencies. **If there are changes for your child in after-school arrangements, please send the teacher a written note.** If an emergency arises, please call the school office to address any changes. **\*\*STUDENTS ARE NOT PERMITTED TO BRING CELL PHONES TO SCHOOL FOR ANY REASON. ANY STUDENT FOUND WITH A CELL PHONE IN HIS OR HER POSSESSION WILL BE REFERRED TO A SCHOOL ADMINISTRATOR.**

## VISITORS TO SCHOOL

The Board of Directors and staff of COSLA encourage parents and community members to visit and volunteer at the school throughout the year.

In order to help assure that no unauthorized persons enter the school for wrongful intent, all visitors will be asked to report and register at the school office prior to visiting classrooms and other activities to obtain a visitor's pass. **Visitors will not be admitted into the classrooms the first thirty minutes or the last thirty minutes of the school day.**

Parents desiring an individual conference shall make an appointment in advance. Teachers will not discuss individual student issues during a class session, nor during the dismissal period. The principal shall have the authority to exclude from the school premises any person(s) that he/she has reason to believe would be, or is, disrupting the educational program of the school. Any unauthorized person on school property shall be reported to the building principal

## Parent Volunteering

COSLA welcomes parent and community volunteers. All families are required to complete 20 volunteer hours per child enrolled, per year. Volunteers may be directed to any area of the school. Please adhere to the following guidelines.

- Must notify the school for approval of volunteer hours before volunteering
- Dress appropriately with all body parts and undergarments covered
- No use of profane or vulgar language
- No retaliation verbally or physically against another child for alleged conflicts
- No verbal or physical discipline of another student



## CAFETERIA POLICY

Breakfasts and lunches are served each day of school.

All students receive free breakfast, lunch and snacks.

All students must remain at school during the lunch period unless signed out by parents or legal guardians on a daily basis.

Students will not take food out of the designated dining areas.

In compliance with Federal (USDA) guidelines, commercially prepared competitive food and drink items will not be distributed or sold one hour prior to or during the lunch period and will not be taken into the cafeteria during lunch.

The system used in identifying student meal status will be the number system. The concept of the number system requires that all students be assigned a certain coded number for the school year enabling each student to eat breakfast and lunch in the school cafeteria without a ticket or I.D. card.

**In accordance with federal guidelines and meal policies, COSLA cannot make any special accommodations for the diets of students based on religious beliefs. Accommodations can be made only for students with restricted or special diets due to medical reasons, with proper documentation from a medical doctor.**

Parents/Guardians are invited to eat lunch with their child (ren) whenever possible. A visitor's pass must be issued from the school office.

## PLAYGROUND POLICY

Students will be allowed to play on the playground under teacher supervision only. Students are expected to follow all COSLA and classroom expectations while on the playground.

## LOST OR DAMAGED ARTICLES

Any lost personal items will be housed in the school lost and found box. If any items are found, they should be turned in to the office. Writing the student's name on his/her belongings will help us to identify owners of lost articles.





## GUIDELINES FOR THE INTERNET

The Internet is available to support research and enhance and reinforce education activities that are consistent with the educational objectives of COSLA. Transmission or reception of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secrets. Use of the internet for pornographic material is not acceptable. Uses for product advertisement or political lobbying are not acceptable. Illegal activities are strictly prohibited. Students should **NOT** do the following:

- Reveal personal address or phone number.
- Give out phone numbers of fellow students or colleagues.
- Use another individual's login password.
- Give the password to another individual.
- Abuse the computer equipment or software.

The use of the internet for these purposes as well as others that may not be stated will be dealt with severely. Suspension of the privilege to use the network system will be revoked as well as disciplinary action by the administration. COSLA makes no warranties of any kind, whether expressed or implied, for the internet service on its campus. Assistance will be available to the appropriate users but access is not guaranteed by the school.

## ILLNESS OR INJURY DURING THE SCHOOL DAY

Any student with fever, vomiting or other signs of serious communicable disease should be kept at home. The parent/guardian of any student too ill to remain at school will be contacted in a timely manner. In any event the child will be isolated until the parent arrives in order to prevent spreading. In cases of a serious accident, parents will be informed, and if necessary, students are transported, by an ambulance, to the nearest hospital or medical facility. Parents/Guardians must make sure that accurate emergency telephone numbers are listed in the office.



## MEDICATION

### Shelby County School (SCS) Policy Statement

Under normal circumstances, school personnel will not administer any form of medication to students. However, in exceptional cases, school personnel shall administer or supervise the taking of medication by the student when it is determined by a physician (or other health care provider licensed to prescribe medication) that taking medication during the school day is the only feasible way a student can continue in regular school attendance.

- I. Responsibility
  - A. Principals are responsible for verifying the physician's determination that the taking of medication by a student during school hours is necessary.
  - B. Principals are responsible for ensuring compliance with the provision of this policy and related rules and regulations.
  - C. Parents/guardians are responsible for providing current medical information, obtaining appropriate written medical documentation as requested, informing school personnel when there is a change in the child's medical condition, and providing the medication in accordance with appropriate information regarding its administration.
  - D. Any questions concerning the interpretation of this policy should be directed to the Director of Pupil Services.
  - E. The Division of Internal Audits is responsible for determining if this policy is followed.

## MEDICAL ALERT

Please complete a **MEDICAL FORM** if your child has **ANY** physical or medical limitations. This would include **ANY** conditions of which we should be aware of to protect the well-being of your child; i.e. physical limitations, potentially dangerous allergies (insect bites, medications, etc.

## EMERGENCY OPERATIONS

Students will be provided special instruction concerning the procedures to follow and how to proceed to safety in an emergency. These instructions will be provided at the start of the school year and repeated the second semester. These instructions will include a practice evacuation.

During fire, tornado, or other emergency drill or in the event of an actual emergency, instructions must be followed completely. Failure to do so could result in serious injury or possible loss of life.

The following signals will indicate:

**Fire** – The Fire Alarm Will Go Off and “Evacuate The Building” Via Two-way Radio

**Tornado** – “Tornado, Take Cover” Via Two-way Radio

**Reverse Evacuation** – “Move Inside For Safety” Via Two-way Radio

**Earthquake** – “Earthquake, Take Cover” Via Two-way Radio

**Shelter In Place** – “Clear The Halls For Shelter In Place” Via Two-way Radio

**Lockdown** – Clear The Halls And Lockdown The School” Via Two-way Radio



## CHARACTER EDUCATION (Character Conscious!)

Character education can be considered the things you do that influences the character of the students you teach. It is the development of independent thinkers who are committed to moral principles. These usually govern choices made in life even under difficult circumstances. COSLA will focus on the following character traits:

Identity Awareness

Perspective Taking

Conflict Resolution

Social Awareness

Love and Friendship

Freedom and Democracy



## PHYSICAL EDUCATION

All students at Circles of Success Learning Academy will be active participants in our school program. Students need to attend school dressed prepared to fully participate in all activities planned by our staff. Our program for physical education includes social skills, a wide range of basic team and individual skills, and a fitness program. On days when students are scheduled to participate in physical education, students should dress in uniform with pants and gym shoes.

## **PARENT COMPLAINT POLICY**

### **\*\*Purpose:\*\***

The purpose of this policy is to provide parents and guardians of Circles of Success Learning Academy with a clear process for expressing concerns and lodging complaints regarding the school's operations, staff, or programs. COSLA is committed to addressing concerns in a constructive manner, fostering positive relationships, and promoting a collaborative school community.

### **\*\*Policy Statement:\*\***

COSLA encourages open communication between parents, staff, and administration. This policy outlines the procedure for addressing complaints while ensuring that all parties involved are treated with respect and dignity.

### **Complaint Procedure**

#### **\*\*Step 1: Informal Resolution\*\***

1. **\*\*Direct Communication:\*\*** Parents are encouraged to discuss their concerns directly with the relevant staff member (such as the teacher, counselor, or administrator) involved in the issue. Open dialogue may often resolve the concern quickly and effectively.
2. **\*\*Documentation:\*\*** Parents may wish to document the nature of their concern, including dates, times, and relevant communications, to assist in discussions.

#### **\*\*Step 2: Formal Complaint Submission\*\***

If the issue is not resolved through informal communication, parents may submit a formal complaint:

1. **\*\*Written Complaint:\*\*** Parents should complete a formal complaint form, which can be obtained from the school office or downloaded from the school website. The completed form should be submitted to the appropriate school administrator (e.g., Principal or designated staff).
2. **\*\*Information to Include:\*\*** The complaint form should include:
  - Parent/Guardian name and contact information
  - Student's name and grade level
  - A detailed description of the complaint, including specific events or circumstances
  - Desired resolution or outcome
  - Date of submission

#### **\*\*Step 3: Acknowledgment and Investigation\*\***

1. **\*\*Acknowledgment:\*\*** Upon receipt of the formal complaint, the school administration will acknowledge receipt in writing within five (5) school days.
2. **\*\*Investigation:\*\*** The school will investigate the complaint promptly and fairly. This may involve gathering information from staff, students, and other relevant parties.
3. **\*\*Timeline:\*\*** The school will aim to complete the investigation within 10 school days but will communicate any delays and provide updates to the parent.

#### **\*\*Step 4: Response and Resolution\*\***

1. **\*\*Response:\*\*** Following the investigation, the school administration will provide a written response to the parent, outlining the findings

and any actions taken. The response will be issued within 15 school days of the acknowledgment of the complaint.

2. **Resolution:** If the complaint is upheld, appropriate actions will be taken to address the issue. If the complaint is not upheld, the school may provide an explanation of the circumstances and rationale for the decision.

**Step 5: Escalation**

If the parent is not satisfied with the outcome of the complaint process, they may escalate the matter:

1. **Request for Review:** The parent may request a review of the decision by the school's governing board or designated committee. This request must be made within 10 school days of receiving the school's written response.

2. **Final Decision:** The governing board or designated committee will review the complaint and provide a final decision in writing within 30 school days.

**Confidentiality:**

All complaints will be treated confidentially to the extent possible. However, to effectively investigate the complaint, certain information may need to be shared with relevant parties.

**Non-retaliation Policy:**

COSLA prohibits any form of retaliation against parents who file complaints or participate in the complaint process. All concerns will be handled respectfully, and parents are encouraged to voice their concerns without fear of consequences.

**Review of Policy:**

This policy will be reviewed annually and may be updated as necessary to ensure its effectiveness and relevance.

**Contact Information:**

For questions or to request the complaint form, please contact the school office at 901.322.7978.

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## **COSLA'S ENROLLMENT POLICY**

Parents of new students interested in enrolling at the Circles of Success Learning Academy will be given the opportunity to participate in an annual Pre-Enrollment Process. The date pre-enrollment begins and ends will be determined by the school administration each year and will be posted in the school office, as well as on the school's web site. Parents of students interested in enrolling in the school must complete and return an accurate Pre-Enrollment Form to the School's Main Office by the deadline provided by the school.

- As permitted by the Tennessee Charter School Laws, COSLA will give preference in enrollment to the following categories of students, in the following order:
- Returning students (re-enrollment of existing students by posted deadline);
- Siblings of a currently enrolled student. For the purpose of this policy, a sibling is defined as a child who is related to an existing student by blood or adoption and who share a legal tie to at least one common parent;
- Holdover Students from the prior school year;
- Students residing in the school district in which the charter is located (Shelby County School District);
- Students residing outside the school district in which the charter school is located (all other school districts within the Memphis Area).

In the event the number of applicants for any given grade or section exceeds the number of enrollment slots (seats) available, the school will accept students by a first come first serve process. The school will grant enrollment preference according to the aforementioned criteria. The school will notify parents whose pre-enrollment applications were successful within 30 days of being accepted. Parents that do not receive such notice should contact the



school to determine their application status (wait list). Open Enrollment is open to the public.

After all available enrollment slots (seats) are filled, wait lists will be created and maintained for each grade. The initial wait list will be created on a first come first served basis as part of our enrollment process. When a slot becomes available in a grade, multiple attempts will be made to contact the parents of the first student on the waitlist. Parents will be given twenty four hours to accept the position. Acceptance is determined by the parent completing and delivering an accurate Enrollment Form to the school office within twenty-four (24) hours of being notified by the school. If the enrollment slot is declined, if the school is unable to make contact, no response is received, or an accurate Enrollment Form is not delivered to the school office within twenty-four hours of being notified, the enrollment slot will be forfeited and the next student on the waitlist will be contacted. Multiple attempts will be made to contact prospective parents before moving on to the next student on the waitlist. Once all vacant enrollment slots for each particular grade and section are filled, enrollment will be closed.

\* Circles of Success Learning Academy is an equal opportunity educational institution.

## COSLA Success Agreement

This compact has been jointly developed and agreed upon by COSLA's parents, students and school staff. It describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build a partnership to help children achieve the State's high standards.

### As the parent/guardian, my responsibilities are:

1. To support my child's learning by monitoring their attendance, ensuring that my child attends school every day and on time.
2. To support my child's learning by monitoring homework completion and television watching, ensuring positive uses of extracurricular time.
3. To volunteer, participate, and observe in my child's classroom, completing 20 service hours per year at COSLA. **These hours do not include time spent observing the classroom or responding to disciplinary matters.**
4. To participate, as appropriate, in decisions relating to your child's education, attending scheduled parent meetings, conferences, and workshops.
5. To have ongoing communication with teachers, frequently discussing my child's progress and behavior.
6. To talk with my child about each school day and to ensure my child gets proper rest.
7. To schedule appointments outside of school time, as much as possible, so that my child is in class the entire school day.
8. To reinforce and support school-wide and classroom rules and academic expectations.
9. To ensure that my child is properly dressed in the official school uniform, every day.

Parent/Guardian Signature(s) \_\_\_\_\_

### As the student, my responsibilities are:

1. To assume responsibility for learning.
2. To complete all assignments to the best of my ability.
3. To follow school-wide and classroom rules.
4. To respect the rights and property of others.
5. To properly wear the required uniform, every day.
6. To come to school every day and on time.

Student's Signature \_\_\_\_\_

### As a COSLA Team Member, my responsibilities are:

1. To provide high quality curriculum and instruction in a supportive and effective learning environment to meet the State's student academic achievement standards, **providing learning experiences appropriate to the students' abilities.**
2. To communicate with parents on an ongoing basis, **providing multiple/flexible opportunities for parent-teacher conferences.**
3. To provide parents with frequent reports of their child's progress, scheduling parent/teacher conferences as needed.
4. To provide parents with reasonable access to opportunities to volunteer and participate in their child's class and to observe classroom activities.
5. **To provide a safe and supportive learning environment that allows for positive communication between the teacher, parent, and student, encouraging teachers and students to respect self, others, and property.**
6. **To help foster a school environment where educators work collaboratively, maximizing student achievement.**
7. To provide an environment that will assist in the development of the whole child -- academically, mentally, physically, emotionally, and socially
8. To provide engaging, meaningful, homework assignments that extend classroom learning.
9. To provide necessary assistance to parents so they can help with homework assignments, listening to parent and student concerns, providing reasonable access to staff and other opportunities.
10. To enforce the school uniform policy.

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Circles of Success Learning Academy does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age.