

# Hapeville Charter School Board

**Foundation Board**

Diane Terry, CEO  
Terry Martin, CFO  
Lew Valero, SEC


**Community Representatives**

Barbara McKee  
Jocelyn Juhan

**Parent Representatives**

Natasha Stark  
Open  
Helen Willis  
Open

## Board Meeting Agenda September 26, 2016 at 5:30pm Hapeville Charter Middle School – Sixth/Seventh Grade Campus

Item		Sub-Items	Discussion/Action
Meeting Call to Order	CEO	 Pledge of Allegiance	
Public Comment	No requests at this time		
Minutes of previous Board Meeting	CEO	Minutes of the August 29, 2016 Board Meeting	Seek Motion to Approve
Financial, Business and Legal Report	CFO	Operating budget Update for 2016-2017 School Year  Sale of donated property funds received 10 Day Count Adjustments have been received from FCSS	Board Action Item
Principals' Reports	Ms. Marcia Lowe Mr. Jannard Rainey	Indistar update – school improvement plans and targets  AdvancED Team Visit to HCMS – October 11-13, 2016 AdvancED Team Visit to HCCA - - October 19-21, 2016  HCMS PTCO Meeting – September 22, 2016 at 6:00pm HCCA PTCO Meeting – September 21, 2016 at 5:30pm	Report to Board
Update from CTAE Dept.	Mr. Matthew Lindsey	SB2 Update	
Action Items	President	Board Action Items	Page 7
Old Business		Expanding the list of retailers who provide the uniform shirts, sweaters, hoodies, and other items with the logo  Executive Director Search Update	
New Business		Review of Vision and Mission Statements  FCS Charter Interim Compliance Report  Develop an Enforcement Plan for the 100% Tobacco-Free School Policy approved by the Hapeville Charter School Board on March 28, 2016 to go into effect on July 1, 2016	Page 13  Not yet received  Pages 20-22
Meeting Adjournment	CEO		

Hapeville Charter Middle School (HCMS) and Hapeville Charter Career Academy (HCCA) are each accredited by AdvancED. HCMS and HCCA receive funding through the Federal Title I Program for economically disadvantaged families as school-wide Title I Schools operating as a part of Fulton County School System. Hapeville Charter Middle School and Hapeville Charter Career Academy have been approved to participate in the Provision 2 option of the Federal School Breakfast Program and National School Lunch Program. Under this program, breakfast and lunch are served to all students at no charge regardless of family income level. Hapeville Charter Middle School and Career Academy have adopted the 100% Tobacco-Free Schools (TFS) model policy.

This corporation (which includes HCMS and HCCA) is an equal opportunity provider. HCMS and HCCA are members of the Georgia Charter Schools Association.

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# Hapeville Charter Schools Board of Directors

## 2016 – 2017 School Year

Hapeville Charter Middle School  
Sixth and Seventh Grade Main Campus  
3535 South Futon Avenue  
Hapeville, GA 30354  
404-767-7730  
Fax: 404-767-7706

Hapeville Charter Middle School  
8<sup>th</sup> Grade Academy  
6045 Buffington Road – B  
College Park, GA 30349  
404-941-1040  
Fax: 404-767-7706

Hapeville Charter Career Academy  
6045 Buffington Road - A  
College Park, GA 30349  
404-766-0101  
Fax: 404-941-1102

Hapeville Charter Middle School and Hapeville Charter Career Academy are both accredited by AdvancED.  
Hapeville Charter Schools receive funding through the Federal Title I Program for economically disadvantaged families.  
This institution is an equal opportunity provider.

Tax I.D. #72-1552418

Georgia Secretary of State Control #0309121

### Georgia Magnet Charter Schools Foundation, Corp. Officers

Diane Terry CEO 2117 Azalea Circle Decatur, GA 30033 404-636-2758 dterry@hapevillecharter.org	Term expires June, 2017*	Seat #1
Terry Martin CFO 43 Village Court Decatur, GA 30030 267-251-5381 tmartin@hapevillecharter.org	Term expires June, 2017*	Seat #2
Lew Valero Secretary 3335 Northside Drive Hapeville, GA 30354 404-274-2258 lvalero@hapevillecharter.org	Term expires June, 2017*	Seat #3

\*By-Laws being amended

### Board of Director Area Representatives

Barbara McKee c/o LIFT Community Development, Inc. 3480 E. Main Street College Park, GA 30337 678-933-8022 bmckee@hapevillecharter.org	Term expires June, 2018	Seat #4
Jocelyn Juhan 546 Oak Drive Hapeville, GA 30354 404-200-4611 jjuhan@hapevillecharter.org	Term expires June, 2017	Seat #5

### Parent/Guardian Representatives

Natasha Williams Stark 2820 Sapphire Street College Park, GA 30349 770-722-0979 nstark@hapevillecharter.org	Term expires June, 2018	Seat #6
Open	Term expires June, 2017	Seat #7
Helen Willis 5040 Buckeye Place College Park, GA 30349 404-931-9937 hwillis@hapevillecharter.org	Term Expires June, 2017	Seat #8
Open	Term expires June, 2018	Seat #9

## 2016-2017 Hapeville Charter Board Meeting Dates

**Wednesday, July 27, 2016, 11:00 am**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**NOTE: This is the only meeting of the school year that is NOT on a Monday at 5:30 pm**

*August 8, 2016 – First Day of Classes with Students*

**Monday, August 29, 2016, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, September 26, 2016, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, October 24, 2016, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, November 14, 2016, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, January 30, 2017, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, February 27, 2017, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, March 27, 2017, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

**Monday, April 24, 2017, 5:30 pm**

**Hapeville Charter Middle School Sixth/Seventh Grade Building**

**Monday, May 15, 2017, 5:30 pm**

**Hapeville Charter Career Academy - Building A**

*May 25, 2017 – Last Day of Classes*

\*Meeting locations may be modified by Board approval during the school year. Any change of meeting location will be posted on the school websites:

Hapeville Charter Middle School - **[hapevillems.org](http://hapevillems.org)**

Hapeville Charter Career Academy - **[hapevillecharter.org](http://hapevillecharter.org)**

**The Hapeville Charter School Board follows the requirements as set forth by the Georgia Open Meetings Act as amended in 2012.**

## Bullet points for discussion at the September 26, 2016 Board Meeting

- Hapeville Charter Schools significant dates and locations
  - o HCCA Baccalaureate – Sunday, May 21, 2017 – Word of Faith Love Center
  - o HCCA Graduation – Tuesday, May 23, 2017 – Georgia International Convention Center
  - o HCMS Eighth Grade Promotion - TBD
- The 2016-2017 School Year marks 13 years that Hapeville Charter has provided tuition-free educational options to families residing within the Fulton County School System.
- Summary of the HCCA’s Class of 2016

HCCA Class of 2016	
Number of graduates	150
Total of non-Hope Scholarships awarded to the HCCA Class of 2015	\$3,413,311
Total of Hope Scholarships awarded to the HCCA Class of 2015	\$940,000
Number of graduates who received at least one scholarship	27
Number of graduates eligible for Hope Scholarship	40
Number of graduates who received an athletic scholarship	16
Number of graduates who received an academic scholarship	12
Least amount of scholarship awarded to an individual student	\$1,000
Greatest amount of scholarship awarded to an individual student	\$1,086,225
Average amount awarded to all students combined	\$10,000 per semester

### Additional Notes about HCCA’s Class of 2016:

- Largest Senior Class to graduate from Hapeville Charter Career Academy with 150 graduates
- 40 honor graduates are Georgia HOPE Scholarship recipients
- Over 120 college acceptances including Emory University, Fisk, USC, Howard, FAMU, Virginia Union, West Georgia, Morehouse, Fort Valley, Savannah State, Valdosta State, Lane, Brandeis and the University of Lynchburg
- Student athlete Deja O’Neal receives Volleyball Scholarship to Lane College (a first for HCCA)
- Members of the Class of 2016 are responsible for Hapeville Charter Career Academy to earn an “AP Distinction” in Fulton County for the number and percentage of students completing advance placement courses
- Largest number of football signees (13) in South Fulton County on signing day including schools such as Westlake, Banneker, Tri-Cities and Langston Hughes
- Graduation Rate is 95%

- The Annual Letter of Assurances for the 2016-2017 School Year are posted on the HCMS and HCCA websites. To view,
  - (a) Go to **Hapevillems.org** and/or **Hapevillecharter.org**
  - (b) Click: **ABOUT**
  - (c) Click: **Hapeville Charter School Board** and/or **Foundation Board**
  - (d) Click: **Letter of Assurances for the 2016-2017 School Year**
  
- Open Meetings Act -  
Summary:  
[http://www.georgialibraries.org/dir\\_mtg/05\\_2012/Summary-requirements-GA-open-mtg-act.pdf](http://www.georgialibraries.org/dir_mtg/05_2012/Summary-requirements-GA-open-mtg-act.pdf)  
Open Meetings – Notice and Agenda
  - Notice must be posted at least one week in advance of regular meetings. Post it at the place of the meeting and on your website and let the press know.
  - Special meetings usually require at least 24 hours notice, though there are special situations where less than 24 hours notice is permitted if the circumstances demand it.
  - Immediately give notice to the “legal organ” for meetings that are not regular meetings.
  - Agendas for meetings should be specific enough to advise the public of the matters expected to come before the agency. Matters outside of the agenda can be addressed if they were not anticipated before the meeting.

Link to the Georgia Open Meetings Act as amended in 2012:  
<http://www.gfaf.org/open-meetings-act/>

## **Board Action Items for September 26, 2016**

- 1) Request the Board to adopt a Code of Ethics that includes, at a minimum, the State Board of Education's Model Code of Ethics. Note that any revisions to the model code of ethics that are adopted by the State Board of Education must be incorporated into the Hapeville Charter's Code of Ethics within three (3) months of such revisions.

NOTE: The Code of Ethics begins on Page 13 of this Board Agenda.

- 2) Request the Board to approve the amended Hapeville Charter School Board Operating Budget for 2016-2017.

## HCMS and HCCA Enrollment Updates as of September 19, 2016

NOTE: The FCSS allotment is based upon 10 Day Enrollment Count.

### Hapeville Charter Middle School

Grade Level	(Column A) Enrolled in eSchool and/or Accepted	(Column B) Fulton County Forecasted Numbers for 2016-2017
6	171	<b>181</b>
7	140	<b>188</b>
8	160	<b>179</b>
Special Ed		<b>5</b>
Combined	471	<b>553</b>

### Hapeville Charter Career Academy

Grade Level	(Column A) Enrollments in eSchool and/or Accepted	(Column B) Fulton County Forecasted Numbers for 2016-2017
9	194	<b>195</b>
10	160	<b>190</b>
11	175	<b>150</b>
12	148	<b>144</b>
Special Ed		<b>14</b>
Combined	677	<b>693</b>



## HCCA “Move On When Ready” Dual Enrollment Program for 2016-2017 at HCCA/Atlanta Technical College

Program Name	9 <sup>th</sup> Graders	10 <sup>th</sup> Graders	11 <sup>th</sup> Graders	12 <sup>th</sup> Graders	Total
Automotive Technology	0	4	5	9 (Completion Dec. 16)	18
Avionics	0	0	0	0	0
Criminal Justice	0	7	17	0	24
Culinary Arts	0	1	12	4	17
Dental Care Assisting	0	2	8	0	10
Health Information Technology	0	4	16	2	22
Total Enrollment	0	18	58	15	91

## FCSS Start Up Charter Checklist SY 16/17

AREA OF RESPONSIBILITY	CHARTER OBLIGATIONS	DUE DATE	ACCEPTABLE EVIDENCE	FCS CONTACT
<b>Governance Board</b>				
Financial	GB Approval of Budget	July 30	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
Legal	GB Approval of FCS LOA	July 30	Copy of Signed LOA	Charter Coordinator
Financial	End of Year Statements	July 30	YTD Income/Expense Statement and Balance Sheet (.pdf)	Charter Coordinator; Susan Wright
School Improvement Goals	Response to Compliance Report	September 15	Written Response from GB (See Attached Sample)	Charter Coordinator
Operations	Non-Profit Status	August 30	Copy of Current Certificate (.pdf)	Charter Coordinator
Operations	Evidence of SACS/ADvancED Certification	August 30	Copy of Current Certificate (.pdf)	Charter Coordinator
Financial	Insurance	August 30	Copy of Current Policy Coversheet (.pdf)	Charter Coordinator; Lucious Rounsaville
Operations	Listing of Current Board Members	September 15	GB Listing Spreadsheet (See Attached .xlsx)	Charter Coordinator; Julie Baldwin
Operations	GB Approval of GADOE Report and Academic Form	September 30	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
Financial	Independent Audit	October 1	Audit (.pdf)	Charter Coordinator; Greta Tinaglia; Susan Wright
Safety/Security	Evidence of GB Fingerprinting/Background Check	October 1	Visual Inspection Records (See Attached Form .pdf)	Charter Coordinator
Operations	GB Approval of State of School Address	December 1	Copy of Approved GB Minutes (.pdf)	Charter Coordinator
<b>Principal Responsibilities</b>				
Operations	Current Personnel Files	August 30	Listing of Primary Contact Personnel on "Academics" portal site (screen shot)	Charter Coordinator; Dawn Scullion
Safety and Security	Student Code	August 30	Copy of Student Code (.pdf)	Charter Coordinator; Deana Ingraham
Safety and Security	School Safety Plan	August 30	Copy of state plan approval email notice (pdf)	Charter Coordinator; Paul Hildreth
Operations	Submission of GADOE Report and Academic Form	October 1	GADOE Report (.pdf)	Charter Coordinator
School Improvement Goals	State of the School (SOSA)	December 1	Copy of Presentation (.pdf)	Charter Coordinator
Operations	Lottery Video	March 1	Video Recording in Vimeo	Charter Coordinator
Operations	Lottery Results and Wait List	March 1	Excel Spreadsheet (See Attached .xlsx)	Charter Coordinator; Yngrid Huff

## Recognition of 10 and 10+ Years of Service to Hapeville Charter

The following individuals have dedicated 10 and more years of their professional careers and/or volunteer time as Board representatives to Hapeville Charter:

Name	Hapeville Charter Position	Years Service
Al Andrews	HCMS Health and Physical Education	13
Haneefah Banks	HCMS/HCCA School Nutrition Director	12
Sabrina Barnes	HCMS School Counselor	11
Mignon Clark	HCMS Front Office Manager	11
Judi Grubbs	HCMS/HCCA Communications Director	13
Stacy Henry	Student Achievement Data and Special Education Director	12
Marcia Lowe	HCMS Principal	11
Gary Martin	HCMS/HCCA President	13
Charlene Mott	HCMS School Nutrition	12
Darrie Nowell	HCMS Assistant Principal	13
Carla Olsen	HCMS/HCCA Business Manager	13
Stefanie Orgertrice	HCMS/HCCA Registrar	13
Jannard Rainey	HCMS/HCCA Principal	13
Krystal Rainey	HCMS Science/Enrichment Faculty	13
Jerilyn Robinson	HCMS Math Data Specialist	11
Dawn Smart	HCMS Health and Physical Education	11
Jentrell Stembridge	HCMS Reading Faculty	11
Chris Worley	HCMS/HCCA Human Resources	10

# Fulton County School System 2016-2017 Calendar

## First Semester

August 2-5	Preplanning
August 8	First Day of School
September 5	Labor Day (schools closed)
October 10	Columbus Day Holiday (schools closed)
October 11	Professional Development Day (students off)
November 8	Election Day/Teacher Workday (students off)
November 21-25	Thanksgiving Holidays (schools closed)
December 22	Last Day of First Semester
December 23 – January 4	Winter Break (schools closed)

## Second Semester

January 5	Teacher Workday (students off)
January 6	Professional Development Day (students off)
January 9	First Day of Second Semester
January 16	Martin Luther King Jr. Holiday (schools closed)
February 17 *	Student/Teacher Holiday (schools closed)
February 20	President's Day Holiday (schools closed)
March 10 *	Teacher Workday (students off)
March 13	Professional Development Day (students off)
April 3-7	Spring Break (schools closed)
May 25	Last Day of School
May 26 *	Post Planning
May 29	Memorial Day Holiday (schools closed)

\* Designated as inclement weather make-up days (if needed)

## Hapeville Charter Vision and Mission Statements

### **VISION**

Provide an environment that will excite, inspire and transform classes of students into productive Life Ready individuals capable of, and interested in, working together to enrich their lives and lead future generations.

### **HOW**

- Provide enthusiastic and exciting teaching professionals
- Acknowledge the positive efforts of individuals and teams
- Expose students to diverse societies, career opportunities, arts and leisure activities

### **MISSION OF HAPEVILLE CHARTER MIDDLE SCHOOL**

- **The mission of Hapeville Charter Middle School is to prepare each student within a safe and caring learning environment for successful transition to high school**

### **MISSION OF HAPEVILLE CHARTER CAREER ACADEMY**

- **The mission of Hapeville Charter Career Academy is to provide a challenging and encouraging learning environment which substantially prepares each student for post-secondary plans and the workplace.**

# Hapeville Charter Career Academy's School Board Code of Ethics

Hapeville Charter Career Academy's School Board desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

## Domain I: Governance Structure

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the career academy to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

## Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of students attending Hapeville Charter Career Academy.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of Hapeville Charter Career Academy.
4. Render all decisions based on available facts and his or her independent judgement and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

## Domain III: Board and Community Relations

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the board and the school leader expressions of public reaction to board policies and Hapeville Charter Career Academy programs.

## Domain IV: Policy Development

1. Work with the other board members to establish effective policies for Hapeville Charter Career Academy.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on Hapeville Charter Career Academy programs and performance.

## Domain V: Board Meetings

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.

3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and Hapeville Charter Career Academy during executive session of the board.
6. Make decisions in accordance with the interests of Hapeville Charter Career Academy as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

#### Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendations of the school leader.
2. Support the employment of the people best qualified to serve as employees of Hapeville Charter Career Academy and insist on regular and impartial evaluations of Hapeville Charter Career Academy staff.
3. Comply with all applicable laws, rules, regulations, and all board policies regarding employment of family members.

#### Domain VII: Financial Governance

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of Hapeville Charter Career Academy.

#### Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful and professional manner with and about fellow board members.
4. Take no private action that will compromise the board or Hapeville Charter Career Academy administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.

#### Conflicts of Interest

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the Conflicts of Interest Policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member

accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.



## **Contents of email from Dr. Anne-Marie Coleman, Georgia Department of Public Health regarding 100% Tobacco-Free School Policy**

September 12, 2016

Hi **Gary Martin, Ph.D.:**

Congratulations to **Hapeville Charter School and Career Academy** in joining the growing movement to reduce teen tobacco use and eliminate exposure to the dangers of secondhand smoke.

Additionally, in accordance with the Tobacco Free Schools Logic Model, the next steps for **Hapeville Charter School and Career Academy** are to:

**1. Secure signage.** Signage should be placed on the campus of each school within the school district at the following recommended locations:

- a. Entrance to administrative building(s)
- b. All parking lot entrances and exits
- c. All athletic fields
- d. All places where the current policy is violated
- e. All places where students and adults currently use tobacco
- f. Entrances of all restrooms
- g. Entrances and exits of all school buildings

Please secure signage via the attached signage order form. Please work with the school district and signage vendor for sign design, quantities, and to obtain a quote. Return the completed form and proposed sign image to GTUPP. Please use the new DPH logo (attached).

**2. Develop an education and communication campaign.** Conduct a follow-up meeting with the school district staff to develop an education campaign to communicate the new TFS policy to 1) students, 2) staff/faculty, 3) visitors/parents. The goal of this meeting is to determine the school district's established process on communicating messages to these three groups. These same communication channels should be used to communicate the TFS policy change. Attached is a Communication Checklist to review with the school district. It provides further recommendations on communicating the policy.

Please also use the attached Advocacy in Action document as your guide in developing the education campaign. This document instructs on how to develop PSAs for football games, press releases, letters to the editor, advertisements, billboards, developing key messages, establishing and promoting the cessation programs, and much more.

Please also consider developing an article for the local **Hapeville Charter School and Career Academy** newspaper(s) depicting the collaboration between the school district, the health district, and any other organizations involved in the adoption the new TFS policy. A visual of representatives from these groups standing with a planted tobacco free school sign is also a good way to convey to the public a message of community collaboration.

**3. Develop an Enforcement Plan.** The new TFS policy is only as good as its implementation and enforcement. The attached Enforcement Plan Template will help guide schools in ensuring the new policy maximizes its effectiveness through proper enforcement. Please review this document with the school district and determine how it will be disseminated to and completed at the individual school level.

**4. Consider the development of the Alternative to Suspension (ATS) program.** The ATS program will serve as an in-school suspension intervention for students who violate the new TFS policy. For more information, please contact the American Lung Association in Marietta at (770)544-0523. If **Hapeville Charter School and Career Academy** indicates that they already have a method for addressing student violations, the ATS program should not be pressed. ATS is should simply be offered as an alternative to out-of-school suspension for violation of the TFS policy.

**5. Disseminate Quit Line materials.** Now that students, staff and visitors are experiencing a tobacco policy change, they may seek cessation services. Please contact Kayla Lloyd at [Kayla.Lloyd@dph.ga.gov](mailto:Kayla.Lloyd@dph.ga.gov) regarding materials and questions about this service. You can also feel free to use the CDC's Tips from Former Smokers campaign to be shown throughout the school district to further your education and encouragement of tobacco cessation. Kayla can provide further information on this campaign as well.

**6. Recruit tobacco-related cancer survivors to.** Survivors can be great resources to 1) conduct presentations to students in the various schools, and 2) to assist in the ATS program. The primary objective of these presentations is to allow the survivors to tell their story on why they chose to use tobacco and the impact tobacco use has had on their lives. Prepare to provide a stipend to the survivors per presentation.

**7. Recognize national anti-tobacco observance days.** Consider promoting this policy as a major activity for Red Ribbon Week in October (the last full week in October) Great American Smokeout in November (third Thursday in November), Kick Butts Day in March (third Wednesday in March), or a New Year's Celebration.

**8. Show appreciation to the school board.** Attend another school board meeting to thank the school board for adopting the policy. You can also consider purchasing tokens of appreciation, such as paper weights, etc. noting your appreciation to them for the school district going tobacco-free.

Working with the school district on these action items can better position everyone in enforcing the new policy. If you have any questions, please contact me at (404) 657-6946. We are most appreciative of the energy and time that both you and your partners have put into this project! Congratulations again on this accomplishment!

Thanks,  
Anne

Anne-Marie L. Coleman, MPH, Ph.D.  
Policy, Program and Planning Advisor II  
Adolescent and School Health  
Chronic Disease Prevention Section  
Georgia Department of Public Health  
2 Peachtree Street, N.W., 16th Fl.  
Atlanta, Georgia 30303  
Office Phone: 404-657-6946  
Mobile Phone: 404-372-2952  
Fax: 404-657-4338  
Email: [Anne-Marie.Coleman@dph.ga.gov](mailto:Anne-Marie.Coleman@dph.ga.gov)

<b>Hapeville Charter Schools</b>  Hapeville Charter Middle School Hapeville Charter Career Academy	<b>Tobacco Products</b>	<b>Hapeville Charter Community</b>  Approved by the Hapeville Charter School Board on March 28, 2016

## A 100% Tobacco-Free School Policy at Hapeville Charter

The Hapeville Charter School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board’s acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005 (O.C.G.A. 31-12a-1 et seq.), the federal Pro-Children’s Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product, including the use of E-Cigarettes, at any time, including non-school hours 24 hours per day, seven days per week.

- In any building, facility, or vehicle owned, leased, rented or chartered by Hapeville Charter Middle School or Hapeville Charter Career Academy
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Hapeville Charter Middle School or Hapeville Charter Career Academy, or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, or otherwise ingesting the tobacco product.

### **Tobacco Products and Tobacco Use**

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, prewrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, e-cigarettes, vaping products cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, using electronic nicotine delivery systems or other combustible tobacco products.

**School Grounds and Property**

School grounds and property means and includes land, school facilities and school vehicles used for provision of academic, extracurricular programs and administration by Hapeville Charter. Schools grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when Hapeville Charter has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

**Time of Day**

“Any time” or “at all times” means during normal school and non-school hours – 24 hours per day, 7 days per week.

**Signage**

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

**Enforcement for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Hapeville Charter Student Code of Conduct. Students who violate Hapeville Charter’s tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that the students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. Hapeville Charter may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

**Enforcement for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the school property. In the case of a violation within any of the school facilities, the person is in violation of the Georgia Smokefree Air Act of 2005 (O.C.G.A. 31-12a-1 et seq.) and the federal Pro-Children’s Act (Title X of Public Law 103-227) and subject to a fine. Signage will be prominently posted in all visitors’ areas and school staff and officials will communicate policy to visitors upon arrival and infractions.

**Enforcement at Outdoor School Sponsored Events on Campus Grounds**

All outdoor school sponsored events on campus (ex. Athletic events, meetings or functions by community groups renting school property) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

**Enforcement at School Sponsored Events Off Campus**

All indoor and outdoor school sponsored events off campus in venues (ex: rented arenas, stadiums, halls, theaters) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

**Opportunities for Cessation**

The administration will identify and offer programs and services for students who are ready to quit tobacco use. The administration will identify and offer programs and services for school staff who use tobacco products to support them in complying with the policy that prohibits tobacco use on school grounds and during school-related events and assisting those staff who are ready to quit smoking or other tobacco use.

**Prevention Education**

The administration will identify programs or opportunities for students (inside and/or outside the classroom) to gain a great understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

**Procedures for Implementation**

The policy will go into effect July 1, 2016. The administration will develop a plan for communicating the policy that will include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage (as mentioned above) in buildings and around campus. Other methods will be identified for notifying students, employees and parents about this policy. An enforcement plan, which identifies consequences for students, staff and visitors who violate the policy will be created and communicated to all students, staff and parents.

*NOTE: The September 2016 Hapeville Charter School Board Meeting will include a discussion topic regarding an Enforcement Plan of the 100% Tobacco-Free School Policy.*