



FSAPS Student & Parent Handbook of Policies and Procedures

To ensure that you, the parent, have read & agree to the policies and procedures of Fulton Science Academy Private School you must complete & sign at the time of enrollment. A copy for your records will be made available upon request.

I/We have read and understand all the Policies & Procedures of Fulton Science Academy Private School and have electronically signed at the time enrollment.

By signing electronically, I/We agree to abide by all policies and procedures stated in the Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Fulton Science Academy Private School will be made in writing and/or telephone call and will be followed up in a timely manner.

I/We, also, understand that any breach of policies, procedures, and contracts may be grounds to terminate school enrollment. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

FSA Private School does not discriminate on the basis of race, color or national origin in the administration of its educational policies, athletics, or other school-administered programs.

FAMILY CONTRACT 2023-2024

I/we, the parent(s)/guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Fulton Science Academy Private School do hereby agree to the following:

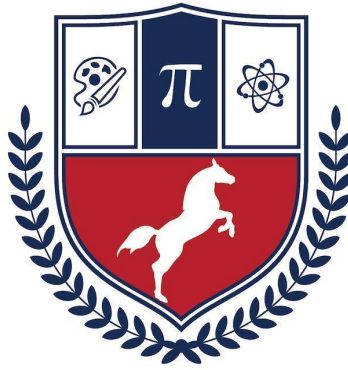
- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean, and prepared to learn.
- I will abide by medication dispensing policies and procedures as related in the policy and procedure handbook.
- I will ensure that my child is dressed and groomed according to the dress code of the academy.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep the academy informed of a phone number and address where I can be reached during daytime hours.
- I will keep the academy informed of all significant changes to student information that was provided at the time of enrollment, such as, numbers, work locations, emergency contacts, physician, etc.
- I will encourage my child to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that the Fulton Science Academy Private School has the authority to suspend, expel or withdraw the student from the academy if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or fails to cooperate with the academy to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the FSAPS weekly newsletter and/or the FSAPS website at www.fultonscienceacademy.org
- I understand that it is my responsibility to review my child's report cards and/or reports issued by the school.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.

PARENT(S)/GUARDIAN(S)

By signing electronically, I/We, the parent(s)/guardian(s) of the FSA student, have reviewed the Fulton Science Academy Private School Parent Handbook with my/our child. I/We have read and understand the Rules, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support Fulton Science Academy Private School by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects. **(Directions:** Students are also expected to read and discuss the Fulton Science Academy Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document with their parents/guardians and indicate both understanding and acceptance of these

FSAPS Acknowledgement of Statement of Posted Notices and Receipt of Policies and Procedures

- FSAPS Corporate Certificate is posted in the front office.
FSAPS Business License is posted in the front office.
- Emergency Plans are abbreviated in the parent handbook for those situations most likely to possibly occur. I understand that on the FSACConnect home screen that there is a link to the complete FSAPS Emergency Plan. It is posted on FSACConnect due to security concerns for the safety of our students. This may be accessed with your login and password. A copy of the FSAPS Emergency Plan, in its entirety, is also available in the front office for review.
- Communicable Disease chart is posted at the front entrance.
- Statement of Parental Access is posted in the front office. It is reiterated in the parent handbook.
- Visitor Statement is posted in the front office. It is reiterated in the parent handbook.
- FSAPS Principal's names and contact information are posted on the website and on the front of the parent handbook.
- I have received the FSAPS Policy and Procedure Handbook. I have read, clearly understand, and agree to abide by the general policies and procedures as they are related in the handbook.
- I clearly understand that all students attending Fulton Science Academy must be potty trained.
- I understand that I will receive four (4) progress reports and four (4) report cards each year documenting my child's academic and social/emotional progress, as well as their school attendance. If I would like to schedule a conference, I may contact my child's teacher at any time.
- I understand reasonable accommodations can be made for students provided parents take financial responsibility for additional services and the accommodations made do not interfere with classroom instruction and/or require additional staffing. (For example speech therapy, occupational therapy, etc.)
- My child will not be allowed to enter or leave school without being escorted by the parent(s), person authorized by parent(s), or facility personnel.
- The school agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc. which include my child.



FULTON SCIENCE ACADEMY

— Private School —

Fulton Science Academy Private School 2023-2024

Elementary Student & Parent Handbook

Fulton Science Academy Private School Inc.: (678) 366-2555

Website: www.fultonscienceacademy.org

FSACONNECT: <http://fsaconnect.fultonscienceacademy.org>

Facebook: <http://www.facebook.com/FultonScienceAcademyPrivateSchool>

FSA YouTube: <http://www.youtube.com/fultonscienceacademy>

(Revised June 2023)

Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Fulton Science Academy Private School. Therefore, any situation not specifically referred to in this handbook will fall under the discretion of FSAPS Administration and the Governing Board.

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Welcome Letter

Greetings,

It is my pleasure to welcome you and your family to Fulton Science Academy Private School! We are delighted to have you and your family join our educational community.

First and foremost, I want to express my gratitude for choosing our school to nurture and guide your child(ren)'s educational journey. Your decision demonstrates a great deal of trust, and we are truly honored to be entrusted with the responsibility of their care and development. At Fulton Science Academy, we believe in the significance of family, and we recognize that our school's success is built upon the strong partnership we create between students, parents, staff, and administration. Rest assured that we treat our students with the same care, respect, and dedication we would provide to our own children.

Our highly qualified staff at Fulton Science Academy is committed to the well-being and academic success of every student. They go above and beyond, dedicating countless hours before, during, and after school to instruct, tutor, and support students in mastering academic, life, and social skills. Our educators strive to foster self-confidence, instill deep respect for oneself and others, and create a nurturing and safe environment where students can thrive.

At Fulton Science Academy, we provide students with an environment conducive to academic growth, personal development, and play. Our curriculum and school environment have been meticulously designed to offer an innovative framework where students can expand their knowledge, skills, and achievements to reach their full potential. We take pride in our advanced academic program that emphasizes S.T.E.A.M. (Science, Technology, Engineering, Art, and Mathematics), employing unique and innovative teaching methods to develop advanced logic, high-level reasoning, improved material retention, and creativity. Our structured environment minimizes distractions and stress, fostering strong work ethic, self-initiative, good character qualities, and well-developed social skills.

Both our teachers and administration hold high expectations and goals for our school, our students, and ourselves. We constantly set new and higher goals, continuously reaching for the next rung on the ladder of success. We challenge ourselves and our students to strive for excellence. However, we understand that this is only achievable within a positive and supportive environment. Therefore, at Fulton Science Academy, we are privileged to foster such an atmosphere, enabling our students to flourish and succeed in all aspects of their lives.

Fulton Science Academy is a collective reflection of all of us. Our school policies and procedures are carefully designed to provide a safe and orderly environment that fosters optimal learning experiences. Our dedicated faculty and staff are eager to share their expertise in academics, enrichment programs, and extracurricular activities. We strongly encourage you to familiarize yourself with our school, its programs, activities, and schedule, and actively participate in our vibrant community. It is through our partnership with you that we can achieve success.

As your family embarks on this educational journey at Fulton Science Academy, we hope it will be enriching and fulfilling for all. We look forward to the opportunity of educating your child for many years to come. May this school year bring joy, growth, and memorable experiences.

On behalf of the entire Fulton Science Academy staff and community, we extend our best wishes for a fantastic school year!

Sincerely,

Kaitlyn Black, Head of Elementary
Fulton Science Academy Private School

MISSION

To deliver an educational framework designed to achieve the highest academic results and instill enduring strength of character by leveraging innovation and STEAM curriculums for college preparedness and lifelong student success.

VISION

FSAPS endeavors to be a nationally and globally recognized school serving advanced and gifted students committed to academic success, civic responsibility, global citizenship, and high ethical values within a safe environment that celebrates diversity and is nurtured by the collaborative efforts of all stakeholders.

BELIEF STATEMENTS & CORE VALUES

Belief Statements: At FSAPS, we believe students thrive and reach their fullest potential when we

- *Cultivate caring, positive, and supportive environments*
- *Advocate for the development of the whole child through academic, social-emotional, service learning, and extracurricular activities*
- *Provide engaging and authentic learning experiences designed to help students develop a passion for lifelong learning*
- *Offer challenging and individualized learning for each student*
- *Create a welcoming and inclusive culture for our diverse school community*
- *Engage in collaborative efforts based on a shared vision that includes all stakeholders*
- *Prioritize an ongoing professional learning community for faculty to promote innovative practices*

FSA Core Values - I CARE

- **Integrity** encourages ethical behavior, creates positive values, and cultivates students who make the right decisions even when no one is watching.
- **Curiosity** encourages openness to innovative ideas and perspectives and fuels collaboration, exploration, and deeper learning and understanding.
- **Advocacy** focuses on active engagement within our communities, creates awareness of and appreciation for diverse cultures, and values the service of others in the pursuit of a more equitable world.
- **Resilience** strengthens us against adversity, encourages us to view failure as a learning opportunity, and helps us adapt to change.
- **Empathy** creates a foundation for trusting and caring relationships, increases our capacity for learning, empowers our students at every level, and provides support for everyone in our school community.

FSAPS has formed a partnership with its stakeholders to create a supportive and innovative gifted learning environment, which challenges students to achieve in academics and build a strong positive character, thereby instilling skills that will ensure success in all their future endeavors. The Science, Technology, Engineering, Arts and Math (STEAM) fields of study are the means we use to prepare our students for global competitiveness. Implementing curricula that is driven by problem-solving, discovery, and exploration requires students to actively engage in FSAPS classrooms furthering both the retention of academic material, building confidence, and more fully developing communication and social interaction skills.

We work to create an environment that reflects our richly diverse community through an inclusive curriculum and the incorporation of special events, guest lectures, and extracurricular activities. By creating an environment where understanding, support, and affinity help to maintain and fortify diversity, we work to empower and celebrate the individual student and our diverse community.

Our school community holds itself accountable to a consistent set of ethical behaviors, both as a whole and on an individual level, with the goal of building a new generation of young adults capable of valuing integrity and conscientious citizenship.

The aforementioned Fulton Science Academy Private School vision, mission, and explanatory statements were created for the benefit of our students, stakeholders, faculty, staff, and broader community in an effort to clearly communicate and define our purpose and direction. These statements were derived through a collaborative effort of all stakeholders in adherence to the FSAPS Vision and Mission Statements Review and Revision Policy.

Mustang Measures:

In order to foster a successful educational journey, it is essential to establish clear expectations and a strong partnership between students, parents, and the school community. As we each fulfill our responsibility to uphold strong standards of practice, we enhance our collaborative environment.

STUDENTS Should:

1. Accept correction and advice and learn from it.
2. Show appreciation.
3. Pick up trash and show pride in keeping the school clean.
4. Cheer for your classmates and celebrate their success.
5. Be curious.
6. Show good character and make good choices when no one is looking.
7. Befriend all.
8. Apologize with sincerity and mean it.
9. Find solutions; don't make excuses.
10. Use proper etiquette at lunch.
11. Always be professional and neat in appearance.
12. Ask for help.
13. Be a friend to get a friend.
14. Do not whine or complain.
15. Show appreciation for the things you have been given by not leaving them on the floor, in classrooms, etc. Take care of your uniforms, supplies, jackets, etc.
16. Stand together against bullies. Never tolerate it at our school.
17. Don't ask for or expect a reward for hard work. The reward is the joy of learning.
18. Show appreciation and thank your teachers for great lessons.
19. Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.
20. Uplift others and seek to make the world a better place. Embrace service.

PARENTS should:

1. Trust the process. Share strategies that you know work for your child early on with their teacher.
2. Be on time for school in the morning and when picking up your child.
3. Be more focused on your child getting a good education rather than your child getting good grades.

4. Communicate with your child's teacher first, before coming to leadership.
5. Take ideas to leadership before acting on them.
6. Show appreciation to the teachers and staff.
7. Speak positively about staff members and the school in front of your child.
8. Don't email when you're angry.
9. Realize grades aren't given; they are earned.
10. Encourage your child not to complain.
11. Don't make excuses for your child.
12. Read your emails from the school thoroughly.
13. Don't become a negative voice.
14. Contribute no more than 15% of the ideas and work to any of your child's projects.
15. Realize your child may share one perspective and be open to the other sides of the story.
16. Realize that we are about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose and promise to you.

SCHOOL CALENDAR & OPERATING HOURS

Fulton Science Academy Private School is a school as opposed to a child care center. We offer classes and instruction for our Pre-Kindergarten students following the same school calendar as our K-12 grades. School tuition covers only regularly scheduled school days, according to our calendar, during regular school day operational hours.

Additional care is offered after the regular school day operational hours have ended for an additional fee. Camps and holiday care may be offered during school holidays for a fee at the discretion of the school administration based on the interest of parents and the availability of staff. However, this service is not guaranteed and upon enrollment parents should plan for alternate care of their children on school holidays based on the following school calendar.

SCHOOL DAY HOURS OF OPERATION

The Fulton Science Academy Private School is open to students on regularly scheduled school days from 7:00 A.M. to 6:00 P.M. Hours of care will vary from child to child depending on their participation in school clubs and after-school care options.

Free before school care is available from 7:00 AM to 7:30 AM. After-School Care is provided every day and is free until 3:15 pm. After-School care fees will be charged as follows:

3:15-4:15 - \$12

4:15-5:00 - \$12

5:00-5:45 - \$12

For those students who regularly use after-school care, we recommend a monthly payment plan to save money. The after-school care fee is \$20 per day for the monthly payment plan. \$1 is added for each minute after 5:45 pm.

Staff may be present at the school earlier than 7:00 a.m. to prepare for daily activities, however students are not allowed to be brought into the building or dropped off prior to 7:00 a.m. as appropriate supervision is not available until that time.

No care will be provided on Saturdays, Sundays, Holidays, or on days that the school is closed per the academic calendar.

HOLIDAYS

The following are student holidays at Fulton Science Academy Private School. The school will not offer care or instruction on the following days during the school year. The school year begins August 3, 2023 and ends May 24, 2024.

- Labor Day (September 4, 2023)
- Fall Break (September 25- September 29, 2023)
- School Holiday (October 23, 2023)
- Teacher Work Day (October 24, 2023)
- Thanksgiving Holidays (November 20-24, 2023)
- Early Release (December 20, 2023)
- Winter Holidays (December 21, 2023 – January 3, 2023)
- Martin Luther King Jr. Day (January 15, 2024)
- President's Day (February 19, 2024)
- School Holiday (March 11, 2024)
- Teacher Work Day (March 12, 2024)
- Spring Break (April 1-5, 2024)
- Early Release (May 24, 2024)

ADMISSION, ENROLLMENT,& TERMINATION POLICIES

ENROLLMENT POLICY

Before enrolling your child at FSAPS there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form or forms that indicate you have read, understand, and agree to ALL the policies as outlined.
2. An acquaintance visit must be made. FSAPS will not enroll a child unless a visit has been made to become familiar with FSAPS, its directors, and its staff.
3. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

Potty Training Requirement

As FSAPS is a school and not a childcare center, a prerequisite for enrollment to FSAPS is that all students be satisfactorily potty trained prior to admittance.

NON-DISCRIMINATION POLICY

FSA Private School does not discriminate on the basis of race, color or national origin in the administration of its educational policies, athletics, or other school-administered programs.

REASONABLE ACCOMMODATION POLICY

Reasonable accommodations can be made for students provided parents take financial responsibility for additional services and the accommodations made do not interfere with classroom instruction and/or require additional staffing. (For example speech therapy, occupational therapy, etc.)

TERMINATION POLICY

FSAPS reserves the right to immediately end school instruction and student care for nonpayment; failure to respect staff, teachers, directors, supplies, the building & its grounds; behavior of the child, which is harmful to the physical or emotional well-being of the other children and/or staff; or failure to abide by FSAPS Policies.

FSAPS may revoke the enrollment of the Student and dismiss the Student from FSAPS if the Student’s progress is unsatisfactory or if FSAPS is unable to meet the needs of the Student as determined in the sole judgment of the principal.

Fulton Science Academy Private School has the right to terminate a contract without notice in the case of harm to other children and/or staff, or a dangerous situation due to an action that the child or parent/guardian has caused intentionally or otherwise.

Per the FSAPS contractual agreement, the full amount of the tuition is obligated and earned upon the enrollment of the Student and no refund is due or payable upon the withdrawal, transfer, or dismissal of the Student during the academic year.

FINANCIAL and PAYMENT POLICIES

2022 – 2023 SCHOOL YEAR TUITION

Application Fee: \$100.00 (New students only)

Enrollment Fee: \$350 (New students only)

Facility Fee: \$1000 (New students only)

Activity Fee: \$150

Pre-K Tuition: \$15,000

Kindergarten through 5th Grade Tuition: \$16,000

6th Grade- 8th Grade Tuition: \$17,000

High School Tuition: \$18,000

Tuition includes textbooks and lab materials for all students and iPads for elementary students (K-3), MacBook Air laptops for graded 4th, 5th, middle school and high school students, grade level local field trips and the after school clubs with the exception of academic teams, sport clubs and clubs organized by outside vendors.

PAYMENT PLANS

ALL FAMILIES ARE REQUIRED TO CREATE A SMART TUITION ACCOUNT at smarttuition.com

A \$50 Smart Tuition program fee is added to the final tuition cost at the beginning of each school year.

Please note that all payments should be made through your Smart Tuition Account.

Payments are due by the 5th of each month by 4:00PM. A \$40.00 late fee is required for late payments.

*A non-refundable \$100.00 application fee is required to complete online applications

**At the time of registration a non-refundable enrollment fee of \$300.00 fee is required and used for the following purposes: Student ID, Agenda, Locker, Textbooks, Gym, Media Center, Computer Lab and Science Lab fees.

There are no sibling discounts.

PAYMENT METHODS

- All families are **required** to create a Smart Tuition account. We recommend making all of your payments on smarttuition.com
- Payments by check (payable to Fulton Science Academy Private School), cash, credit card, or Smart Tuition bank account set up are also accepted. Note: There is a 3% charge for all credit card payments.
- Application fees and Test fees can be paid to the Front Office. All other payments need to be made through Smart Tuition.

PAYMENT POLICY

If on an incremental payment plan, all payments are due by 4:00 P.M. on the 5th of the month per your payment plan. Payments made after 4:00PM on the specified date per contract will assess a \$40.00 late fee. You will be responsible for any costs related to collection of outstanding tuition and any other school-related costs/fees. These costs will include late fees, collection cost fees, and any other applicable fees. Cash, credit, or check will be accepted and a receipt will be given upon request.

RETURNED CHECK POLICY

Parents may take care of monetary obligations by cash, credit card, or check. Checks should be made payable to FSAPS. There will be a minimum \$25 charge for any check returned to the school by the bank.

GENERAL MONEY MATTERS

All Families are REQUIRED to Create a Smart Tuition Account

- A year-end statement will be made available by January 31st of the New Year.
- Parents may take care of monetary obligations by cash, credit card, or check. Checks should be made payable to FSAPS. There will be a minimum \$25 charge for any check returned to the school by the bank. Please note that a convenience fee of 3% is charged for credit card payments.
- School fees and tuition are due regardless of whether or not your child attends. You are paying for a staff position, as well as educational instruction. No refunds are given for late arrivals or early departures.
- All education services will be contracted. The contract is a legal document obligating FSAPS to

provide a service for you and obligating you to pay FSAPS for those services. There are other requirements in the contract. FSAPS urges you to thoroughly read the contract and parent handbook and recognize that it is legally binding and you will be held liable for each item in the contract. By signing the contract, you are accepting it in all its terms.

- A non-refundable application fee of \$100.00/child and a non-refundable enrollment fee of \$250.00/child will be payable upon enrollment at FSAPS. A slot at FSAPS will be considered open until the application and enrollment fees are received. After payment is received FSAPS will hold your class spot for your specified start date. Students must start within 2 weeks of the proposed start date to maintain a secured class spot.
- All required supplies must be brought on or prior to the first day school begins. If you do not bring the required supplies, they will be purchased for you and you will be responsible for reimbursement at full cost.

TRANSPORTATION, PICK-UP, & DROP-OFF PROCEDURES

At present, FSAPS does not provide student transportation to or from school. However, in the future FSAPS may opt to offer this service in accordance with all state guidelines.

Pre-K –high school students should be dropped off in the designated area appropriate for their class as directed by the school administration per written guidelines. Any student will not be allowed to enter or leave school without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

After school care parents must come into the building in the evening when picking their child up and escort them from the building.

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and adult.

If there is a Court Order keeping one parent or guardian away from the child, FSAPS must have a copy of the Court Order on file otherwise we cannot prevent the non-custodial parent from picking up the child.

NOTE: Outside transportation services (Uber, LYFT) are allowed by law for persons age 18 or older. No students under this age will be allowed to be picked up by such service.

EARLY CHECKOUTS

Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- **To be considered “in attendance” for a school day, a student must be present for at least one-half of the school day. (Arriving before 12:10 pm if Late Arrival, Leaving after 12:10 pm if Early Dismissal) Students leaving school before meeting the requirement of 12:10 pm will be considered absent for the day.**
- **A parent or legal guardian should bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.**
- **Early checkouts are not permitted during the last 30 minutes of the school day. Please plan accordingly.**

ABSENTEE & TARDY POLICY

Parents are responsible for school tuition, whether their child attends school or not.

FSA Private School recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

EXCUSED ABSENCES

Parents or guardians must notify the school on any day their child is not attending. Any student who has been absent from school must present a satisfactory excuse by written note or email (attendance@fultonscienceacademy.org) to the front office within three (3) days of returning to school. The excuse must state the reason for the absence and be signed by the student's parent or guardian. Students who have missed three (3) consecutive days of school or ten (10) or more days in a school year will be required to provide additional verification including doctors' statements. FSAPS accepts only the following as excusable reasons for absence from school:

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused.
- **Serious Illness or Death in the Family:** Serious illness or death in a student's immediate family necessitating the absence.
- **Court Order:** Court order by a governmental agency mandating the student's absence from school is excused. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** Observance of religious holidays, necessitating absence from school based on the faith of the student.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused.
- **Out of School Suspension:** *School days missed as a result of an out of school suspension shall be counted as excused.* Students who miss school due to an out of school suspension are allowed to make up any work missed (refer to "Make-up Work for Absences").
- **Scholarship Interviews / High School and College Visitations**
- **Students serving as pages in the Georgia General Assembly shall be recorded as present.**

UNEXCUSED ABSENCES

A student's absence from school or class for any reason other than those listed as excused absences will be considered an unexcused absence.

NOTE: It is very important for students to have a good attendance record for re-enrollment consideration.

ATTENDANCE POLICY PRE-K THROUGH MIDDLE SCHOOL

Fulton Science Academy maintains that student attendance is necessary if the student is to benefit fully from the educational experience. Students are allowed a total of 10 excused or unexcused absences per school year, not including school approved (SA) absences, such as school-sponsored

field trips, school-sponsored events/college visits, academic team competitions, and religious holidays. If a student is absent more than the allowed days, he/she will be referred to the Attendance Review Committee.

The purpose of an Attendance Review is to determine the appropriate action to take to maintain the educational integrity of the school and the educational benefits to the student. Mandates from the Attendance Review Committee are communicated directly to the student and parents.

When students exceed 10 days of absences, the Attendance Review Committee may decide to cancel a student's credit for a certain course, may cancel student's enrollment for the current year, or make a decision to cancel the student's re-enrollment for the following year. Parents should be aware that travels and trips during the academic school year are not excused and constitute a reason for not offering a student a re-enrollment contract.

SCHOOL TARDY (APPLIES TO ALL STUDENTS)

A student is tardy when he/she arrives at school after the beginning of the official school day (7:40 am for Elementary Grades). Once the student(s) have been properly signed in, they will get a "tardy slip" for admittance to class.

- *Excused Tardy: Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delay, health related emergencies, power outage, compliance with court order, etc. shall be excused.*
- *Unexcused Tardy: Arriving late to school or class with or without the knowledge of a parent/guardian, as a result of oversleeping, traffic, parent errands, or other reasons are defined as unexcused.*

NOTE: Missing 20 minutes or more of any class (either at the beginning or end) constitutes an absence.

CLASS TARDY (APPLIES TO ALL STUDENTS)

Students are given four minutes to transition to each class during the course of the school day. Students are expected to be in their assigned seats when the class bell rings. Tardy students must report to the school front office to receive a **Class Tardy Pass** to class. If a student has checked in late through the Front Office, the student should have a "tardy slip" to class from the Front Office. A tardy is only excused when the student receives a written note/pass from a teacher that indicates why they were late to their next class.

CLASS CUTS/SKIPPING

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and a written pass from the teacher. If a student is too ill to report to the class, he/she should have another person notify their classroom teacher or the front office at once in order that appropriate attention may be given to the student.

MAKE-UP WORK FOR ABSENCES – EXCUSED OR UNEXCUSED

An excused or unexcused absence from school, even for several days, does not remove any student from their classroom responsibilities on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work.

When extended, consecutive absences occur as a result of trips/travel, it is the student's responsibility to remain up-to-date with school work while they are absent. Students with extended absences, unrelated to illness, will not receive the same number of days to complete missed work. They will be expected to complete and submit work while they are absent using FSACONnect and email communication with their teacher(s). Any physical classwork that cannot be submitted digitally must be submitted on the day they return to campus in order to receive credit.

Assignments and class handouts are available on FSACONnect and are available 24 hours a day – should a student be absent for any reason. Students should access this information via the Internet. Long term assignments given prior to a student's absence will be due on the original due date or upon the student's return to school.

On the day the student returns to school, it is the student's responsibility (6th grade and up) to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments. For grades K-5, parents should email the teacher to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments.

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

Parents should be aware that travels and trips during the academic school year are not excused and constitute a reason for not offering a student a re-enrollment contract.

PERFECT ATTENDANCE

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardies to school, as well as, zero absences and zero tardies to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

INCLEMENT WEATHER POLICY

Closing or delay of opening due to inclement weather:

School may be canceled due to weather conditions. There are many factors that are taken into consideration when making the decision to close. First and foremost is safety, the ability to remove snow and/or ice at the school, or other conditions that could pose a danger to the children, staff, or facility. In the event that FSAPS is closed or delays its opening, the school will place the notice on the **local television and radio stations Channel 2 and WSB**.

If school is closed due to weather conditions, the decision will usually be made by the principal **before 6:30 A.M.** and announced on local television and radio stations.

FSAPS's first concern is for the safety of our students. We understand that our students live in a wide range of areas. Although FSAPS may be open during inclement weather, it may be unsafe for some of our students to attend. For instance, if a student lives in North Forsyth, then that area may have extreme ice even though the FSAPS location does not or a student's driveway may be steep and shaded so the sun does not melt the ice until several hours after school starts. Please note that in these circumstances parents need to call the school and report their circumstances, so that the student's tardy (if they delay coming in) or absence due to severe or unsafe weather conditions will be excused.

Cyber School

If school is closed due to inclement weather, we may implement a Cyber School Day. This would require the students to have access to the internet for retrieving online school work and communication with their teacher(s). Participation in a Cyber School Day through approved completion of schoolwork will be considered a day of attendance.

School closings announced during the school day:

If FSAPS is closing due to weather conditions during the school day, FSAPS will call and/or email all parents to pick up their students. We will announce this at FSAPS, via email message, signage, and on the local news stations, as well. FSAPS will remain at the school until all students are safely picked up or other arrangements are made with the parents.

For all weather related issues, periodically check the news for weather related closings/delays or call and speak with the Front Office. If possible, the FSAPS website will also indicate the closing notice and we will attempt to email all students.

LEAVE OF ABSENCE

A leave of absence is a period of greater than one week that is not a regular school holiday per the school calendar. In the event of an extended leave of absence, families are still responsible for their student's tuition. If you do not want to lose your child's classroom spot then you are responsible for paying tuition during any leave of absence whether your child is present for classroom instruction or not.

A director will call you while you are on an extended leave of absence if your child is in danger of losing their enrollment place at FSAPS. You will then have the option of bringing your tuition balance current or losing your classroom spot to a student on the waitlist or anyone wishing to enroll. Occasionally special arrangements can be made. Please see the appropriate school level administrator to do so.

Per the FSAPS contract, the full amount of the tuition is obligated and earned upon the enrollment of the student and no refund is due or payable upon the withdrawal, transfer, or dismissal of the student during the academic year.

DRESS CODE

School uniforms can be ordered through Lands End Uniforms. This can be done at their store or online at www.landsend.com

Students are expected to wear the FSAPS uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, grooming and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. **Students are not permitted to change out of their uniforms during or after school unless participating in P.E. (grades 4-8) or an after school activity that requires non-uniform clothing.**

FSAPS will contact parents of students that are in violation of the uniform, so that they can bring an appropriate change of clothing. **Inappropriate attire jeopardizes the instructional climate and therefore, will not be tolerated.**

GUIDELINES FOR CLARIFICATION ARE AS FOLLOWS:

1. Uniforms must be worn properly at all times while at FSAPS:

- a. Students must be in complete uniform when they arrive at FSAPS. All shirts must be tucked in shorts, pants, or skirts. Belts must be worn with all slacks and shorts with belt loops. Belts are not required for Pre-Kindergarten through 2nd grade students. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- b. Students must remain in full uniform until after they leave FSAPS. Shirts must remain tucked in – even after school, until they leave the school campus.

2. Shoes and Shoelaces:

- a. Shoes must be closed toed dress shoes, only solid black, solid brown, or solid navy in color, or athletic shoes in black, red, or white. Athletic shoes must be predominately black, red, or white with no designs ...small logos are fine. No special designs or patterns (checkered, plaid, camouflage, etc.) are permitted. **Shoes must be worn at all times.**
- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, crocs, flip-flops, or open-toed shoes are not permitted. Girls dress shoes may not have heels exceeding one (1) inch.
- c. Boots, Uggs, and high-heeled shoes are not permitted - Heels on shoes may not be higher than one (1) inch.
- d. Character, Light up, Sparkly, and Roller shoes are not permitted. Roller shoes, “wheelies” or shoes with wheels are not permitted.
- e. Shoelaces must match shoe (brown, black, navy, red, or white).
- f. Socks, Tights, Stockings, or Hosiery MUST be worn with shoes. SEE ACCESSORIES FOR SPECIFIC DETAILS

3. Slacks or Shorts:

- a. Slacks and shorts. Must be purchased through the Lands End. A belt must be worn at all times with pants and shorts that have belt loops, If a belt is required, it must pass through all the loops and be fastened appropriately. Pre-Kindergarten through 2nd grade students' shorts and slacks do not have belt loops, so they do not wear belts.

- b. Slacks and shorts must be worn properly at the waist and not sag below the top of the hips. Slacks or shorts may not be rolled up or folded up. Shorts must be at least fingertip length and not longer than the top of the knee when standing. Capri style pants are not acceptable. Slacks or shorts must not fit too snugly.
- c. P.E. Athletic Shorts (permitted only during P.E. or approved physical activity). Must be purchased through Lands End. These are the only athletic shorts that may be worn for P.E. and/or approved school physical activities. Shorts may not be rolled up or folded up.
- d. P.E. Athletic Pants (permitted only during P.E. or approved physical activity). Must be purchased through Lands End. These are the only athletic pants that may be worn for P.E. and/or approved school physical activities. Pants may not be rolled up or folded up.

4. Jumpers:

- a. Jumpers in khaki, navy and Classic Navy Large plaid are permitted for grades Pre-Kindergarten through 5th. Must be purchased through Lands End. The jumpers will have the school logo on the front. The jumper's bottom hem must be at least aligning with the tip of your middle finger when arms are at your side. Modesty Short or cheerleading short MUST be worn with all jumpers. No pants, jeans, pajama bottoms or other apparel like that is to be worn under the jumper.

5. Skirts or Skorts:

- a. Skirts with attached short (skort) in khaki, navy or Classic Navy Large plaid are permitted for grades PK – 8th. Must be purchased through Lands End. Skirts must be at least fingertip length. Skirts must not be rolled or folded at the waistband. A calf length pleated split skirt in khaki is available through a special vendor for students concerned with more coverage for modesty reasons. Please contact the front office for how to special order this uniform piece.
- b. Pants, jeans, pajama bottoms or other apparel must not be worn under the skirt or skort. For modesty purposes, shorts are attached under all skirts, however, long pants, jeans, pajama bottoms, or other apparel showing below the skirt or skort is not permitted.

6. Shirt Options:

- a. Oxford Shirts in white or blue. Must be purchased through Lands End. Shirts may either be short sleeve or long sleeve. All shirts and blouses must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing. Pre-Kindergarten through 2nd grade students are not required to wear belts.
- b. Blouses with Peter Pan collar in white (permitted for Pre-K through 5th grade girls.) Must be purchased through Lands End. Blouses may either be short sleeve or long sleeve. All shirts and blouses must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing. Pre-Kindergarten through 2nd grade students are not required to wear belts.
- c. Knit shirts (Polo Shirt) in pique fabric in red, white or navy. Must be purchased through Lands End. These knit shirts have the school logo. All knit shirts must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing.
- d. P.E. Short Sleeve Shirt in navy (permitted only during P.E. or approved physical activity). Must be purchased through the FSAPS Lands End. These shirts are short sleeve with the school logo and are the only shirt that may be worn for P.E. and/or approved school physical activities.

- e. Spirit Wear and Academic Team Shirts are purchased through the school. The Spirit Wear and Academic Team Shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, skirt, or skort the student is wearing. Spirit Wear and Academic Team Shirts can be worn only on approved days.
- f. Undershirts. Any undershirt that is worn should not be seen. If the undershirt is seen, it should be the same color as the uniform shirt.

7. Sweaters, Cardigans, Micro-Fiber Pullover, Blazers, and Athletic Jackets:

- a. Sweaters, Cardigans, and Sleeveless Sweater Shells in navy. Must be purchased through Lands End. All sweaters and cardigans have the school logo. Both the sweaters and cardigan require that the student must still be wearing an FSAPS uniform shirt underneath – the sweaters and cardigan cannot be worn alone. Sweaters may not be worn tied around the waist.
- b. Zip Micro-Fiber Fleece in navy. Must be purchased through Lands End. The fleece has the school logo. The micro-fiber fleece requires that the student must still be wearing an FSAPS shirt underneath – the fleece cannot be worn alone. The micro-fiber fleece may not be worn tied around the waist.
- c. Blazer in navy with the embroidered school logo is optional. Must be purchased through Lands End. The Blazer has the school logo. The Blazer requires that the student must still be wearing an FSAPS shirt underneath. Blazers are optional for 3rd through high school students.
- d. P.E. Athletic Jacket in navy (permitted only during P.E. or approved physical activity). Must be purchased through Lands End. This jacket has the school logo. This is the only jacket approved for P.E. and/or approved school physical activity. It matches the P.E. Athletic Pant. The student must still wear the FSAPS P.E. shirt underneath – the athletic jacket cannot be worn alone. The athletic jacket may not be worn tied around the waist.

8. Accessories:

- a. Belts must be solid leather, braided leather, or fabric in the solid colors of black, brown, or navy with a basic belt buckle. Belts MUST be worn with all pants and shorts that have belt loops. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all slacks or shorts – this means that the belt must go through all the belt loops on the slacks, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s slacks or shorts from sagging below the waist. Pre-Kindergarten through 2nd grade students are not required to wear belts.
- b. Socks should only be white, khaki, navy, or black. Brightly colored or printed socks will not be permitted.
- c. Tights must be solid white or navy. Tights must cover the full length of the student’s legs and feet. Leg warmers are not permitted.
- d. Stockings or hosiery must be white, navy, or matching natural skin tones. Hosiery must not be patterned and must be footed. Stockings or hosiery must cover the full length of the student’s legs and feet. Leg warmers are not permitted.
- e. Ties in navy. Must be purchased through the FSAPS approved uniform vendor. Ties are available in three styles: pre-tied, self-tie, and cross tie (girls). Ties may be worn with oxford shirts and peter pan collar blouses.

- f. Accessories. These must coordinate with the school colors of navy, red, white, and/or khaki. Gold and silver may also be worn. All hair accessories should be appropriate for school and not attract undue attention or pose a safety risk.
- g. Jewelry should be appropriate for school and not attract undue attention or pose a safety risk.

9. Miscellaneous Guidelines:

- a. Clothing should be neat, clean, and wrinkle-free.
- b. Clothing with rips, tears, holes, and/or frayed edges is considered inappropriate for school.
- c. Clothing may not be worn inside out or backwards.
- d. Undergarments must not be exposed.
- e. Athletic outfits are not permitted in the school building, except in P.E. classes and on Dress Down Days. Only the approved P.E. Athletic Uniforms may be worn in P.E. and/or for approved school physical activities.
- f. Hats, caps, curlers, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, gloves, leg warmers, arm warmers, and outdoor coats are not to be worn during school hours or afterschool activities.
- g. Hair, face, and body paint are inappropriate for school and are not permitted.
- h. Hair color or highlights in colors that are not natural are not permitted.
- i. Hair and Facial Hair must be groomed, neat, and well-kept.
- j. Cosmetics/Make-up should be age appropriate, appropriate for school, and not attract undue attention.
- k. Tattoos are prohibited.
- l. Piercings other than earrings are prohibited.
- m. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention.
- n. Clothing that is revealing, such as short mini-skirts, short-shorts, spaghetti straps, tank tops, loosely fitting, low-cut blouses, halter tops, mesh shirts, and/or shirts exposing the midriff are not to be worn to school. Tight and extremely form fitting clothing is also considered revealing and may not be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school).
- o. All t-shirts must be in good taste. No suggestive wording, illustrations, logos, and/or advertisements for items which are illegal or prohibited for students - i.e., alcohol and tobacco products, etc. (applies to non-uniform days at school). Administration approved school spirit t-shirts may be worn in lieu of school uniform shirts on approved days.
- p. All outside coats, jackets, and/or hooded apparel may not be worn inside the school building. All outside coats, jackets, and/or hooded apparel must be put in the student's locker immediately upon entering the school building. The FSAPS uniform includes optional sweaters, cardigans, micro-fiber pullovers, and blazers for those students who need to have additional layers to remain warm.

10. OFFICIAL FSAPS UNIFORM STANDARDS SUMMARY

GIRLS		GRADES Pre-K through 8th
UNIFORMS		
JUMPER	Khaki, Navy or Classic Navy Large Plaid (Pre-K through 5 th)	
SKIRT (Skort)	FULL WRAP in KHAKI Navy or Classic Navy Large Plaid (grades 3 rd -8 th)	
SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)	
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)	
SHORTS	KHAKI or Navy with belt loops (3 rd -8 th)	
SLACKS	KHAKI or Navy with belt loops (3 rd -8 th)	
BLOUSE	GIRLS PETER PAN COLLAR in WHITE with short or long sleeves (Pre-K through 5 th)	
SHIRT	OXFORD CLOTH DRESS SHIRT in WHITE or BLUE with short or long sleeves (all grades)	
KNIT SHIRTS	SHORT SLEEVE PIQUE POLO in RED, WHITE or NAVY (Pre-k through 8 th)	
P.E. Shorts & Shirt	P.E. Basketball Shorts in Navy & Short Sleeve Shirt in Navy	
P.E. Warm-up Suit	P.E. Warm-up-Suit (Pants and Jacket) in Navy	
SWEATER	Long Sleeve or Sleeveless Shell V Neck SWEATER in NAVY pre-k through 8th)	
CARDIGAN	Long Sleeve, Crew Neck, button up CARDIGAN in NAVY (pre-k through 8 th)	
Pullover Jacket	Full ZIP MICRO-FIBER PULLOVER in NAVY (pre-k through 8 th grade)	
ACCESSORIES		
TIE	CROSSOVER TIE in NAVY	
BELT	SOLID LEATHER, LEATHER BRAIDED, or WOVEN BELT in BLACK, BROWN, or NAVY	
SHOES	CLOSED TOE DRESS SHOES (in Brown , Black, or Navy only) or ATHLETIC SHOES (in predominantly white or black with no designs; small logos ok)	
SOCKS	White, Black, Khaki, Navy	
TIGHTS	White, or Navy with feet.	
HOSIERY	White, Skin-Toned, Navy without designs or pattern. Must have feet.	
Hair Accessories	Must coordinate with school uniform and not be distracting	

BOYS

GRADES Pre-K through 8th

UNIFORMS

SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
SHORTS	KHAKI or Navy with belt loops (3 rd -8 th)
SLACKS	KHAKI or Navy with belt loops (3 rd -8 th)
SHIRT	OXFORD CLOTH DRESS SHIRT in WHITE or BLUE with short or long sleeves (all grades)
KNIT SHIRTS	SHORT SLEEVE PIQUE POLO in RED, WHITE or NAVY (pre-k – 8 th grade)
P.E. Shorts & Shirt	P.E. Basketball Shorts in Navy & Short Sleeve Shirt in Navy
P.E. Warm-up Suit	P.E. Warm-up-Suit (Pants and Jacket) in Navy
SWEATER	Long Sleeve or Sleeveless Shell V Neck SWEATER in NAVY (pre-k – 8 th grade)
Pullover Jacket	FULL ZIP MICRO-FIBER PULLOVER in NAVY (pre-k – 8 th grade)
ACCESSORIES	
TIE (Pre-tied or self-tie)	NECK TIE in Navy
BELT	SOLID LEATHER, LEATHER BRAIDED, or WOVEN BELT in BLACK, BROWN, or NAVY
SHOES	CLOSED TOE DRESS SHOES (in Brown , Black, or Navy only) or ATHLETIC SHOES (in predominantly white or black with no designs; small logos ok)
SOCKS	White, Black, Khaki, Navy

HEALTH and MEDICATION REQUIREMENTS & POLICIES

COVID-19 NOTICE

We have taken enhanced health and safety measures for the children, faculty and staff, parents and other members of our community. We ask that everyone who visits follow our new school safety guidelines as well as any posted instructions.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death.

According to the Centers for Disease Control and Prevention, senior citizens and others with underlying health conditions are especially vulnerable.

By choosing to come to our school, you voluntarily assume all risks related to exposure to COVID-19. Help keep each other safe and healthy.

IMMUNIZATION POLICY

If you are new to the state of Georgia, your child's immunization records must be transferred to the Georgia 3231 form. This can be done by taking their records to either a county health department or their pediatrician's office. A current 3231 must be on file with the school clinic within **30 days** of starting school.

Out of state immunization records are **NOT** considered valid and **CANNOT** be accepted.

FSAPS requires all children to have immunizations & a copy kept on file within 30 days of starting school. Anytime your child receives a vaccine (other than the flu shot/mist), please send an updated form 3231 to school. We are required by the state to keep updated vaccine records for all of our students.

FSAPS adheres to the State of Georgia's Immunization requirements. Students must have a current 3231 form on file in order to attend class. **The 3231 form is only available from your child's physician or a county health department.**

There are two exceptions to this requirement of certified immunization:

- A child who has a physical disability for whom vaccination is medically undesirable provided that the local board of health or any physician licensed under the laws of this state or of any other state having comparable laws governing the licensing of physicians has certified in writing to the effect that the child's health precludes him/her from having the immunization until whatever physical disability he/she has is relieved. Medical Exemption must be documented on Form 3231. Medical exemptions are to be re-evaluated at least once each year and a new certificate issued at that time.
- A child whose parent or legal guardian objects to immunization of the child on the grounds that the immunization conflicts with the religious beliefs of the parent or guardian. Immunization may be required in cases when the disease for which the immunization is required is in epidemic stages. Documentation must be on GA Form 2208 and notarized. This exemption form may be downloaded on the School Nurse Webpage, under Immunizations.

Requirements for incoming kindergarteners:

Vaccine	Number of Doses Required
DTP, DT, DTaP	4 or 5 (if #4 dose given on or after 4 th birthday, #5 not needed)
Hepatitis B	3
Polio	3 or 4 (4 th dose on or after 4 th birthday required for all children born after 1/1/06)
MMR	2
OR Measles	2
Mumps	2
Rubella	1
Varicella	2 (or proof of immunity)
Hepatitis A	2 (required if born on/after 1/1/06)

HEALTH, ILLNESS, & INJURY POLICY

Parents will be contacted immediately via phone regarding major injuries requiring professional medical attention. Minor injuries, such as bumps, scrapes, and bruises will be reported on the Clinic Referral Form sent home with the student.

Parents often have questions concerning when their child should stay at home due to illness. Most FSA students are reluctant to stay home when they are ill; they worry about missing class and getting behind on tests and assignments. Students often persuade their parents they are well enough to "get through the day" when in fact they should be at home. Remaining at home will not only allow an ill student to recover faster, but it will minimize the chance of spreading their illness to others.

Students should stay at home if they:

- **Have a fever of 100.4 degrees or higher**, students must be fever free for 24 hours before returning (fever free without the use of medications such as Tylenol or Ibuprofen)
- Have vomiting or diarrhea. Students may return after experiencing no vomiting for 24 hours
- Have the flu
- Have a persistent or frequent cough
- Have constant pain (earache, stomach ache, recent injury, etc) that impacts their ability to concentrate
- Have a spreading rash
- Have been diagnosed with strep throat and have not been on antibiotics for 24 hours

Students will not be accepted nor allowed to remain at FSAPS if they have contagious symptoms such as, but not limited to, those listed in the table below:

REASONS TO KEEP YOUR CHILD HOME FROM SCHOOL

A Guide to Making an Early Morning Decision

- ❖ **Fever:** Children with fever of 100.4° F or higher, should stay home until there is no fever for 24 hours, without the use of medication. If you treat a fever with medicine before school, the fever can return and your child may still be contagious.
- ❖ **Fever with other symptoms:** Children with fever of 100.4° F or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash, should stay home. Your child should stay home until there is no fever for 24 hours, without the use of medication. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. Call your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhea.
- ❖ **Diarrhea & Vomiting:** One or more events of loose, watery stools per day, or more than one event of vomiting, are reasons to keep your child home. If vomiting or diarrhea continues or your child also has fever, rash, or weakness, call your doctor. Your child must be free of upset stomach and vomiting, and diarrhea for 24 hours.
- ❖ **Pinkeye/Conjunctivitis:** If your child's eye is red with cloudy or yellow drainage, persistent itching, eyelashes crusted with discharge in the morning, he should stay home until symptoms are gone. Call your doctor for treatment.
- ❖ **Sore Throat:** If your child has a sore throat and fever, or a severe sore throat without fever, he should stay home from school. Call your doctor if there is a quick onset of fever and sore throat without cold symptoms.
- ❖ **Persistent Coughing:** If your child's cough is worse than you would expect with a cold, keep him at home. If he has a hard time breathing or has a fever, call your doctor.
- ❖ **Stomach Ache:** If your child complains of a stomach ache, especially if he says it hurts to move and he does not want to eat, he should stay home. Call your doctor.
- ❖ **Persistent Ear Pain:** Your child should stay at home if he has a lot of ear pain and or Drainage from the ear(s). Call your doctor for treatment.
- ❖ **Scabies, Skin lesions, ringworm:** If your child has scabies (a contagious disease caused by a mite which involves itching and a rash), or other skin rash, he should stay home for 24 hours. Your child may return after treatment. 6. a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
- ❖ **Impetigo:** If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face) he should stay at home as long as your doctor says.
- ❖ **Chickenpox:** Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. Call your doctor for treatment of symptoms.
- ❖ **Fainting, Seizures, or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck:** Your child may return to school if a) Free of symptoms, or b) a note is required from a physician or nurse practitioner stating that the child is not communicable.

Under no circumstances is a sick student to attend FSAPS. Students should be allowed to recover fully in the

comfort of their own home. If you are unable to remain home with your student, it is your responsibility to make alternate childcare arrangements.

If a student becomes ill or displays potentially contagious symptoms, parents will be notified by phone to come and pick up their child. Further, if the illness becomes a medical emergency, then 911 will be contacted and the student will be transported to the nearest emergency room.

Obviously, it is not possible to prevent the spread of all illnesses, however minimizing exposure and employing good hygienic practices at both school and home are a means by which we can limit the problem

and the resulting inconvenience to everyone. Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

- Students who have exhibited ANY symptoms of infectious illness within the 24 - hour period prior to the beginning of the school day are likely to be contagious and should remain at home .
- Examples of illness associated symptoms include, but are not limited to, fever of 100.4°F measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from the nose, drainage from eyes or ears, a rash or head lice.
- FSAPS reserves the right to determine whether a student should remain at home or is okay to stay or return to school when illness is a consideration. A doctor's note giving permission for a student to return to school may be requested. Parents of students who become ill during the day will be promptly notified and are expected to make arrangements for their child to be picked up immediately. The sick student will, if possible, be isolated to minimize other student's exposure to the illness. If the parent and/or guardian cannot be reached, the individual designated as the emergency contact will be notified.

Please inform the school if your child has been diagnosed with a contagious illness. A notice will be shared with families of potentially effected students within the school, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and students.

HEAD LICE POLICY

Head lice are often a fact of life for school-aged children. While inconvenient, head lice cause NO medical harm and do not spread disease. Lack of evidence-based research has shown that routine classroom or school wide screening is not recommended by the American Academy of Pediatrics and the National

Association of School Nurses and will be conducted at the discretion of the school nurse. Parents are encouraged to check their student's head regularly. FSA policy states that if a student is found to have head lice, he/she will be sent home immediately and parents provided resources concerning treatment.

If a student is found to have head lice, he/she will be sent home immediately and parents provided resources concerning treatment. To return to school, documentation of clearance by either their doctor or removal specialist stating the condition has been resolved is required. If multiple cases are found within a short timeframe, an entire class may have head inspections or screenings by school staff. In every situation, extreme precaution will be taken to maintain a student's privacy.

Once a family member has been identified as having lice, all members of the family should be checked and treated if necessary. There are numerous websites that can provide more information on the spread of lice, treatment, and prevention.

This is a short list of a few lice treatment companies in our area for the evaluation and treatment of your child and/or family, in our area :

Lice Clinics of America **Let them know you were referred by FSA Clinic, Nurse Amy, for discount
Cumming (770) 415-9161 / Suwanee (770) 415-9161

LiceDoctors Lice Treatment and Lice Removal Sandy Springs, Alpharetta, Roswell (404) 618-0472
Atlanta (404) 618-0472 / Buford and Gainesville (404) 618-0472

Lice Happens Lice Treatment & Lice Removal Open 24 Hours
Roswell (770) 776-7913 / Marietta (770) 776-7913 / Sandy Springs (770) 776-7913 / Atlanta (770) 776-7913 7pm

Lice Ladies (888) 924-5423 Alpharetta, Atlanta, Dunwoody, Woodstock

Head Hunters Lice Removal Specialist 678-240-0042 Atlanta (770) 702-8980

Lousy Endings Lice Clinic of America Marietta (678) 343-3932

Helping Hands Lice Removal (mobile service) - 1-888-206-8773

Atlanta Lice Resource Center - 470-338-2123

ADMINISTRATION OF MEDICATION AT SCHOOL

Parent/ Guardian, the administration of medication to students during the school day presents an increased concern and awareness of the need to have written procedures.

The nurse is not always available to assist in the administration of the medication. Over-The-Counter and Prescription medication may also be dispensed to students by principal appointed school personnel. The

School Nurse and personnel will cooperate with parents in this regard by providing a place for the medicine to be stored; however, the major responsibility for a child taking medication at school rests entirely with the child's parents/guardian.

Over-the-Counter Medications

Fulton Science Academy DOES NOT give Over-the-Counter medications - Ibuprofen (Advil, Motrin), Acetaminophen (Tylenol), Aspirin, cough drops, Neosporin, or any other Over-the-Counter medications. All OTC medications MUST be brought in by a parent or guardian, in its original container, and not expired. The parent/guardian will need to fill out the "Request for Administration for Medication" form. Students are NOT allowed to bring medication to the front desk or clinic. A Ziploc bag with medication and a parent note will not be accepted.

Prescription Medication

The prescription must be in the original container with the label intact. Extra bottles and labels may be obtained from your pharmacy. The printed label must have the student's name, name of medication, dosage, and time the medication must be taken. The medication will need to be brought into the clinic by the parent/guardian (NOT THE STUDENT) along with a completed Medication Administration Request Form.

Bring in ONLY the amount of the medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period. Written authorization to dispense medication shall be limited to two weeks unless otherwise prescribed by a physician. Extra medication will not be sent home with the student; the parent/guardian must come into the clinic to pick up.

NO authorization or approval will be given for a student to carry ADHD medication, narcotics, or any controlled medication. These medications are to be kept in the clinic and dispensed by the school nurse and/or principal appointed school personnel.

Prescription medication that a physician finds necessary to be taken during school hours, or OTC medication, will be given to students by the School Nurse and/or school personnel.

Expired medication will not be kept on site. All expired medication will be returned directly to the parent/guardian. It is the responsibility of the parent/guardian to supply FSA with a medication replacement as soon as possible.

If the medication is not picked up from the clinic by a parent/guardian before or on the last day of school, it is considered abandoned. Abandoned medication will be destroyed in accordance with local, state, and federal laws/rules and guidelines by the school nurse and an administrator. We do not store medication over the summer to use for the next year.

Please contact the school nurse with any questions or concerns regarding your child.

Confidentiality: Any FSAPS staff who gives or applies medication shall not disclose information about that child's medication unless such information is needed to protect the health of other children or staff.

HEALTH CONDITIONS

Any child with a diagnosed medical health condition, that may or may not be life-threatening, (such as seizure disorder, diabetes, food/insect venom allergy, asthma, heart condition, etc.) must have an Action Care Plan filed with the school clinic. These Action Care Plans will be kept in the school clinic, a copy with your child's teacher, and a copy with their emergency medication, for quick reference in case of emergency. A new Action Care Plan will need to be redone every school year. We do not keep the Action Care Plans from year to year due to possible changes. The forms can be found on the FSA School Website, www.fultonscienceacademy.org (School Life, School Nurse) or in the Nurse's Office/Clinic. Please have your physician fill it out completely, and be sure to include a recent photograph. These must be signed by the parent and the prescribing physician.

EPIPEN

If your child has an allergy that may require the use of an Epi-pen, FSAPS will require their own Epi-pen kept on site, which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

DUE PROCESS and STUDENT RESPONSIBILITIES & RIGHTS

All students at FSAPS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student that exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution.

In all instances, FSAPS's policies and procedures governing due process for suspensions and expulsions will follow Georgia Education Law. All students at FSAPS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible and reports will be kept completely confidential.

STUDENTS' RESPONSIBILITIES

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expression do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures

STUDENTS' RIGHTS

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

BITING POLICY

Explanations, policies, and procedures regarding biting at FSAPS are as follows:

Children biting other children are one of the most common and most difficult behaviors in young students. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the FSAPS staff involved.

For many young students, the biting stage is just a passing problem, usually corrected during the toddler years. For other students, biting is a persistent and chronic problem. They may bite for a variety of reasons: frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings among all parties involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the FSAPS, after consulting child care experts and manuals, has developed the

following plan of action to be used if and when biting occurs in any of our classrooms.

When a student is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts”. Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to play and is talked to on a level that the student can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the student.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Classroom staff meets with the administration on a routine basis for advice, support and strategy planning.
 2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
 3. Let all classroom parents know that there is a problem and the procedures that will be followed to deal with it.
 4. “Shadow” students who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual student’s needs.
 5. “Shadow” students who have a tendency to be bitten:
 - Head off biting situations.
 - Teach potential responses to being bitten like “No” or “Don’t hurt me!”
 6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
 7. Prepare the parents of the biting student for the possibility that the child may have to be removed from FSAPS and help them to make contingency plans.
 8. If it is deemed in the best interest of the student, FSAPS, and other students, termination of the child from FSAPS enrollment for the duration of the biting stage may occur. Written warning will be

given to the parents before this action will be taken.

SCHOOL-WIDE REWARDS

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. One type of the ***School-Wide Rewards*** is, but is not limited to:

Dress Down Days and Spirit Wear Days

Dress down days will be scheduled for the 2nd Wednesday of each month. Students participating must follow the FSAPS guidelines listed under the section ***Dress Code***. Each Friday, students are welcome to participate in Spirit Wear Days. On this day, students are permitted to wear an FSA t-shirt and jeans. Students participating must follow the FSAPS guidelines listed under the section ***Dress Code***.

DISCIPLINE POLICIES

GENERAL BEHAVIOR GUIDELINES

School-wide Rules:

1. Respect yourself and others.
2. Follow directions the first time.
3. Be prepared for each class.
4. Keep yourself to yourself.
5. Transition quickly and quietly.

Group Assemblies

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future.

In the Halls, Restrooms, and Media Center

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and restrooms are areas used by all members of FSAPS. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls and restrooms.
3. You may not run in the halls, lunchroom, and restrooms.
4. Do not leave belongings on the floor outside your locker.
5. You must do your part to keep these areas clean and safe.
6. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in the halls, lunchroom, restrooms, or media center.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Report any leaks, spills, or other problems in the restroom to a teacher or the office.

10. You may not yell, scream, hit lockers or make excessive noise while in these areas.

During an Emergency

Safety, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell or announcement will be given for returning to class.

DESCRIPTION OF DISCIPLINE OPTIONS

Withholding of Privileges

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator.

Administrative Lunch Detention

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be sent a notification when administrative lunch detention is assigned. All administrative lunch detentions are documented on the student's permanent discipline record.

In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by the FSAPS administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.** Disciplinary Referral Forms resulting in In-school suspension assignments will be recorded on the student's discipline transcript.

Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the FSAPS administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator is required prior to the return to FSAPS of any student serving an out-of-school suspension.** **All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus.** **Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** Out-of-school suspension assignments will be notated on a student's discipline transcript.

Academic and/or Behavioral Contract

Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

REWARD SYSTEM

Students at FSAPS are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for "making good choices". Some examples are, but not limited to:

- **Assisting someone in need.**
- **Volunteering to do an unwanted task.**
- **Cleaning up after others.**
- **Consistently having a cooperative spirit.**
- **Exceeding requirements on an assigned task or assignment.**

CLASSROOM MANAGEMENT

FSAPS uses a **School-wide Classroom Management Plan** in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behaviors for all students.
- **Consequences** – what the student chooses to accept if a rule is broken.
- **Rewards** - what the student receives for appropriate behavior
- **Commendations** – what the student receives for exceptional behavior.

Teacher Intervention Process for Classroom Misconduct

The teacher, in response to **minor** disciplinary problems in the elementary classroom, will utilize their classroom behavior management system to address classroom misbehavior. These behavior management systems include opportunities for rewards as well as consequences/appropriate disciplinary actions. *Please refer to your child's classroom syllabus for a detailed outline of the management system and subsequent consequences.*

The teacher, in response to **consistent minor** disciplinary problems in the elementary classroom, will take the following steps when students fail to abide by the established behavioral expectations and reach multiple warning using a classroom behavior management system:

1. **Verbal Warning (Information of the rule, non-verbal, verbal or written warnings)**

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need to correct the situation. Verbal Warnings will be entered on FSACONnect for parental viewing and in student agendas for daily communication.

2. **Private Conference with the Student and Parent Contact**

Teachers will reach out to the student's parents via phone call or email to enlist the support of the student's parents. Please document all phone calls and keep annotated notes on any recurring behaviors. It may become necessary to have a conference with the student and the parents.

3. **Intervention Referral Forms**

If misbehavior continues after the first two steps, the teacher will complete an ***Intervention Referral Form*** and send the student to the appropriate administrator for appropriate disciplinary actions. During the student's visit, the administrator will counsel the student with regard to the cited offense. If the administrator determines that additional counsel or parent contact is needed, he/she may do any or all of the following:

1. Contact the parent(s)/guardian(s)
2. Refer the student to the Counselor
3. Refer the student to the Resource Teacher
4. Refer the student to the Assistant Principal of Discipline
5. Refer the student to the Preliminary Student Support Team (PSST).

Intervention Referral Forms will not be noted on a student's permanent discipline transcript. However, they will be entered on FSACconnect for parental viewing along with the appropriate conduct points/disciplinary action.

Violations that may result in a Verbal Warning, Isolation, or Intervention Referral
1.Excessive talking
2.Pencil pops, spit balls
3.Throwing objects in class
4.Verbal exchanges, arguing
5.Failure to follow classroom instructions
6.Classroom disruptions (out of seat, not participating, etc.)
7.Unprepared for class

CODE of CONDUCT

CONDUCT INFORMATION

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and **be responsible for their own behavior, as well as, for their academic performance.** Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons, involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of

careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. **FSAPS, its employees, and/or the Board of Directors do not assume any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.**

FSAPS has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the FSAPS administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. FSAPS takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students who violate FSAPS rules, or State laws related to these offenses, will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, and other sites used for school-sponsored activities.

MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students’ violations will be recorded by the teachers or other staff with the help of a computerized Conduct Log system. **Conduct points** can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information at FSAConnect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1 – 4.5 - conduct points/week	No consequence assigned. However points will be transferred to the following week. Points are cumulative per semester.
4 – 8.5 - conduct points/week	Administrative Lunch Detention – Students who earn a 4 th Administrative Lunch Detention will be given a Disciplinary Referral Form instead.
9 – 13 - conduct points/week	In School Suspension (ISS) – Students who earn a 4 th ISS will be given a Disciplinary Referral Form instead.
13+ – or more conduct points/week	Disciplinary Referral Form for not following school rules. (Additional consequences may apply).

Parents will be contacted with a letter sent home with the student or through the U.S. Mail regarding the assigned consequence for lunch detention, ISS, disciplinary referrals.

Minor Violations (Class I Offenses)

Minor violations list below is not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

Class	Shortcuts	Description	Point
1.01	Backpacks	Bringing backpacks to classroom or cafeteria.	1
1.02	Chewing gum	Chewing gum.	1
1.03	Dress code	Violation of the uniform dress code	1
1.04	Eating or drinking in unauthorized areas	Eating or drinking in unauthorized areas.	1
1.05	No Agenda	Not having agenda during school hours.	1
1.06	Refusing to participate in learning	Refusing to participate in learning: sleeping or not participating, etc.	1
1.07	Unprepared for class	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
1.08	Body Art	Any body art that includes but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go to the class until cleaned.	1
1.09	Behavior That Puts Safety at Risk	Behavior that puts safety at risk	2
1.10	Cafeteria Misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.11	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.12	Failure to Follow Directions.	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	2
1.13	Hall Disruptions	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	2
1.14	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling or acting out.	2
1.15	Tardiness	Late arrival to school or class.	1 / 2
1.16	Disrespectful or Rude Behavior	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student and/or teacher.	3
1.17	Inappropriate Language/ Materials	Inappropriate Language/ Materials: The use of oral, written or bodily language (including designations, abbreviations that connote offensive	3

		meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.	
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Repetitive minor violations recorded in the Conduct Log will result in the student being classified as a student with Continuous Disciplinary Infractions. Appropriate support will be provided to resolve the behavior issues within the Student Support Team (SST) problem solving framework. However, the principal may refer the students with Continuous Disciplinary Infractions to the Board of Directors to be expelled from the school to protect the learning environment of other students at any time during the SST process.

MAJOR VIOLATIONS DISCIPLINE CYCLE - (Class II-IV Offenses)

Major violations of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, e-mail, FSACONnect, notice letter sent by student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step. Consequence ranges on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. **Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel.** Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws

Also, at the discretion of administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

The consequence may be one of the following, according to the seriousness of the misbehavior, and not necessarily in this order:

- ❖ Withholding of Privileges
- ❖ Administrative Warning / Assign Conduct Point
- ❖ Student / Administrator Conference
- ❖ Student / Teacher / Administrator Conference
- ❖ Student / Teacher / Parent / Administrator Conference
- ❖ Administrative Lunch Detention
- ❖ Referral to Preliminary Student Support Team (PSST)
- ❖ In School Suspension
- ❖ Out of School Suspension
- ❖ Option to Withdraw
- ❖ Recommendation for Expulsion

Intermediate Violations (Class II Offenses)

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.

Class	Infractions	Ad mi nis tra tiv e W ar ning \\L un ch De nt en tio n *	IS S (1 d a y)	IS S (2 d a ys)	IS S (3 d a ys)	O S S (1 -3 d a ys)	O S S (3 -5 d a ys)	O S S (5 -7 d a ys)	O S S (8 -1 0 d a ys) / O W	O S S (1 0 d a ys) / E X P
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.02	Disrespect: Conduct or behavior toward a student, school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.06	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.08	Stealing (under \$50): Taking the property of another person or school without permission. (M: Restitution)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8

2.09	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.10	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.11	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name calling with profanity, purposeful exclusion, slander, and verbal cruelty. (See Bullying Policy)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.13	Dangerous/Unsafe Acts: Behavior in such a manner as could reasonably cause physical injury to any person or property without intent to do such harm.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.14	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.15	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.16	Simple Battery: Any pushing or striking of another student against the will of the other student.		St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.17	Leaving class without permission or not reporting to the designated area on time.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.18	Skiping or cutting class or activity: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.19	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages. . (M: Restitution)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8

2.20	Providing False and/or Misleading Information: – Providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.21	Use of opprobrious or abusive words, or obscene language, pictures or gestures.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.22	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.23	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8

Class	Infractions	Ad mi nis tra tiv e W ar ni ng /L un ch De te n ti on *	IS S (1 d a y)	IS S (2 d a ys)	IS S (3 d a ys)	O S S (1 -3 d a ys)	O S S (3 -5 d a ys)	O S S (5 -7 d a ys)	O S S (8 -1 0 d a ys)	O S S (1 0 d a ys) /E X P
2.24	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.25	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.26	Public Display of Affection (PDA) : Kissing, touching, inappropriate dancing , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel. (M: Parent Contact)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.27	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	*	St e	St e	St e	St e	St e	St e	St e	St e

			p 1	p 2	p 3	p 4	p 5	p 6	p 7	p 8
2.28	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. Also providing any other student with any information in the completion of an academic assignment. In addition to disciplinary responses, the student may receive no credit for the assignment, test or exam.	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.29	Mistreatment / misuse of school, personal or others' properties. The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use or unauthorized possession. (M: Restitution)	*	St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8
2.30	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be kept their locker and turned off while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.) . (M: Confiscation)	*	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6	St e p 7	St e p 8	St e p 9

*M: Mandatory

Major Violations (Class III Offenses)

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

Class	Infractions	Res titu tion	IS S (1 d a y)	IS S (2 d a ys)	IS S (3 d a ys)	OS S (1 -3 d a ys)	OS S (3 -5 d a ys)	OS S (5 -7 d a ys)	OS S (8 -1 0 d a ys) / OW	OS S (1 0 d a ys) / EX P
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.				St e p 1	St e p 2	St e p 3	St e p 4	St e p 5	St e p 6
3.02	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5

3.03	Battery: When one student physically attacks another student with the intent to do bodily harm.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.04	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.	M				St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.	M				St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.06	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.07	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.08	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.09	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.10	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.11	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.12	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.13	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.14	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.	M				St e	St e	St e	St e	St e

					p 1	p 2	p 3	p 4	p 5	p 6
3.15	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.16	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.17	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.18	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.19	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5

3.20	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation Services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.21	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.22	Directing Obscene, Profane, Offensive or Abusive language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.23	Possession of a controlled object without intent to harm or use for personal protection					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.24	Entering in an unauthorized area without permission					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.25	Violation of the ISS Rules/Procedures					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.26	Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.					St e p 1	St e p 2	St e p 3	St e p 4	St e p 5
3.27	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal						St e p 1	St e p 2	St e p 3	St e p 4

	or offensive touching of another person; or any act of indecent exposure, including streaking.									
3.28	Making a false 911 emergency call from school or personal phones.						St e p 1	St e p 2	St e p 3	St e p 4
3.29	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.						St e p 1	St e p 2	St e p 3	St e p 4
3.30	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.							St e p 1	St e p 2	St e p 3
3.31	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.							St e p 1	St e p 2	St e p 3
3.32	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.						St e p 1	St e p 2	St e p 3	St e p 4
3.33	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.							St e p 1	St e p 2	St e p 3

*M: Mandatory

Tolerance Violations (Class IV Offenses)

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school sponsored transportation or at a school bus stop, or during a school-sponsored function or activity shall be recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency:

Class	<u>Infractions</u>
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4.01	Homicide (murder or manslaughter)
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others.
4.03	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
4.04	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.
4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakas, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
4.09	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.
4.10	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.
4.11	Weapon: Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle shotgun the frame or receiver of any weapon described above); any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge, or similar device.

CHEATING AND PLAGIARISM

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

All papers or projects submitted at FSAPS are required to be in the student's own words unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other

source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered a serious matter. Students who cheat or plagiarize will immediately be given a zero (0) on the assignment/project and referred to the administration using an **Disciplinary Referral Form** for additional disciplinary consequences.

BULLYING/HARASSMENT

Bullying and/or harassment of any student and/or staff member will not be tolerated under any circumstances, whether the actions occur on school grounds, during school times, at school functions, or NOT. To clarify, actions taken outside of school times and off school property will still be subject to school disciplinary and/or lawful actions if they constitute bullying and/or harassment of any FSAPS student and/or staff member.

Bullying and/or Harassment in the Code of Conduct are defined as:

Any unwanted and/or repeated written, verbal, electronic, or physical behavior, including, but is not limited to, threatening, insulting, and/or dehumanizing acts by a student that is severe and pervasive enough as to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the principal.

Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students and/or staff member; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive.

REMEMBER: This policy includes, but is not limited to, using social media and/or texting to harass, demean, and/or embarrass another student at ANY time as it interferes with their right to learn in a safe environment free from distractions. Name-calling, derogatory comments, and/or initiating or spreading rumors, which demean, embarrass, and/or question the personal choices of another student(s) and/or staff member are considered bullying and/or harassment.

It is a student's duty and responsibility to report any such bullying and/or harassment actions to the principal and/or assistant principal if they become aware of them and/or are witness to them. All reports will be kept confidential and investigated thoroughly.

BUS and/or SCHOOL TRANSPORTATION CONDUCT

Conduct on a school bus and/or other school transportation during field trips and/or to and from other school activities is expected to be the same as in the classroom. Any behavior that would not be permissible in the classroom is not permitted. Safety depends on the skill of the drivers and the ability to do his or her job without distractions. Students will be permitted to carry books and other items related to schoolwork

which can be held in their lap. Sports equipment, animals, glass jars, and other objects that might distract the driver or jeopardize students' safety will not be transported.

Bus Conduct Expectations:

1. Do follow any and all instructions of the driver.
2. No bullying
3. No profanity
4. No vandalism
5. No throwing objects
6. No physical violence
7. No eating or drinking
8. No unnecessary noise
9. No out of seat behavior
10. No disrespecting the bus driver
11. No changing clothes on the bus
12. No tampering with emergency doors
13. No placing of body parts outside of windows
14. No physical contact with others on the bus
15. No music without earphones.

NOTE: Afterschool Care Students will not be transported off campus at any time other than where an emergency exists.

FOOD, BEVERAGE, & TREAT POLICIES

SCHOOL MEAL POLICY (Lunch & Daily Snacks)

FSAPS offers a catered lunch for our students. YAY Lunch! is a meal delivery company. They deliver nutritious meal options from local restaurants. Lunches are pre-ordered online and your child receives a choice of nutritious meals. Lunch includes an entrée and a side. Ordering must be in by Sunday at noon the week prior. Meal costs start at \$7.00. Parents are responsible for providing a sack lunch or purchasing a lunch from YAY Lunch! and two snacks per day from home for their child. www.yaylunch.com

Food that is provided to students shall be evaluated each day and if the child's lunch does not meet the nutritional requirements of 591-1-1-.15 (1), as provided in the meal guidelines chart below, FSAPS will provide the student with the additional food necessary to meet the requirements. The students' account will be charged for the additional expense of the food items. Any pre-packaged food items provided by FSAPS shall be properly stored and/or refrigerated at a temperature of 40 degrees or below per 591-1-1-.15 (10).

Individual lunches and snacks must be labeled with the student's first and last name. No swapping of home prepared food between students is permitted.

NOTE: Parents may bring student lunches and place them on the cart at the front desk for pickup. Please be sure they are labeled with the student's name and grade. **ALL TYPES OF FOOD DELIVERY SERVICES ARE PROHIBITED.**

FSAPS suggests that the content of sack lunches and snacks meet the following guidelines:

Meal Guidelines – Ages 1-12

Source: Child and Adult Care Food Program, USDA Food and Nutrition Service

Updated 9/25/00 www.nal.usda.gov/childcare/Cacfp/index.html

Food Components	Ages 1-2	Ages 3-5	Ages 6-12 ¹
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LUNCH

1 serving milk fluid milk.....	$\frac{1}{2}$ cup.....	$\frac{3}{4}$ cup.....	1 cup $\frac{3}{4}$ cup
2 servings fruit/vegetable juice², fruit and/or vegetable...	$\frac{1}{4}$ cup.....	$\frac{1}{2}$ cup.....	1 slice 1 serving $\frac{3}{4}$ cup $\frac{1}{2}$ cup $\frac{1}{2}$ cup
1 serving grains/bread³ bread or..... Cornbread, biscuit, roll or muffin, or..... Cold dry cereal or..... Hot cereal cooked cereal or..... Pasta, noodles or grains.....	$\frac{1}{2}$ slice..... $\frac{1}{2}$ serving..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup.....	$\frac{1}{2}$ slice..... $\frac{1}{2}$ serving..... $\frac{1}{3}$ cup..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup..... cup.....	1 slice 1 serving $\frac{3}{4}$ cup $\frac{1}{2}$ cup $\frac{1}{2}$ cup 2 oz. 2 oz. 2 oz. 1 $\frac{1}{2}$ cup 1 oz. 4 tablespoons 8 oz.
1 serving meat/meat alternative meat, poultry or fish ⁴ , or..... alternate protein product or..... cheese or..... egg or..... cooked dry beans or peas, or..... nuts and/or seeds ⁵ , or..... Peanut or other nut or seed butters, or..... Yogurt ⁶	1 oz..... 1 oz..... 1 oz..... $\frac{1}{2}$ $\frac{1}{4}$ cup..... $\frac{1}{2}$ oz..... 2 tablespoons... 4	$1\frac{1}{2}$ oz..... $1\frac{1}{2}$ oz..... $1\frac{1}{2}$ oz..... $\frac{3}{4}$ $\frac{3}{8}$ cup..... $\frac{3}{4}$ oz..... 3 tablespoons... 6	

	oz.....	oz.....	
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SNACK: Choose 2 of the 4 components

1 serving milk fluid milk.....	$\frac{1}{2}$ cup.....	$\frac{1}{2}$ cup.....	1 cup $\frac{3}{4}$ cup
1 serving fruit/vegetable juice² , fruit and/or vegetable...	$\frac{1}{2}$ cup.....	$\frac{1}{2}$ cup.....	1 slice 1 serving $\frac{3}{4}$ cup $\frac{1}{2}$ cup $\frac{1}{2}$ cup
1 serving grains/bread³ bread or..... Cornbread, biscuit, roll or muffin, or..... cold dry cereal or..... hot cooked cereal or..... pasta, noodles or grains.....	$\frac{1}{2}$ slice..... $\frac{1}{2}$ serving..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup.....	$\frac{1}{2}$ slice..... $\frac{1}{2}$ serving..... $\frac{1}{3}$ cup..... $\frac{1}{4}$ cup..... $\frac{1}{4}$ cup.....	1 oz. 1 oz. 1 oz. $\frac{1}{2}$ $\frac{1}{4}$ cup 1 oz. 2 tablespoons 4 oz.
1 serving meat/meat alternative meat, poultry or fish ⁴ , or..... alternate protein product..... cheese or..... egg or..... cooked dry beans or peas, or..... nuts and/or seeds, or..... peanut or other nut or seed butters, or..... yogurt ⁶	$\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... .. $\frac{1}{8}$ cup..... $\frac{1}{2}$ oz..... 1 tablespoon.... 2 oz.....	$\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... $\frac{1}{2}$ oz..... .. $\frac{1}{8}$ cup..... $\frac{1}{2}$ oz..... 1 tablespoon.... 2 oz.....	

Footnotes

1 Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength. Juice cannot be counted as the second snack-item if the other snack-item is milk.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

4 A serving consists of the edible portion of cooked lean meat or poultry or fish.

5 Nuts and seeds may comprise only half of a meat/meat alternative serving and must be combined with another

- meat/meat alternative to fulfill the lunch or supper requirement.
- 6 Yogurt may be plain or flavored, unsweetened or sweetened.

PRE-K and Kindergarten

These grades will have two snacks times per day.

GRADES 1 through 8

Depending on a grade's specific lunch time they will receive either a morning or an afternoon snack. Lunch and snack times vary, so classroom teachers will inform parents of their student's specific time.

After-school Care

Time will be provided during the after-school care program for a late afternoon snack per schedule.

If your student arrives after lunch or snack time, he/she will wait until the next meal or snack time to eat. Students are encouraged to use this time to share their experiences with each other. Manners are taught, reinforced, and practiced during this time as well.

Please list on the registration form any food allergies your child may have. If your child needs a special diet, the parent is responsible for supplying the proper food and informing FSAPS staff in writing. If a student is consistently refusing to eat during mealtimes, parents will be informed.

CAFETERIA RULES

Students are expected to adhere to the following cafeteria rules at all times:

- Students should remain seated at all times unless they raise their hand and are given permission by an adult to leave their seat.
- Students should walk at all times, no running in the cafeteria.
- There will be baskets for napkins, spoons, forks, and cups (for water). Students should get all needed items before sitting down.
- Trash should be thrown away at the end of lunch.
- Under no circumstances, are students ever allowed to share food.
- Students are to keep their hands and feet to themselves at all times.
- Students are to be respectful to all classmates and adults.
- Students are not to bring carbonated beverages for lunch.
- Students should never throw any items such as food or paper.
- Students should not bring items such as toys, books, pencils, etc. to the cafeteria.
- When given permission by an adult to throw away trash, students are to make sure their area, including the floor, is free of all food and paper.
- Assigned table washers should begin their job five minutes before the end of lunch time. They should wait until all trash, food, and lunchboxes are cleared before beginning their job.
- If applicable, students should exit the table quietly when lining up for recess.

NUT FREE SCHOOL

We are a nut free school due to staff and students having severe allergies to a variety of nuts. We are unable to allow nuts to be on campus. Please check the ingredients of items brought to school to ensure

they do not contain nuts.

BIRTHDAY TREATS & INVITATIONS

Elementary Birthday Policy (P-5)

Students will be recognized in their classrooms and celebrated on their special day! Students are permitted to bring treats to share with their class on their special day. These treats must be nut free, kosher, halal, and ingredients must be included. **We know that you will understand our request that invitations to birthday parties not be brought to school to be distributed unless every student in the class is invited.**

FOOD FUNDRAISERS

Periodically and/or occasionally FSAPS, school clubs, school academic teams, and/or the FSAPS MSO will offer treats, foods, and/or beverages for sale in an effort to raise money to support enrichment activities, purchase equipment, charitable endeavors, and/or school competition expenses. These events will be publicized via posters, stickers, paper notices, email, and/or the school newsletter.

Also, the school may choose to participate in outside food vendor fundraisers where a portion of the purchases raised at that vendor's facility would be donated to the school. These events will be publicized via posters, stickers, paper notices, email, and/or the school newsletter.

These types of food purchases are 100% optional and up to the discretion of each individual student and family. Further, these purchases should not be considered replacements for nutritious school lunches or snacks.

CLASSROOM and/or SCHOOL CELEBRATION FOODS

At the end of difficult lesson units, quarters, semesters, and/or as a reward teachers may organize and allow their students to participate in pizza, popcorn, and/or a frozen treat party. Students may be asked to bring in \$1-5 dollars depending on the size of the class to fund the OPTIONAL participation in these activities.

Occasionally students will be asked to bring in dishes to enrich a school lesson, such as Spanish food for a Spanish class. This is not mandatory, but it is fun for the students and greatly appreciated.

If homemade dishes are brought to school for a class activity, please provide a COMPLETE list of ingredients with the dish. Teachers will apprise parents of the class if there are any student food allergies. If any, it is requested that you refrain from using those ingredients in donated dishes, so that all students may be able to participate and enjoy the class activity equally.

INSTRUCTIONAL PROGRAM

TARGET LEARNING AREAS AND WEIGHTS

Within an academic course, grading is determined by a weighted scale of several different targeted learning areas, including conceptual understanding, application of knowledge, process skills, and responsibility for own learning. During each reporting period, FSAPS teachers are required to have at least one assignment under each targeted learning area to ensure adequate assessment for a fair evaluation of students' performance.

At FSAPS, assignments are categorized under the following target learning areas to assess specific skills.

Target Learning Areas	Weight	Assignment Types
Process Skills: Work completed by students while being exposed to content, potentially with teacher support (ex: classwork assignments, small group teacher-led activities, independent practice, etc.)	30%	Classwork, Experiment Report, Hands-On Activity, Essay, Project
Responsible for Own Learning: Fully independent practice	10%	Homework, Binder check, Journal or Notebook check
Application of Knowledge: Work completed by students after being exposed to content (ex: projects, independent or collaborative classwork, Hands-on learning activities)	30%	Classwork, Project, Essay, Book Report
Conceptual Understanding: Assessments used to evaluate student learning after extensive exposure to content and/or skills used to evaluate student's learning and progress.	30%	Quiz, Test

FSAConnect

Using FSAConnect our students and parents can see their children's academic progress, daily homework, assignments, classroom handouts, projects, conduct logs, commendations, reports cards, attendance records, school calendar, and much other useful information. At the beginning of each school year, students and parents are provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit FSAConnect on a daily basis to stay informed of their student's progress. Families also have the option to use FSAConnect App on their handheld devices for faster access to student data and to receive notifications. Furthermore, FSAConnects sends daily automated summary emails at 6pm every day. If you have any difficulty with your login credentials, please contact Ms. Melton at smelton@fultonscienceacademy.org for help.

PRE-K GRADING SYSTEM & REPORTING

Pre-Kindergarten students are assessed on a variety of levels and content including maturity level, social skills, behavior, grasp of learning concepts, and readiness to move to more challenging subject material. All students receive four (4) progress reports and four (4) report cards each year documenting their academic and social/emotional progress, as well as, their school attendance. If you would like to schedule a conference, you may contact your child’s teacher at any time. The FSAPS Governing Board, in compliance with State Standards, approves the grading scale.

PRE-K STUDENT PROMOTION

At the end of each school year students who have made satisfactory progress are promoted to the next grade level. In cases where promotion is questionable, the school notifies parents in advance and a cooperative/partnership approach is implemented to ensure student success.

Pre-Kindergarten students are assessed on a variety of levels and content including maturity level, social skills, behavior, grasp of learning concepts, and readiness to move to more challenging subject material.

PRE-K STUDENT NAP TIME

Pre-K will nap for 45 minutes each day. During this period, students will be encouraged to rest quietly on their mats for the first 20 minutes. After 20 minutes, they will be provided with a book or puzzle to use quietly on their mats if they so choose. Please remember to take all blankets/sheets home each Friday to wash and return them each Monday.

GRADING SYSTEM & REPORTING

Students receive progress reports throughout the semester (see calendar). Final grades for core academic courses are received at the end of the semester (end of 18th week). Parents should contact their child’s teacher if there are any questions concerning grades recorded or information contained on the child’s report card located on FSA Connect. The FSAPS Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards. Any grade below 70 is failing.

GRADING SCALE Pre-K & KINDERGARTEN

- EX = Exceeds Standard
- MS = Meets Standard
- PR = Progressing
- EM = Emerging
- ND = Not Demonstrated

GRADING SCALE 1st GRADE & UP

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

I = Incomplete

W = Withdrawal

NG = No Grade

PRE- KINDERGARTEN GRADING PRACTICES

1. Student's progress is reported through formal and informal conferencing.
2. Pre-K students receive four (4) progress reports per year documenting their academic and social/emotional progress, as well as their attendance. See grading scale in previous section.
3. Pre-Kindergarten students are not issued numeric grades, but rather letters depicting their progress toward mastering a skill or academic standard.
4. At the beginning of the year, teachers shall provide their student's parent(s)/guardian(s) with a syllabus, containing at a minimum, a description of the material to be covered and evaluation activities to be used, including how the overall final level of progress is determined.
5. A copy of the syllabus will be shared on FSACConnect.
6. Teachers are expected to base the final level of progress on at least twelve (12) graded activities per semester, per subject, of which at three (3) must be evaluation methods other than tests.
7. Summer reading should be strongly encouraged.

KINDERGARTEN GRADING PRACTICES

1. Student's progress is reported through formal and informal conferencing.
2. Kindergarten student reports document their academic and social/emotional progress, as well as their attendance.
3. Kindergarten Students are not issued numeric grades, but rather letters depicting their progress toward mastering a skill or academic standard. See grading scales in the previous section.
4. At the beginning of the year, teachers shall provide their student's parent(s)/guardian(s) with a syllabus, containing at a minimum, a description of the material to be covered and evaluation activities to be used, including how the overall final level of progress is determined.
5. A copy of the syllabus will be on file with the department lead, if applicable, and curriculum assistant principal. It will be made available upon parent request.
6. Teachers are expected to base the final level of progress on at least one assignment under each target learning area per each reporting period for each subject.
7. Progress reports will be issued at approximately the 4 ½ week , 9 week, and 13 ½ week points of each semester and a report card will be issued at the end of each semester.
8. Summer reading should be strongly encouraged.

ELEMENTARY SCHOOL GRADING PRACTICES

1. At the beginning of each grade level or subject, as applicable, teachers shall provide their students with a syllabus, containing at a minimum, a description of the material to be covered and evaluation activities to be used, including how the final grade will be derived and opportunities for recovery.
2. A copy of the syllabus will be on FSAConnect.
3. Teachers are expected to base the final level of progress on at least one assignment under each target learning area per each reporting period for each subject.
4. Progress reports will be issued at approximately the 4 ½ week, 9 week, and 13 ½ week points of each semester and a report card will be issued at the end of each semester.
5. Homework shall not count for more than 10% of a student's grade.
6. Summer reading and assignments are optional for students but are encouraged.
7. Final grades are issued for each semester in each subject and then all semester grades are averaged together for the annual overall GPA. The GPA is reset each year.
8. For elementary students taking middle school or high school courses, they will follow the grading practice guidelines for that course unless otherwise stipulated.

STUDY GUIDES & RUBRICS

At FSA, study guides are considered as a very important part of the student assessment communication process. Rubrics for long-term assignments, such as projects and essays, and can be found on FSA Connect. Study guides will be given for Chapter and Unit Tests and made available on FSAConnect.

CLASS HANDOUTS

Class handouts are available on FSAConnect, should a student be absent for any reason. Students should access this information via the Internet.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at FSAPS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and that is appropriate for the subject area. We value quality over quantity. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's email is available and daily assignments are posted on FSAConnect at our web site: www.fultonscienceacademy.org.

Homework packets for elementary grades will be assigned weekly in 1st grade through 5th grade. When absolutely necessary, teachers may assign classwork as a homework assignment if student(s) are not able to finish it in class. When such situations arise, teachers should

communicate with the parent(s) through email to inform them of the additional homework assignment for their student(s).

COMMENTS

While our teachers may enter comments anytime for any assignment, FSA students and parents should expect a comment whenever a failing grade (less than 70) is entered. The comment will give specific information on deficiencies with the assignment.

When a student fails more than two assignments, teachers should also communicate with the school level administration to alert them of student progress so that they can begin collecting data and determining a plan of action for supporting the needs of the student.

MISSING ASSIGNMENTS

Missing assignments will be entered as “zero” on FSAConnect after the due date, which will be changed upon return based on teacher’s policy. A maximum deduction of 10% for each day the assignment is late may be taken off the assignment’s final grade. A minimum of 3 school days will be permitted to turn in a missing assignment before a zero will be given permanently.

COURSE SYLLABUS

Each student will receive access to their syllabus for each course at the beginning of the school year. The syllabus will be shared at the beginning of the year in welcome emails, and will be accessible on FSA Connect at the top of each course page. Students are responsible for reading, understanding, and adhering to the details outlined in the course syllabus.

PARENT/TEACHER CONFERENCES

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

GRADES K-5 PROMOTION

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. In cases where promotion is questionable, the school notifies parents in advance and a cooperative/partnership approach is implemented to ensure student success. Any student, who receives an average, for both semesters, of 69 and below, shall fail the subject for the year. A failing grade in a subject can be made up by the student earning a passing grade in an appropriate subject during the summer school session/summer project. However, if the student does not attend summer school or complete a summer project, and fails to earn a passing grade in the appropriate subject(s), the student may be retained in the same grade.

RECOGNITION

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement will be recognized at the end of the school year, using the yearly average from courses, in two distinct categories:

- Principal's Honor Roll - students achieving a weighted academic average of 95 or above in all subjects.
- Honor Roll - students achieving a weighted academic average of 90 to 94.9 in all subjects.

Connection classes and core classes have different weights.

DETERMINATION OF GRADES

Teachers should use a variety of on-going, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports, homework, class participation, and other assignments. Teachers shall follow the FSAPS written guidelines for grade composition, including the categories comprising a student's overall grade in each subject, number of assignments per category type per semester, and weight designation for each category of assignments that comprise a student's overall final grade.

Grades should be based on the individual student's mastery of standards and skills in the grade level or individual course in which the student is placed. Academic grades shall not be lowered as a result of unsatisfactory conduct except in cases of cheating.

Careful consideration should be given to all work. Failure on one test or one assigned task except for instances of cheating or failing a final exam is not sufficient basis to prevent receiving a passing grade overall.

At the conclusion of a semester, with the approval of the Head of School, teachers may give students who are absent for extended periods of time an 'Incomplete Grade' (I). The student will be given the opportunity to make up the work and have the 'Incomplete' grade changed to a numerical grade. The Head of School is responsible for establishing procedures and forms for the removal/change of an 'Incomplete' grade designation.

'No Grade' (NG) is required on a progress report or a report card if the student has been enrolled in the school fewer than twenty (20) school days of the grading period and/or there have been no grades received from the previous school for that time period.

Final grades are issued for each semester in each subject and then all semester grades are averaged together based on their weights for the annual overall GPA. For 1st through 8th grades the GPA is reset each year.

TUTORING & RETAKE POLICY

The Fulton Science Academy Tutoring & Retake Policies are based on the philosophy that grades should

be a reflection of student learning and that individual students learn at different rates and in different ways. We provide multiple opportunities to practice and to demonstrate learning with the belief that all students will meet or exceed standards.

Guidelines for Tutoring for Elementary School Grades 1-5

- ES students will be requested to stay after school if they have received below 75% or below on a test or quiz, or if the teacher feels the student is having difficulty grasping a concept.
- Students have the ability to request to join a teacher's tutoring time as they feel it is needed. Teachers may schedule specific days for those student-initiated tutoring sessions, depending on the number of students joining session(s) that day.

Below are our guidelines for retakes:

Students will be given multiple opportunities to demonstrate learning daily in each class. Multiple opportunities may be in the form of additional assessments given or following the retake guidelines. Retesting standards may be in a different but equally challenging form. The teacher working with the student will determine which is most appropriate for a given situation.

When needed, teachers will provide re-teaching or additional study material for retakes.

In order to retake a specific assessment, either in whole or in part, the student needs to demonstrate readiness to retake. The teacher will determine what constitutes "readiness," and will ensure that it is reasonable such that students are encouraged to persevere towards mastery. Teachers will provide a scheduled time for this retake to occur.

Retakes for Elementary School Grades 1-5

- Parents will be informed with 24 hours notice if the teacher would like a student to stay for tutoring.
- The maximum grade a student can earn on a retake at the ES level is 80%.
- Students may be given 2 retakes per subject area per semester on a summative assessment earning a score below 80% (tests and quizzes only).

GRADE REVIEW

Teachers should make every effort to grade and report student work as fairly and accurately as possible. However, a student and/or parent(s)/guardian(s) who believes that a grade has been erroneously issued should contact the teacher and ask the teacher to review the grade. A teacher cannot be required to change a grade provided that FSAPS school policies and guidelines were followed.

GRADE /CLASS / COURSE LEVEL PLACEMENT

1. Grade/Class/Course Level Placement is a multi-faceted process encompassing many factors such as age, social maturity, former transcripts, former state/national test results, interviews, reference letters, academic placement exams administered by FSAPS, and

discussions with parent(s)/guardian(s).

2. Above Grade Level and/or Course/Class Placement may require parent(s)/guardian(s) to submit written documentation of their understanding of the student's responsibilities, course requirements, grading criteria related to that course, and possible transcript GPA implications.

***Please note students taking advanced grade level (AGL) courses are subject to the policies of that course.**

COMMUNICATIONS TO PARENT(S)/GUARDIAN(S)

1. Student progress reports and report cards are to be used to communicate with parent(s)/guardian(s) concerning student grades. Emails and conferences are effective and often necessary follow-ups to formal grade reports.

2. FSAconnect is FSAPS's real time communication tool with parent(s)/guardian(s) and students. It relates upcoming tests, upcoming quizzes, homework/project assignments, worksheets, rubrics, grades, attendance, etc. Teachers shall follow the FSAPS written guidelines for its use and entry of information, as well as, communication parameters. Parent(s)/guardian(s) and students should check their child's page daily.

3. A daily email relating recent grades and missing assignments will be sent for each student from FSAConnect.

OUTSIDE RECESS & P.E. POLICY

If the temperature or wind chill is:

Above +32 degrees Fahrenheit, children will be allowed to go outside.

Between +32 and +20 degrees Fahrenheit outside will be an option for children. Below +20 degrees Fahrenheit, NO OPTION. All children will remain inside.

Staff must use good judgment on days when the temperature or wind chill is in this range (example: shortened outside time)

Cold/Snow: Children must be properly dressed to go outside in cold weather. Coats, hats, and mittens/gloves must be worn at all times when the temperature is below 32 degrees Fahrenheit.

Heat: If the heat index is excessively high, staff will shorten or eliminate outside time. This includes heat, humidity, and air quality factors. On these days, it is best for outside time to occur prior to 11:00 am.

Lightning/Severe Weather: At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will need to monitor the situation.

GIFTED

The gifted program at FSAPS is designed to challenge and meet the needs of our advanced and creative student body. Gifted classes are available to both elementary and middle grade students, as all classes at FSAPS are considered Advanced/Gifted courses using a curriculum designed to foster the growth of students both intellectually and socially. In recognizing each student's specific skills, interests, and needs, the faculty

of FSAPS strives to guide these students towards recognizing their full potential.

Students that come to FSAPS and are currently enrolled in an equivalent gifted program will be placed into the appropriate gifted classes upon enrollment. All students will be screened for the FSAPS gifted program in the spring semester. Utilizing grades from the first quarter report card and the most recent scores from the nationally normed Measures of Academic Progress (MAP) test, students that score in the 90th percentile in reading, language arts, or mathematics will be further tested for gifted eligibility provided they have an average at or above 90% in the corresponding course(s).

If a student meets the initial eligibility criteria, they will be given the Cognitive Abilities Test (CogAT), a nationally normed exam determining a student's mental ability. If a student scores in or above the 96th percentile they are identified as gifted, which may determine their course placements when accelerated courses are offered.

Students identified as gifted will be enrolled in gifted courses according to their performance in each subject area as determined by their average in each advanced level course as well as their performance on the relevant portion of the MAP test. Student averages and periodic MAP test scores will be reviewed at the end of each quarter when report cards are given in order to determine continued eligibility for the gifted program. Students must maintain an average of 90 or above in their gifted classes, as well as, score in the 90th percentile in the periodic MAP test to remain eligible for gifted classes. Students on academic probation are given one quarter to improve their grade and if they do not, then they are removed from the gifted class. This can result in dismissal from the gifted program, after which a single semester is required before the student becomes eligible to return.

To be eligible for the FSAPS gifted courses, students must have and maintain:

- MAP score \geq 90th percentile
- Average in advanced class \geq 90%
- CogAT score \geq 96th percentile in verbal, non-verbal, quantitative, or composite score

INSTRUCTIONAL TOOLS, EQUIPMENT, & SUPPLIES

Supply Lists for grades Pre-K through 8 can be found on the website, www.fultonscienceacademy.org, under the School Life heading.

It is important that you label all of your student's personal belongings. Further, it is VERY important that you label your student's jacket, backpack, water bottle and lunch box with both their first and last names in sharpie marker as these items frequently get misplaced. Property cannot be found or returned if FSAPS is unable to identify the owner.

We ask that your student not bring to school items that are not necessary to learning and/or what is requested by the front office and/or their teachers.

FSAPS is not responsible for any lost, stolen, or broken items. If such items are brought in they will be sent to the office and must be picked up by a parent.

BOOKBAGS, PENCIL BAGS, ROLLER BAGS and PURSES

- Students may use book bags to transport only school materials to and from school and to and from classrooms. Roller bags are NOT ALLOWED to be used in the building unless medically necessary and proper documentation is on file.

- Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers. Also, file wallets are permitted to be used to carry smaller supplies (they are 8.5 x 11 with a 3" gusset and a zipper).
- Only handheld purses are permitted – purses worn on the back must remain in student's lockers.

CELL PHONES/ELECTRONIC DEVICES/OTHER ITEMS

Cell Phones: Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the student's locker.** At no time shall FSAPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

- Students should check their cell phone before entering the building and make sure that it is in the "off" position. Phones must not be in the "on" position during school hours and/or during school supervised activities.
- Students may not carry the phone with them during school hours. Cell phones must be turned off and must be in lockers during the school hours and/or activities within the school building and/or on school property unless specifically approved by an administrator or teacher.
- Students shall not use them or display them openly during regular school hours and/or school supervised activities unless specifically approved by an administrator or teacher. The policy applies to any type of use, including but not limited to making voice calls, taking pictures, emailing, listening to messages, viewing information, and texting.
- If a student is scheduled for a school supervised after school activity, including but not limited to clubs, academic teams, and tutoring, cell phones shall be kept off and unused until such activity is over unless approved by an administrator or teacher.
- Cell phones may not be used during the school day and/or afterschool activities to take photographs and/or to send or receive text messages unless approved by an administrator or teacher.
- Students who are found in possession of cellular telephone shall have the item confiscated and given to the school administrator. The cell phone will only be returned directly to the parent/guardian. If a parent/guardian cannot pick up confiscated items, then the items may also be shipped to a home address provided that the shipping charges are prepaid by the parent.

Other Electronic, Battery Operated, and/or Communication Devices such as, but not limited to, cameras, video/audio recorders, laptops, smart watches etc. can be brought to school, but the practice is not encouraged. If a student brings such an item to school, it may not be used inside the school building, during school hours, and/or during school supervised activities. **The devices/items must be turned off before entering the school building and immediately placed in the student's locker.** At no time shall FSAPS be responsible for theft, loss or damage to such a device/item brought onto its property.

- Students should check their devices/items before entering the building and make sure that it is in the "off" position. Devices/items must not be in the "on" position during school hours and/or during school supervised activities.
- Students may not carry these devices/items with them during school hours. Devices/items must be turned off and must be in lockers during the school hours and/or activities within the school building and/or on school property unless specifically approved by an administrator or teacher.
- Students shall not use them or display them openly during regular school hours and/or school supervised activities unless specifically approved by an administrator or teacher. The policy applies

to any type of use or display, including but not limited to making voice calls, listening to, playing, taking pictures, emailing, downloading, etc. unless specifically approved by an administrator or teacher.

- If a student is scheduled for a school supervised after school activity, including but not limited to clubs, academic teams, and tutoring, all such devices/items shall be kept off and unused until such activity is over unless specifically approved by an administrator or teacher.
- Students who are found in possession of any type of device and/or item shall have the item confiscated and given to the school administrator. The device/item will only be returned directly to the parent/guardian.

Should there be additional offense(s), the student also will be given a ***Disciplinary Referral Form*** for improper use or possession of cell phones.

SPORTS EQUIPMENT and TOYS

Students are not permitted to bring their own personal sports equipment to school to use between classes or during break time unless they are brought to school to use as part of a lesson or at the direction of the teacher. Personal sports equipment & toys brought to school will be confiscated and only returned directly to the parent.

TEXTBOOKS

Textbooks for pupils are furnished by FSAPS. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

Students who report to class without their textbook (or workbook) as required will be given a ***Conduct Point for each day they do not bring their book to class.*** Textbook prices are listed on our website under academics. Should the book be determined as lost, parents are expected to pay for the lost textbook/workbook the next day to avoid additional **Conduct Points** being assigned.

iPads/Laptops at FSA (Grades 3-5)

Students in grades 3rd-5th at Fulton Science Academy Private School will be issued an iPad/Laptop charger, and cover (depending on the grade). These items are property of FSAPS and are on loan to the student for the current school year. iPads must be used in accordance with the FSAPS iPad Policies and Procedures, Technology Acceptable Use Policy and any applicable laws. If these items are damaged or lost, you will be responsible for all replacement costs. Each iPad will be inventoried and tagged for tracking purposes.

LOST and FOUND

Lost and Found is located inside the cafeteria. Personal items that are found are placed in the Lost and Found, unless the item has significant value. Items with significant value are turned in to the front office. Unclaimed items will be donated to charity every month after parents are informed about the deadlines to check lost and found items.

SCHOOL SERVICES

MEDIA CENTER

The Media Center is a resource center for all print and non-print materials. Media Center services offered to students include assistance with research assignments and book selections. Students must comply with all Media Center rules, including but not limited to, no games on the computers and computers need to be used for research assignments only. Repeated violations of Media Center rules may result in losing Media Center privileges.

SCHOOL PICTURES

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

TUTORING

FSAPS offers free tutoring. Tutoring is offered to insure student success. Additionally, special test preparation, such as SAT prep, and/or specialized educational classes may be offered for an additional fee.

REFLECTION ROOM

FSA's reflection room provides a calm and private space for individuals to exercise expressions of their religious, spiritual, and meditative practices. Students are able to visit the Reflection Room based on the set expectations below:

1. Students may use the reflection room during the afternoon hours with permission from their families for up to 8 minutes.
2. To use the reflection room, students need to sign in and out at the front office to take and return the key.
3. The key allows only one student to use the room.
4. A maximum of 6 students are allowed in the reflection room at the same time.
5. The reflection room is intended for individual student-use only.
6. Faculty members may only use the main sitting area for school-related small group activities such as academic teams, counseling sessions, or club meetings with permission from the administration to better utilize the space in the reflection room.
7. The Reflection Room is a silent place. No conversations are allowed unless the room is used by a faculty member for a small group activity.
8. Students are not allowed to open the reflection room door for others.
9. Each student must individually sign in and out at the front office.
10. Please plan on using the last part of the class period rather than the beginning or middle.
11. The reflection room door must be kept closed and the light must be kept on at all times.
12. No food is allowed in the reflection room. Water is permitted.

ENRICHMENT ACTIVITIES and PROGRAMS

FIELD TRIPS

Field Trips offer exciting ways to learn. FSAPS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students.

Students who have received 3 days of ISS or an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight or small group field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Only students exhibiting exemplary behavior throughout the school year will be considered for International field trips.

In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the FSAPS Code of Conduct and Discipline Plan while on the field trip.
- You must follow the FSAPS Dress Code, wearing the “red and khaki” uniform unless otherwise specified.

NOTE: FSAPS Afterschool Care Students DO NOT engage in field trips or activities transportation would be required.

AFTER SCHOOL CLUBS & ACTIVITIES

Extracurricular clubs and/or enrichment activities are offered for the students. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. **Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served.** Students staying for after school activities will be expected to adhere to the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times.
- You must abide by the FSAPS Code of Conduct while participating in the activity.
- Your school activity privileges will be canceled if discipline becomes a problem.
- You must clear the school building immediately following after school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity.

Signing up for after school activities is required during the first week of the school year and may be changed using a Club Change Form during the permitted club change times (Aug-Sep, Jan) or in some circumstances, accommodations may be made.

ACADEMIC TEAMS

FSAPS has many academic competitive teams, including, but not limited to Science Olympiad, Model U.N., Tech Fair, Robotics, Lego League, Chess Team, Reading Bowl, Math Olympiad, Destination Imagination, etc. Participation is open to students in grades K through 8. Participation is governed by the same rules as listed above for after school clubs and activities.

ACADEMIC TEAM, AFTER SCHOOL CLUB & ATHLETIC ELIGIBILITY POLICY

FSA recognizes that extracurricular activities are an important part of our educational system and that they enhance the development and growth of our students. However, FSA also recognizes that our primary mission is academic achievement. Realizing this, the following minimum standards have been established for participation in all extracurricular activities, such as Academic Teams, after school clubs, and athletics. Students leaving school due to a contagious illness may not return for after school activities. Students will not be allowed to participate in activities on the days they have been assigned to in-school suspension. There should be no adjustments made in the assignment of suspension days to allow a student to participate in any activities. Students who receive an Out of School Suspension or accumulate three days of In School Suspension over the course of the year will be terminated from the athletic and academic team. In order to participate in athletic activities, a student must be present for at least half of the school day (3 periods or more).

Class work is a priority. Students are expected to remain in good academic standing in all of their classes. Unexcused missing assignments and/or a failing average for a class (below 70) will prevent a student from competing in a tournament. A student who fails more than one class in a semester grading period will be ineligible to participate in all athletic activities the following semester. Eligibility is determined at the end of each semester grading period when the report cards are available.

SCHOOL SPONSORED ACTIVITIES ELIGIBILITY & DISCIPLINE

FSAPS administration organizes and/or sponsors both on and off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school organized and/or sponsored activity. Eligibility to participate in such programs and any additional specific policies will be determined and announced by the administration as needed.

BEFORE AND AFTER SCHOOL CARE PROGRAM

The Before School Care Program is established to accommodate parents who need to drop their students off at school between 7:00 AM and 7:30 AM. Do not leave your student before 7:00 AM, as there will be no supervision. The After School Care Program is established to accommodate parents who cannot pick up their students by the end of the school day. The FSAPS Code of Conduct and Discipline Plan will govern student behavior at all times during Before and After School Care. Students will be hosted under the supervision of an adult and will be able to read, study, and do homework during this time.

After-School care is free until 3:15 pm. After-School care fees will be charged as follows:

3:15-4:15 - \$12

4:15-5:00 - \$12

5:00-5:45 - \$12

For those students who regularly use after-school care, we recommend a monthly payment plan to save money. The after-school care fee is \$20 per day for the monthly payment plan. \$1 is added for each minute after 5:45 pm.

IMPORTANT NOTE: FSAPS Afterschool Care Students DO NOT engage in field trips and/or activities where transportation would be required.

COMMUNICATION TOOLS

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, or by accessing the school's web page. A softcopy of the newsletter will be sent home weekly via e-mail announcing upcoming school activities and events.

ANNOUNCEMENTS

Official announcements are provided on our website www.fultonscienceacademy.org and in our weekly newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. FSAPS encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers and Staff at FSAPS are dedicated to keeping our community informed.

TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items.

Students may not use any phone at school other than an office phone – classroom phones and smart watches for communication are prohibited from use by students at any time. The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal for approval.

Students must have written permission from an administrator stating a reason in order to use the office phones. We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

SAFETY and EMERGENCY POLICIES & PROCEDURES

VISITORS

FSAPS welcomes you to visit the school at any time and wants you to feel free to ask questions.

All visitors **must** first report to and sign in at the main office and wear a visitor's badge before going to other parts of the building.

RECORDING DEVICES – AUDIO or VIDEO

FSAPS prohibits the use of audio and/or video recording equipment by anyone other than FSAPS staff or personnel on the FSAPS campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the FSAPS Administration. **Students found in violation will have their recording device confiscated, and be given a *Disciplinary Referral Form* for unauthorized recording.** Parents or non-FSAPS personnel found in violation will immediately be required to leave - if uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

VIDEO OR AUDIO SURVEILLANCE

FSAPS may use video or audio surveillance to monitor halls, classrooms and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas. All recorded images are the property of the school. The only personnel who may view the videotapes or digital files in the school are the principal and/or designee in the performance of their duties. Parents may request a viewing if any recording is used as evidence in a discipline case. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of principal or designee.

MAINTAINING UPDATED FAMILY INFORMATION

It is the responsibility of parents to notify the school of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.

Please, also, consult with school personnel should any problems arise concerning your child, whether at home, school, or at FSAPS.

EMERGENCY DRILLS

Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office and may be fully viewed on our FSAConnect website.

EMERGENCY POLICIES & PROCEDURES

Fulton Science Academy Private School has a complete Emergency Preparedness Plan. It may be fully viewed on our FSAConnect website.

Some of the more common emergency procedures and/or drills are outlined below.

During an Emergency

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell or announcement will be given for returning to class.

Fire: There are multiple fire extinguishers located throughout the school. The entire building is protected by an overhead sprinkler system. If there is a fire the children will be immediately evacuated from the building and 911 notified. We will practice monthly fire drills, so our students will be prepared in the event of a fire. The fire evacuation plan is posted in each classroom, including the cafeteria, library, restrooms, gym and offices.

Tornado: In the event of a tornado warning, the children will exit their classrooms to the hallway.

Students will take the appropriate position to protect their heads. Students and staff will remain there until the inclement weather has passed and it is safe to return to their classroom. Tornado drills will also be practiced annually so the children will be prepared in the event of a tornado. The tornado drill plan is posted in each classroom, including the cafeteria, library, restrooms, gym and offices.

Power Outage: There are flashlights located in all classrooms, the kitchen, and offices. If the weather is inclement, and the school is getting too cold or too hot for the children, parents will be called to pick-up their child. If power is out before opening the school, FSAPS reserves the right to close the school or delay its opening until power is restored.

Evacuation for *other utility or gas leaks* will follow the same procedures as that for fire. If the school needs to be closed due to an emergency of this nature then the procedures for contacting parents will be the same as that for closing early due to inclement weather, while students are cared for at a safe location.

Medical Emergencies: Although supervision is constantly given, FSAPS staff cannot prevent all falls, tripping, bumps, bruises, etc. If a student is injured in a non-threatening way, FSAPS staff will assess the student's injury and provide necessary first aid. If the injury is more serious, the parent will be notified so that the student can be transported to the hospital or doctor's office (i.e. needs stitches, broken bone, dislocation, etc.). If a parent or emergency contact is not available, a student that needs medical attention will be transported via ambulance to the nearest hospital (along with their parent's signed consent to provide medical care form).

All costs associated with injuries to the student will be the responsibility of the parent, unless FSAPS is found to be negligent. If immediate intervention is required, a staff member that is certified in Child CPR/First Aid, will take appropriate action, including calling 911, and having the student transported to the hospital if necessary. The student's insurance and/or their parents and/or guardian are responsible for the cost of medical help or treatment due to accidents or illness while in school. FSAPS does not provide health insurance for enrolled children.

Intruder or Suspicious Person: A suspicious person is any unauthorized person on school premises. If an intruder is observed, staff members should call or escort the stranger to the main office. If an intruder is in a classroom, send a student to the office for help or use the intercom system.

Procedures

If a suspicious person is observed:

- Obtain as many details of the individual as possible to include specific location and description i.e. sex, race, height, clothing, location, etc.
- Contact the Principal.
- Call 911, if necessary.
- Activate the School Safety Team according to the instructions of the Principal.

CHILD ABUSE POLICY

GA Law (O.C.G.A § 19-7-5) states that all teachers and/or volunteers are mandated to report child abuse. The list includes volunteers for clubs, summer camps, and/or team sports and/or parents who chaperone a field trip. Violators of the reporting mandate can be charged with a misdemeanor and face up to a year in jail and a \$1,000 fine.

FSAPS will notify all school volunteers that they must report any suspected child abuse to the Department of Family and Children Services or face legal charges. FSAPS provides a code of conduct so that volunteers can read and understand best practices before they begin to volunteer.

Regarding liability, the law clearly states that there are no legal consequences for any child abuse report made in "Good Faith;" however, failure to report when you suspect that a child is being abused can be considered a misdemeanor in Georgia. Once a report is received, all allegations are thoroughly investigated by the appropriate agency or department.

ACCEPTABLE TECHNOLOGY USE

At Fulton Science Academy Private School, we provide our students with ample opportunity to utilize technology in various ways. It is our goal to maintain this equipment in proper operating order at all times and to assure that it is used appropriately. Therefore we have set up the following guidelines.

The student is responsible for his/her actions when using e-mails, Internet, computers and any other school technology. Examples of prohibited conduct and use includes, but are not limited to the following:

PROHIBITED USE

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school rules or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
- Use of chat rooms or games not authorized by the teacher for academic use
- Sites selling term papers, book reports, and other forms of student work
- Messaging services
- Spamming: sending mass or inappropriate emails
- Gaining access to other students' accounts, login credentials, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Bypassing the Fulton Science Academy web filter through a web proxy
- Photographing or video recording on campus without the permission of a teacher and should only be done for academic purposes or in support of a school program
- Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of a parent or Fulton Science Academy representative
- Copying certain internet materials or reproducing materials without the permission of the author or other right-holder
- Plagiarizing academic materials
- Using or possessing hacking software

Students should respect all of the technological equipment and their proper use based on Fulton Science Academy acceptable Technology Use Policy. Any mishandling or tampering may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed.

Students will not participate in any acts of vandalism regarding the technology. Vandalism is defined as any malicious attempt to harm or destroy any piece of hardware, software, or data of another user, and includes but is not limited to, the uploading or creation of computer viruses. Also, students will not attempt to alter the configuration of a school technology or any of the school's software.

Students are not permitted to install software without prior approval of the school administration.

INTERNET USE

The school cannot control the information available on the Internet. Some of the information that can be accessed may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. Parents should be aware that such material is on Internet and should caution their children not to access such material. The Internet is to be used solely in support of Fulton Science Academy Private School's educational mission. All other uses are strictly prohibited. It shall not be used to publish or transmit any information that

- 1) Violates or infringes upon the rights of any other person;
- 2) Contains material that would be considered abusive, profane or sexually offensive to the average person;
- 3) Contains any advertisement or solicitation of goods or services that are not school-related;
- 4) Relates to the user's personal business or commercial activity;
- 5) Solicits the performance of any unlawful act;
- 6) Encourages the use of controlled substances; or
- 7) Violates any local, state or federal law, Board policy or school rules.

SCHOOL EMAILS

All students in 3rd grade and up are provided email addresses by Fulton Science Academy. FSA students are not able to send or receive emails to addresses outside our school domain. Their school-assigned email address will only allow them to send electronic communications to students, faculty, or administrators who share a fultonscienceacademy.org email address. High school students will be able to send or receive emails both inside and outside our school domain. High school students will use this privilege in line with Fulton Science Academy Acceptable Technology Use Policy.

Parents are able (and even encouraged) to check your students' email address anytime they wish. Passwords can be provided from school. You can also ask your student for his/her password. All students are required to share their passwords with their parents. Our school administration is always able to check student email accounts when asked, or if necessary.

Through these email addresses, students will be able to receive important school-related emails. Examples include our weekly school newsletter, daily announcements, daily FSA Connect emails, and communication from their teachers and fellow students in a much faster and more efficient manner.

IPAD & MACBOOK PROGRAM DESCRIPTION & ACCEPTABLE USE POLICY

Active teaching and learning with iPads and MacBooks integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all iPads and Macbooks used at Fulton Science Academy Private School. Teachers may set additional requirements for use in their respective classroom. Above all, the iPad and MacBook program at FSA is an academic program and the policies governing the use of them support its academic use.

IPAD & MACBOOK DISTRIBUTION AND CARE

Students are issued iPads, iPad covers, and MacBooks at the beginning of the school year. The iPads and MacBooks are the property of Fulton Science Academy and students are expected to use them in conformity with the school's Acceptable Technology Use Policy. Students are responsible for the general care of the iPad and MacBook they have been issued by the school. iPads and MacBooks that are broken or fail to work properly must be taken to the FSA IT Department for an evaluation of the equipment.

loss or damage to iPads and MacBooks (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to Fulton Science Academy. Students/parents are not permitted to repair, alter, modify or replace iPads or MacBooks without express authorization from Fulton Science Academy. Students will be charged for iPad or MacBook repairs or replacements based on the cost of repair or replacement to the school.

GENERAL PRECAUTIONS

- Students must have their iPads, iPad covers, MacBooks and earphones with them at school every day.
- Students are responsible for keeping their iPad and MacBook batteries charged for school each day.
- Students may not remove or circumvent the management system installed. This includes removing restrictions or "jailbreaking" the device.
- iPads should always be within the protective cases when carried.
- Only use a soft cloth to clean the screen, no cleansers of any type.
- iPads, iPad cases and MacBooks must remain free of any writing, drawing, stickers, or labels that are not the property of FSA.
- iPads and MacBooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads and MacBooks used by students must bear the student's username. No other name is acceptable. Students may not remove or alter the "asset tag" located on the iPad and MacBook back cover. The "find my iPhone/iPad/MacBook" function must be on at all times.
- Students may use the iPad and MacBook only for academic purposes on campus.
- Students may not use other student iPads and MacBooks nor have them in their possession.

SOUND, MUSIC, GAMES, PICTURES, OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games and game apps are not allowed on the iPads and MacBooks.
- The software/apps originally installed by Fulton Science Academy must remain on the iPad and MacBooks in usable condition and be easily accessible at all times.
- Students are not allowed to load extra software/apps on their iPads and MacBooks without teacher permission.
- Students are prohibited from storing their own photographs and music on their iPads and MacBooks.

GENERAL RULES FOR IPAD AND MACBOOK USE

In consideration for receiving the iPad and MacBook from Fulton Science Academy, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Fulton Science Academy Private School as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student,

parent, legal representative, or any third party, relating in any way to the use of the iPad and MacBook furnished by Fulton Science Academy to the student.

This iPad and MacBook Acceptable Use Policy applies to Fulton Science Academy students at all times, whether or not the students are on campus, as Fulton Science Academy students are school representatives at all times.

Individual school iPads, MacBooks and accessories must be returned to the Fulton Science Academy IT Department at the request of the school when a student graduates or ceases to be a registered student at FSA.

FREQUENTLY ASKED QUESTIONS

Can students install their own apps?

No, apps will be pushed out or installed to student iPads and MacBooks by the FSA IT department in support of classroom instruction.

Will students get to keep their iPads and MacBooks over the summer?

No. We will use summer time for software updates and maintenance.

My student already has an iPad or MacBook. Will s/he be able to use that one?

No. The IT department at FSA will set up the iPads and MacBooks as "managed" devices to ensure we have consistent security, configuration, apps and content.

PARENT PARTNERS

INVOLVEMENT

Parental involvement is an important part of our program. Parents and students working together with staff members is an important element in a quality school program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the FSAPS teachers and staff is built on mutual trust and respect and is key in making your student's school experience work well for everyone.

Also, there are a number of opportunities and events at FSAPS where a parent can volunteer. Please contact the FSAPS Parent Volunteer Organization, Mustang Support Organization (MSO) for a list of involvement opportunities.

If parents plan on consistently volunteering on a regular basis for more than an hour at a time or attend an overnight event, they need to complete a criminal background check and submit it to the school. Please note that this does not apply to attending school events.

Keep these general tips in mind as you begin to build your relationship with FSAPS:

- Keep the lines of communication open at all times. Let your teacher know if there is something going on in your child's life that may affect behavior and/or school performance.
- Be aware of program policies and honor them. Respect drop-off and pick-up times, policies, and procedures.
- Get involved with the program. The more you participate, the more comfortable and confident in the school programs you will be.

**We desire to build positive relationships with all our families. Visit us whenever you can –
You are always welcome!!**

SCHOOL VISITATION AND SCHEDULED OBSERVATION

FSAPS values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. While custodial parents of attending students are always permitted access to all student areas of our school as long as they have made their presence known to the administration, interruption of classroom instruction is prohibited.

Note: Actual classroom observations during regular school day instructional hours must be scheduled to minimize disruption to all students and maintain the integrity of class lessons are limited to 1 per semester for grades K through 8.

Also, impromptu conversations and/or discussions with teachers about students are prohibited in order to maintain school schedules and teacher planning times unless they are initiated by the teacher themselves. Parents should schedule conferences with the teacher to discuss issues and/or student concerns.

GENERAL PARENT/GUARDIAN RESPONSIBILITIES:

- Contact FSAPS if your child will not be attending class on any given day.
- Notify FSAPS in advance if anyone other than the parent or guardian will pick the student up. Note: These individuals must be listed on the emergency contact form.
- Honor FSAPS operating hours by not dropping your child off before 7:00 am and picking your child up by 6:00 pm.
- Update your child's records and/or family information as changes occur. It is the responsibility of parents to notify the front office staff of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.
- Notify and/or consult with the school personnel should any problems arise concerning your child, whether at home, school, or at FSAPS. We are there to help.
- Notify the school of any special needs your student may have. The information must, also, be listed on your child's enrollment form.
- Follow all FSAPS policies and procedures.
- Notify the administration in the event of questions or concerns with FSAPS staff or policies.
- Notify in writing any changes to your child's enrollment status or any intention to withdraw from FSAPS.
- Keep your tuition account current.
- Attend all general school meetings whenever possible.
- Read all emails sent by the school and/or teachers to stay informed of current up to the minute information.

- Read the weekly newsletter every week. It provides reminders, updates, and keeps our families aware of the latest happenings.
- Volunteer and participate in school activities whenever possible. Get involved.
- According to Georgia it is considered child abuse and neglect to leave a child who is six years old or younger unattended in a motor vehicle and goes against the Child Protection Act.
- When left unattended in a motor vehicle, children are at risk for bodily harm or death due to factors including extreme hot and cold temperatures, kidnapping, and tampering with the vehicle's gear setting or ignition.

BRIGHT FROM THE START NOTICE OF EXEMPTION

By electronically signing this document you are acknowledging that you have been informed and understand that Fulton Science Academy Private School is not a licensed childcare facility. You acknowledge and understand that this program is not required to be licensed by the Georgia Department of Early Care and Learning. You acknowledge and understand that this program is exempt from state licensure requirements.

HANDBOOK CORRECTIONS AND/OR MODIFICATIONS

FSAPS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at www.fultonscienceacademy.org

HANDBOOK DEFINITIONS AND/OR INTERPRETATIONS

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning and/or context. The FSAPS administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety and educational opportunities for FSAPS students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.