



### **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](http://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.

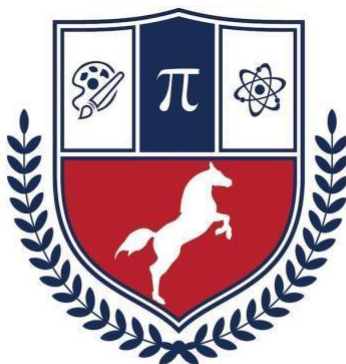
### **PARENT(S)/GUARDIAN(S)**

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. The report cards will be available on your child's FSA Connect account. 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 —

**2023 - 2024**

**High School Student & Parent Handbook**

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

Website: [www.fultonscienceacademy.org](http://www.fultonscienceacademy.org)

Twitter: [www.twitter.com/FSAPrivate](https://twitter.com/FSAPrivate)

FSAConnect: [www.fsaconnect.fultonscienceacademy.org/](http://www.fsaconnect.fultonscienceacademy.org/)

Facebook: [www.facebook.com/FultonScienceAcademyPrivateSchool](https://www.facebook.com/FultonScienceAcademyPrivateSchool)

Instagram: [www.instagram.com/fultonscienceacademy/?hl=en](https://www.instagram.com/fultonscienceacademy/?hl=en)

FSA YouTube: [www.youtube.com/fultonscienceacademy](https://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

Dear students, parents and guardians,

Warm greetings and a heartfelt welcome to Fulton Science Academy Private School!

We sincerely appreciate your choice to entrust your children's education to our school. At Fulton Science Academy, we value the partnership between students, parents, staff, and administration, and we consider ourselves an extended family, committed to providing the utmost care and respect to our students.

Our dedicated staff invests countless hours in nurturing our students' academic growth, fostering self-confidence, and instilling a profound respect for themselves and others. With a focus on the S.T.E.A.M. (Science, Technology, Engineering, Art, and Mathematics) curriculum, our innovative teaching methods aim to enhance advanced logic, high-level reasoning, and creativity in a supportive and distraction-free environment.

In addition to academic excellence, we are dedicated to preparing our students for the future beyond our school. College readiness is a priority, and we equip our students with critical thinking, problem-solving, and effective communication skills. Our counseling team guides students through the college application process, helping them identify suitable institutions and supporting them in standardized test preparation and personal statement development.

Fulton Science Academy reflects our collective efforts to provide a safe and orderly learning environment. We encourage you to familiarize yourself with our school's programs, activities, and schedule, and become an active participant in our educational community.

We hope your family's experience at Fulton Science Academy will be enriching and fulfilling, and we look forward to the privilege of educating your child for many years to come!

Best wishes for a fantastic school year!

Warm regards,

Michael M. Oz, Head of School

Fulton Science Academy Private School

# MISSION, VISION, BELIEF STATEMENTS, AND CORE VALUES

## Mission Statement

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 Statement

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:

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.

### SCHOOL DAY HOURS of OPERATING HOURS

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.

### 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 05, 2022 and ends May 26, 2023

- Labor Day (September 4, 2023)
- Fall Break (September 25-29, 2023)

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

## **ADMISSION, ENROLLMENT, & TERMINATION POLICIES**

### **Enrollment Policy**

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

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.

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.

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

### **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**

#### **SCHOOL DESIGNATED ACCOMMODATIONS**

School designated accommodations are administered by the student support team at each school level of elementary, middle, and high. The student support team includes head of school, head of student services, counselor(s), and instructional leader.

For a school designated accommodation to be approved, the school counselors should be provided a full psychological assessment AND medical diagnosis from an acceptable institution. When the full

psychological assessment AND medical diagnosis are received, the student support team reviews the reports and decides on the accommodations that can be reasonably provided by the school. All students with accommodations and their specific accommodation needs are recorded by the student support team and shared with related faculty members by the counselors. This information is confidential and cannot be shared with any other party.

The accommodations of students will then be referred to the College Board (if applicable) by the parents with the support of counselors to request accommodations to be given during College Board assessments. However, the AP, SAT, and PSAT accommodations will be given only after College Board's SSD department approves them. The College Board accommodation process will serve as the legal document needed for PSATs, SATs, and AP exams.

### **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**

### **2023 – 2024 School Year Tuition**

**Application Fee:** \$100 (New students only)

**Enrollment Fee:** \$300 (New students only)

**Facility Fee:** \$1000 (New students only)

**Activity Fee:** \$150

**Pre-K Tuition:** \$15,000

**Kindergarten through 5<sup>th</sup> Grade Tuition:** \$16,000

**6<sup>th</sup> Grade- 8<sup>th</sup> Grade Tuition:** \$17,000

## **High School Tuition: \$18,000**

Tuition also covers the following:

- All Textbooks
- Elementary School iPads
- Middle and High School Mac Book Air Laptops
- Grade Level Local Field Trips
- Clubs except for Academic Teams, Sports Clubs, Clubs Organized by Outside Vendors and Clubs Requiring Additional Costs, such as Drama Club.

## **International Students**

Add a charge of \$7,500 to the appropriate tuition. FSA is not a boarding school and does not provide host family services.

## **Payment Plans**

### **Current Families**

\$2,500 re-enrollment deposit by February 5. The remaining tuition can be paid in two ways.

Full Payment Option: Full payment of remaining tuition by March 5

Installment Option: Remaining tuition is divided into 9 payments from May 5 to January 5. \$500 is added to tuition for the installment option.

### **New Families**

\$2,500 re-enrollment deposit to be paid within 10 days of receiving the acceptance letter. The remaining tuition can be paid in two ways.

Full Payment Option: Full payment of remaining tuition by the 5th day of next month

Installment Option: Remaining tuition is divided into 9 payments from May 5 to January 5. \$500 is added to tuition for the installment option.

## **Sibling Discount**

There is no sibling discount.

## **Online Courses and Dual Enrollment Courses**

FSA pays up to one online course at the high school level if that course is not offered at FSA High School.

There is no discount for dual enrollment courses.

### **Before School Care**

Before-school care service is available for free from 7:00 am to 7:45 am for grades Pre-k through 5 and from 7:00 am to 8:00 am for students in grades 6 through 12.

### **After School Care**

After-school care fee is charged as follows:

3:15 to 4:15 – \$12

4:15 to 5:00 – \$12

5:00 to 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.

If a student is not picked up by 6:45 pm, we will inform the local safety authorities for the student's safety.

### **Late Fee**

A \$40 late fee is required for late payments.

### **Return Checks**

There will be a \$25 charge for any check returned to the school by the bank.

### **Refund Policy**

Parents agree that the full amount of the tuition and fees are obligated and earned upon the student's enrollment, and no refund is due or payable upon the student's withdrawal, transfer, or dismissal, except as expressly provided below.

Refunds may be possible for out-of-state relocations when required evidence is provided. The required evidence is a letter from the employer, an enrollment letter from the out-of-state school, and a lease or purchase agreement for housing for an out-of-state location. When the school approves the evidence, the refund for relocation may be provided as follows:

The enrollment deposit, application fee, enrollment fee, facility fee, and activity fee are non-refundable without exception.

75% of the proportioned annual tuition (tuition based on the remaining school days in the academic calendar) is refundable if a student relocates to an out-of-state location before September 1

50% of the proportioned annual tuition (tuition based on the remaining school days in the academic calendar) is refundable if a student relocates to an out-of-state location before October 15

25% of the proportioned annual tuition (tuition based on the remaining school days in the academic calendar) is refundable if a student relocates to an out-of-state location before December 31

No refund for any relocation after January 1

### 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, and 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.

- Students should be dropped off and picked up 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.
- 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.

## ATTENDANCE POLICIES

### Absences

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

### 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](mailto: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.

### School Approved Absences

School Approved (SA) absences are counted as excused absences and will be categorized as school approved absences. No documentations will be required and it will not be penalized as an absence. School approved absences can be listed, such as

- School Academic Competitions
- School Field Trips
- School Athletics events
- National level academic and athletics competitions as a part of Non-FSAPS team
- Other school events (assemblies, pep rallies, e.g.)

### 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.

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

For high school students 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 12:30 pm if Late Arrival, Leaving after 12:30 pm if Early Dismissal). Students leaving school before meeting the requirement of 12:30 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.

Extended absences, including, but not limited to international trips and travels, unless organized by the school, are considered unexcused absences. Therefore, FSA asks that families not schedule any trips or travels during our academic calendar year.

### Excessive Excused Absences

Students who have more than 10 excused absences will be considered as Excessive Excused Absences and will be required to provide additional doctor’s documentation. Furthermore, any chronic illness that may



lead to Excessive Excused Absences will need to be documented with the school nurse. After a total of 10 missed class periods and/or days of Excessive Excused Absences, students will be reviewed by the attendance committee and may lose credits.

### School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day. 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.

### Class Period Tardy

Students are expected to be in their assigned seats when the class bell rings. If a student arrives to the class after the bell rings within the first ten minutes, students will be marked tardy. Tardies are only excused when the student receives a written note/pass from a teacher that indicates why they were late to their next class. If a student arrives to the class more than 10 minutes late to class, they will be marked absent.

In regard to 1st period tardies, below are the explanations of what constitutes an excused versus an unexcused tardy.

- **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.
- **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.

### Class Cut/Skipping

A class cut occurs when a student is absent from class for more than 10 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a nurse, counselor, or administrator during class time should first report to class, obtain permission to be excused and a written pass from the teacher.

### 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.

All students must be signed out by parents/guardians if being picked up early from school.

All students who drive to school, must sign out at the front desk and provide an email permission (email from parent) if leaving early from school.

If procedures are not followed, consequences may be given.

If a high school student has their free period during 7th period and will not stay for after school activities, then they are allowed to leave early with parental permission (written email), and are required to check out from the front office.

### **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.

### **Attendance Requirement**

Fulton Science Academy maintains that student attendance is necessary if the student is to benefit fully from the educational experience. Students should not have more than 10 absences per school year. When students exceed 5 periods of unexcused absences, 10 excessive excused absences or a combination of 10 (excused and/or unexcused) absences, he/she will be referred to the Attendance Review Committee.

### **Attendance Review Committee**

The purpose of an Attendance Review committee 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 5 periods of unexcused absences, 10 excessive excused absences or a combination of 10 (excused and/or unexcused) 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.

## **STUDENT CAR PARKING PRIVILEGES**

All students parking on campus are required to adhere to the following guidelines:

- For the 2023 - 2024 school year, students will park in the parking area found at the last group of spaces when exiting the campus. There are currently *20 parking spaces available* on campus for high school students driving to school. Any student parking a vehicle at school must purchase a parking permit and register it in the school office on a designated form which is filed with the office. Only registered vehicles displaying parking permits will be allowed on the school grounds. *Passes will be given on a first come, first served basis.*
- The price of a 2023 - 2024 Student Parking Pass is \$200.
- Parking Pass fees will be applied to your Smart Tuition Account upon receiving this completed form and all copies of requested documents herein.
- Students who drive to school or otherwise park on any school property do so at their own risk. Fulton Science Academy shall not be responsible for loss, theft or damage that occurs to any vehicle parked on school property or that occurs during any school activity/event.
- Students driving to school without a parking permit will be charged a \$20 daily fee until a permit is purchased. This fee will be charged to your Smart Tuition Account. Students will also receive disciplinary consequences, and their parking privileges will be suspended if students park at the school without a permit more than 3 times during the school year.
- Student vehicles are subject to search. The School Safety Officer and the school administration reserve the right to patrol the campus parking lots with the purpose of providing security and enforcing school procedure. If you are not comfortable with your vehicle being searched, do not register for a parking permit or park in any lot designated for use.
- Vehicles that are inappropriately parked may be towed at the owner's expense.
- Students are not to leave school, be in any parking lot or vehicle, or drive vehicles during the school day. Once student drivers bring their vehicles on school grounds, the vehicles must remain in the parking lot until the end of the school day. This rule includes lunch periods. Students cannot leave for lunch. Violators may be subjected to school disciplinary action.
- Students must sign out at the front office and leave through the front door. They are not permitted to exit through any other doors at any time except during the designated dismissal hours.

- Students are to park only in designated, marked spaces in the appropriate parking lot. They are not allowed to park on the grass or access roads.
- All attendance policies apply for students who are driving.
- Drivers must obey the speed limit of 15 M.P.H. on the school's campus and all other traffic laws. Careless and reckless driving will not be tolerated.
- Students are not permitted to drive any other students to/from FSA unless parent approval is given through SchoolPASS.
- Vehicle use on school property is a privilege that may be revoked. If regulations are not followed, disciplinary actions will be taken, which could also include suspension.
- Please submit your completed form to [records@fultonscienceacademy.org](mailto:records@fultonscienceacademy.org)

## SCHOOL CLOSINGS

### 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.**

## GRADING POLICIES

### Grading Categories, Target Learning Areas, and Weights

At FSAPS, assignments are categorized under the following target learning areas to assess specific skills. 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, and Final Exam or Final Project.

Target Learning Areas	Weight	Assignment Types
<b>Process Skills:</b> Work completed by students while being exposed to content, potentially with teacher support (ex: classwork assignments, small group teacher-led activities, independent practice, etc.)	20%	Classwork, Experiment Report, Hands-On Activity, Essay, Project, Binder/Journal/Notebook Check
<b>Responsible for Own Learning:</b>  Fully independent practice	15%	Homework, Binder/Journal/Notebook Check
<b>Application of Knowledge:</b>  Work completed by students after being exposed to content (ex: projects, independent or collaborative classwork, Hands-on learning)	20%	Classwork, Project, Essay, Book Report
<b>Conceptual Understanding:</b>  Any type of assessments completed after extensive exposure to content and/or skills to evaluate student's learning and progress.	30%	Quiz, Test

<b>Final Exam or Final Project:</b> End-of-semester cumulative assessment or project	15%	Final Exam or Final Project
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### Grading Scale & 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 18<sup>th</sup> 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. 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.

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

I = Incomplete

W = Withdrawal

### High School Grading Practices

1. At the beginning of each course, 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 shared 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. Summer work for the next academic year may be required and may be included in the first semester grade.
5. Summer reading and assignments may be required based on the course expectations.
6. High School courses taken in middle school are automatically added to the student's High School transcript. If a student does not want the course to count for high school credit, they must contact administration to request the course to be removed from the transcript.

### 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. In middle school, the GPA is reset each year.

For High School grades, final grades are issued for each semester in each subject and then all semester grades are averaged together for an annual GPA for each year of high school. Additionally, a cumulative overall weighted will be reported on the transcript that encompasses all grades earned in all semesters for grades 9th through 12th.

### 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 to review the grade. A teacher cannot be required to change a grade provided that FSAPS school policies and guidelines were followed.

### Retake Policy

The Fulton Science Academy Retake Policy is 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. Below are our guidelines:

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.

Whenever possible, retakes will occur during the regularly scheduled class time. If this is not possible, the teacher and student will work together to schedule an appropriate time to retake the assessment.

### **Guidelines for Retakes For High School Students**

- Students must be given at least one retake per semester per subject on an assessment (excluding long-term assessments) earning a score below 80%.
- The highest grade a student can earn on a retake is 80, even if a student scores higher than 80. Retakes are capped at 80 percent.
- The teacher will decide what additional steps need to be taken on the part of the student to achieve mastery.
- It is up to the student to request retake.
- All retakes should be completed *prior* to the last ten (10) school days of the semester.

### **Final Exams / Comprehensive Evaluation**

1. An appropriate and comprehensive final evaluation should be given at the conclusion of every course. In unusual or specific circumstances, the head of school may waive this rule.
2. A written final evaluation activity shall last no longer than two (2) hours.
3. Students may not be scheduled for more than two (2) final exams in a single day.
4. A missed final exam may result in a student receiving an 'Incomplete' for the course and a loss of their high school Carnegie unit for the course. Students are required to be present and on time for all midterm and final exams at the time scheduled. In case of illness or other emergency, a student will be considered excused from a midterm or a final exam if a parent contacts the school the same day as the scheduled exam and provides acceptable documentation for a valid absence. The student must then make arrangements with the teacher to makeup the exam. In all other situations, including family vacations and out of the country visits, the student shall receive a "0" for a missed exam.
5. Final exams will be given in ELA, Math, Science, Social Studies and World Language courses. Final exams may be given for elective courses at the discretion of the teacher.



## Final Exam Exemption

Students taking a high school course are able to exempt final exams when they meet the below requirements:

- **Not more than 4 excused and/or unexcused absences during the semester in the class that they wish to be exempted**
  - **School approved absences will not be counted against the student,**
  - Being sick will **not count** as a school approved absence excuse towards final exam exemption
- **Must have a 95% or more in the class for which student is trying to exempt exam**
  - Grade will be assessed as unweighted; weighted points for Honors and AP will not count towards final exam exemption
- **Must have no ISS, no OSS, and not more than 9 conduct points.**
- **Student must have a parent/guardian sign the final exam exemption form and return that to their teacher as verification of exemption**

**\*Exemption only applies to final exams but not to final projects.**

**\*Exemption does *not* apply to AP courses.**

**\*Students with a chronic (documented) illness that miss more than 4 days of school will be looked at on a case by case basis in regard to final exam exemptions.**

## HIGH SCHOOL CREDITS AND GRADUATION REQUIREMENTS

### Carnegie Unit Credits

1. At a ***minimum***, FSAPS will award Carnegie Unit Credit for courses and/or programs as may be allowed by the state of Georgia through legislation, DOE rule, and/or Title 20 for public school students, including driver's education, postsecondary credit, internships and apprenticeships. However, this in no way limits FSAPS from awarding additional Carnegie Credit units for other courses and/or programs as determined by approved FSAPS Board Policy.
2. At a ***minimum***, FSAPS will require the same number of Carnegie unit credit, by category, to receive a high school diploma as may be required by the state of Georgia through legislation, DOE rule, and/or Title 20 for public school students. However, this in no way limits FSAPS from setting additional requirements and/or higher standards to receive Carnegie Units in order to award a FSAPS High School Diploma as determined by approved FSAPS Board Policy.
3. Rules and Legislation for reference of minimum Carnegie Unit credits are as follow:
  - *SBOE Rules IHF(6)160-4-2-.48 High School Diploma*

- *O.C.G.A. § 20-2-159.5 Awarding Dual Credit*
- *O.C.G.A. § 20-2-159.4 Awarding HS credit based on demonstrated proficiency*
- *O.C.G.A. § 20-2-149.2 Awarding a High School Diploma for Postsecondary Programs*
- *O.C.G.A. § 20-2-151.2 Driver's Education .5 Credit*
- *O.C.G.A. § 20-02-0161.2 Youth Apprenticeship Program 1.0 Elective Credit*

### **FSAPS High School Graduation Requirements**

- Minimum Credits Required (23 credits)
  - English (4 credits)
  - Mathematics (4 credits)
  - Science (4 credits)
  - Social Studies (3 credits)
  - Fine Arts/Foreign Language/CTAE
 

Foreign Language is required by the GA State Colleges. If Foreign Language is taken, it is recommended that the students take 2 consecutive years of the same language
  - PE / Health (1 credit -.5 credit of each)
  - Electives (minimum 4 credits)
- Students may exceed the minimum number of credits required. This is especially possible with the inclusion of credits earned in middle school and dual enrollment credits.

Community Service is highly recommended for students, however, it is not a graduation requirement. Students are recommended to complete at least 100 hours of community service.

### **High School Personal Fitness Course Exemption**

Students who exempt Personal Fitness will have the Personal Fitness Exemption code (36.0510009) added to their transcript designating the exemption. Students will NOT receive credit (Carnegie units) for the course, but the transcript will reflect that the student exempted the course with a grade code of (E).

Students who exempt/waive the Personal Fitness course will still need a minimum of 23.0 credits for graduation.

NOTE: The exemption of the Personal Fitness course is optional and remains at student's discretion.

In order to exempt the Personal Fitness course requirement, students will be required to complete a full season of a FSA offered Varsity (V) Sport or two (2) consecutive seasons of a FSA offered Junior Varsity (JV) sport.

If transferring to another high school, the exemption will be at the discretion of your new school and may not be honored. If a student transfers to another school, the student may need to fulfill the Personal Fitness credit as required by the graduation requirements of that school or district.

Students must fulfill all waiver criteria no later than the last day of fall semester of his/her senior year. Failure to meet the waiver deadline will result in the student being enrolled in the course for the spring semester of 12th grade.

**The Following Sports Offered at FSA Qualify for a Personal Fitness Exemption:**

- Cross Country
- Volleyball
- Basketball
- Swimming
- Golf
- Soccer
- Tennis
- Track & Field
- Flag Football
- E-sports

*\*\*\*Sports activities done outside of FSA do not qualify for exemption.*

1. Once the student has submitted the waiver with required signatures, as well as before any deadlines listed for verification, the exemption will be added to the student transcript.
2. Students who sustain injuries that prevent successful completion of the season will not be eligible for the waiver during that season.
3. Students who choose to quit, are removed from their team, or are academically ineligible mid-season will not be eligible for a waiver during that season.

[High School Courses Taken Prior to 9th grade](#)

Students may earn High School credit at FSA for passing the approved courses taken while in Middle School. Students must pass the course with a 70 or higher.

1. Students need to follow the High School policies for that course. Example: An 8th grade student taking Algebra I would adhere to the HS course policies.
2. High School courses taken in middle school are automatically added to the student transcript. If a student does not want the course to count for high school credit, they must contact administration to request the course to be removed from the transcript.
3. Courses that earn a high school credit and a grade in middle school will be listed on the high school transcript, but the final yearly average will not be used in the grade point average (GPA) calculation for high school.
4. Courses that earn a high school credit and a grade in middle school will not be used in GPA calculations for the HOPE scholarship according to current Georgia Student Finance Commission rules for HOPE.

## **COURSE PLACEMENTS**

### **Grade Level / Course Placements**

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, teacher recommendations, academic placement exams administered by FSAPS, and discussions with parent(s)/guardian(s).

### **Transfer Credits and/or Transfer Students' Course Placements**

Students transferring from another **accredited** school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned at Fulton Science Academy Private School. If a 100 point scale numeric grade cannot be determined through objective documentation issued by the previous school, then an A will be recorded as 100, B as 89, C as 79, D as a 70, and F as 69 when recorded in our system. Additionally, for high school student's grades and High School credits are transferred as they appear on the sending school's transcript.

Accredited schools are defined as an elementary, middle or secondary school accredited by or holding provisional status from one of the following Georgia or regional accrediting agencies and/or their successors:

- Cognia;
- The Georgia Accrediting Commission (GAC);
- The Georgia Association of Christian Schools;
- The Georgia Private School Accreditation Council;

- The Association of Christian Schools International;
- The Southern Association of Colleges and Schools (SACS);
- The Southern Association Independent Schools (SAIS);
- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges (NEASC)
- North Central Association of Colleges and Schools (NCA)
- Northwest Association of Schools and Colleges (NASC)
- Western Association of Schools and Colleges (WASC)
- The Alabama Independent School Association
- International School Accrediting Agencies (may be accepted depending on accreditation criteria)
- Other School Accrediting Agencies (may be accepted depending on accreditation criteria)

1. Since other school's course rigor, instructional levels, and grading policies vary, Elementary, Middle School and High School Students transferring from another **accredited** school may be required to pass FSAPS final grade level subject and/or course exams (testing out) or take other national standardized exams where academic proficiency of FSAPS corresponding course standards can be sufficiently demonstrated for academic course and class level placement.

Carnegie Credits will be transferred to the HS transcript from accredited schools. However, students may be required to demonstrate course proficiency if placement test scores are inconsistent with transferring transcript documentation for the student's Carnegie Credits to satisfy ELA, Math, Science, or Social Studies graduation requirements. If inconsistencies are found to exist, then the corresponding transferred Carnegie Credit will be counted only as an elective credit for the purposes of satisfying graduation requirements. Dual enrollment courses, IB courses where the IB Exam score was a 5 or higher, and/or AP courses where the AP Exam score was a 3 or higher will not be questioned.

2. Elementary and Middle School Transfer Students from a home school environment or a non-accredited high school must pass FSAPS final grade level subject and/or course exams (testing out) or take other national standardized exams where academic proficiency of FSAPS corresponding course standards can be sufficiently demonstrated for academic course and class level placement.

3. High School Transfer Students from **a home school environment or a non-accredited high school** must pass FSAPS final course exams (testing out), AP Exam with 3 or higher, IB Exam with a 5 or higher, or take other national standardized exams where academic proficiency of FSAPS corresponding course standards can be sufficiently demonstrated to receive a Carnegie Unit on their FSAPS transcript. A Carnegie Unit will be awarded for those high school courses where a determination of skill mastery has been demonstrated., however 'No Grade' will be assigned for those courses not taken at FSAPS. For courses

where sufficient mastery of standards associated with a specific course cannot be demonstrated to the satisfaction of the course teacher and the school counselor, the course and Carnegie units will not be added to the FSAPS High School Transcript and the student will not receive credit for that course toward satisfying FSAPS graduation requirements.

4. High School Transfer Students must enroll at FSAPS by their junior year to be eligible for FSAPS Valedictorian or Salutatorian.

5. Students withdrawing from FSAPS are given the grade they have earned in each subject up to the date of their withdrawal.

## **Scheduling Policies**

### **Number of Classes:**

Every student must be scheduled for 6 classes each semester including their online classes. If fully dual enrolled, 4 dual enrollment classes each semester equates to 6 FSA classes as they are considered full time College Students. Only the seniors may have 1 period of Study Hall if they have completed all of their graduation requirements. Every student must be scheduled for a lunch period as one of their 7 periods.

### **High School Dual Enrollment Policies:**

Students who are taking Dual Enrollment classes (DE classes) will be counted as part of their total course schedule for the academic year

### **Online Classes**

FSA will cover the cost of only 1 credit each year if the student is taking less than 6 credit hours and the course is not being offered by FSA. Students are allowed to take online classes dependant on the the student's ability to work independently and follow deadlines

Students who withdraw or drop a course after the allotted refund period has ended must reimburse FSA for the cost of the course. Please be reminded that the refund period is decided by the online platform, not FSA. Students are not allowed to take core courses online (this includes AP) if they are offered at FSA and the course does not conflict with your schedule.

### **AP Classes and AP Cap**

Beginning with the class of 2027, AP classes will have a soft cap of 10 and a hard cap of 14 total AP classes students will be allowed to take during their high school years. This cap will not apply to dual enrollment classes.

According to top universities, a gradual increase in rigor over the school years is healthy and expected (i.e., freshmen start with one AP course, and their course load rises over the years). It is not recommended that students start their freshman year with an overly difficult schedule and then reduce it in their junior and senior years because they have already capitalized on the available opportunities.

In our school, we recognize that Advanced Placement courses can be highly demanding. To help ensure the best college experience for each of our students the following are the number of AP courses recommended at each grade level:

**Soft Cap (for students who meet prerequisites)**

Freshmen can take 1 AP course

Sophomores can take 2 AP courses

Juniors can take 3 AP courses

Seniors can take 4 AP courses

**Hard Cap (for students who meet prerequisites)**

Furthermore, if the students consistently score above the 95th percentile in both the Reading and/or Math MAP/PSATs tests depending on the course expectations, they can take 1 additional AP class.

Freshmen can take 2 AP course

Sophomores can take 3 AP courses

Juniors can take 4 AP courses

Seniors can take 5 AP courses

FSA pays for the AP exams, however, if the students drop the classes after the AP registration deadlines, reimbursement of the cost of the exam will be required to FSA.

**CLASS REPEAT POLICY**

If a student retakes a previously failed course, the original grade will remain on the transcript, but it will not be factored into the student's GPA. The most recent grade received after retaking the course will be included in the calculation of the student's GPA, regardless if they pass or fail. The old grade will be shown with (EX), indicating that the previous grade is excluded from the student's GPA calculation.

**High School Schedule Adjustments**

Any student requesting a change of schedule must do so within 2 weeks of the start of the school year. This is called "ADD/DROP Week" and students are allowed to change their elective class(s) during this time. For any half year courses, students may change their Spring semester courses during the first 2 weeks of the second semester. The dropped course will not become a part of the student's permanent record. Teacher change requests will not be honored. All course changes are subject to seat and schedule availability. A student dropping a course after the 2 week period will have the course printed on his/her permanent record. The course will appear on the student's transcript as W (Withdraw). This policy is strictly enforced.

**Map Testing**

Fall testing - November before Thanksgiving (Elementary, Middle, High)

Spring Testing - April after Spring Break (Elementary and Middle)

### Online Courses

Students may need to take a course virtually from Georgia Virtual School (GAVS) or other approved online options when a specific course is not available at FSAPS or due to a scheduling conflict. The virtual courses may require an additional fee. All online courses taken must be approved by the administration prior to enrollment. Online courses are approved on a case by case basis. FSAPS utilizes GA Virtual School for online courses and other approved schools. If a student drops an online course after the 2 week "ADD/DROP" period the course will be printed on his/her permanent record. The course will appear on the student's transcript as W (Withdraw). This policy is strictly enforced.

### Math Acceleration

Acceleration will be considered based on the student's interest and department approval.

All courses in your academic journey must be placed on your transcript. As a result of this, you cannot skip a class, rather, you can show your proficiency in the test and take the class over the summer. For instance, if you would like to accelerate to AP Calculus BC, you would still need to take Precalculus over the summer.

### Steps/Process

- Parents of the student send an email to the Head of High School with an acceleration request during the second semester no later than February 15th.
  - Math MAP Testing percentile of the student must be 95% or above based on the latest MAP assessment.
  - Students must have at least a 95 in the current Math class.
- If the above criteria is met, the student can request a recommendation. Through an internal process, the math teacher, math dept. head, the head of school, and the instructional coordinator make a choice to recommend or not recommend.
- If recommended, the student will take, and needs to pass, the placement test by the end of the second semester. Please note that passing the placement test is now just an eligibility criterion to complete the summer course.
- The student takes and successfully completes the course over the summer through Georgia Virtual School (GAVS) with at least a 95% average in the course.
  - For example, if your student wants to accelerate to Geometry before taking Algebra I, the student will still need to complete Algebra I in the summer. The school does not cover the payment of summer courses taken online.



- Parents should make their request by the due date that will be announced during the first semester. Also during the first semester, the application form for math acceleration and the deadline will be announced.
  - Parents must submit this form by the deadline in order for students to be considered for acceleration.
- A \$ 250 late fee will be charged to Smart Tuition accounts if the application form is submitted after the announced due date.
- If a student passes the acceleration test and is approved for acceleration, it is important that they register as soon as possible for the summer GAVS course. It is the student's responsibility to enroll and complete the course with a passing grade above 95%. GAVS course fee will be paid by parents.

## **SYLLABUS & COURSE MATERIALS**

### **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.

### **Study Guides and Rubrics**

At FSA, study guides and rubrics are considered as a very important part of the student assessment communication process. Rubrics are provided for long-term assignments, such as projects and essays, and can be found on FSAConnect. 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.

## **ASSIGNMENT POLICIES**

### **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. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero (0) will be given. In case of conflict regarding homework assignments the teacher's record is final. 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](http://www.fultonscienceacademy.org)

### Missing Assignments

Missing assignment policies may vary slightly with each class. Please refer to the class syllabus for each individual teacher's policy. Missing assignments will be entered as "zero" on FSACONnect after the due date, which will be changed upon return based on the 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. For AP classes, please refer to your syllabus for missing assignments/late work policy.

### Make-Up Work for Absences – Excused and 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 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.**

Classroom teachers may assign class work which needs to be completed during a specific class period. Failure to return the assignment during that class period may result in zero on the assignment.

The students who are not able to return the assignment before the period ends, need to contact the teacher before leaving the classroom.

For AP classes, please refer to your syllabus for make-up work policy.

## COMMUNICATION

### Communication To Parents and Guardians

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

### 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 your child's teacher.

### 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, MAP Testing Reports, 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 records@fultonscienceacademy.org for help.

### 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.

## ADVANCED PROGRAMS

### Gifted Programs

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 students, with 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 will be placed in the gifted program and scheduled for gifted classes according to their performance in each subject area.

Students enrolled in the gifted program 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 program, 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

### Advanced Placement Program

Advanced Placement Courses (AP) are college level, rigorous courses designed for students to practice college-level academic work. These courses are built on the commitment, passion, and hard work of students and teachers. AP Program is operated by a national organization, the College Board, which defines course curriculum, provides teacher training, and administers a national standardized examination for each course.

All students enrolled in Advanced Placement courses are required to take the Advanced Placement Examinations in May. Students who have not met the AP course policy and attendance policy agreements will not be allowed to take the AP Exam. Students who do not take the required AP Exam in May shall be required to reimburse the school for the cost of the exam.

Most colleges award college credit to students who earn at least a rating of "3" out of a possible "5" on the examination, while others require a minimum score of "4". Most colleges recognize the AP courses as

rigorous courses during the application process; however, they may or may not issue college credits. Students are encouraged to check with the colleges before registering for the AP classes.

AP courses are very challenging college level courses requiring at least one hour of study outside of class time for each AP class every day. Therefore, each AP course has its own

eligibility criteria. Taking several AP courses during a semester can be very challenging and might negatively affect students' well-being and GPA. Our counselors work with each high school student to ensure that they are enrolled in the appropriate number of AP courses. Students should take the workload of each course and other responsibilities into consideration when registering for AP courses to ensure an appropriate level of challenge.

Advanced Placement courses may require summer work which will be due on the first day of school, graded and included in their course grade. Students who enroll in an AP course after the date that falls one month prior to the first day of school will have one additional day for every day post course registration to complete their summer work.

### **Dual Enrollment Program**

Dual credits courses are college courses that are offered to students by the colleges. Dual Enrollment (DE) Courses allow students to take college-level courses and earn both high school and college credits. It prepares students for college level rigor while exposing them to the college culture. DE Courses may be offered at the college campus, online, or at the high school campus. Students must have prior approval from the school administration to enroll for dual credit and meet the requirements specified by the college. Students are responsible for verifying any college's acceptance of credits earned as dual credit as each college may treat them differently.

### **DUAL ENROLLMENT GRADING/CREDITS/WEIGHTS/WITHDRAWALS**

- Numerical grades reported by the dual enrollment institutions will directly be transferred.
- Fulton Science Academy adds 10 points to the final passing grade for all DE courses
- Should a participating DE student choose to withdraw from a college course, FSA will make its best attempt to place that student in a corresponding high school course to meet graduation requirements.
- A student will receive final marks for all dual enrollment coursework. If a student withdraws from a course, and does not transfer/enroll in another course at the college or high school, he/she will receive a "W" (withdrawn) as a final mark on the Fulton Science Academy Official Transcript. The "W" does not count for any amount of credit.
- Any grade below a "D" will be reported as a 60% resulting as a fail grade. A "D" and above will be passing and include Bonus Quality Points. Bonus Quality Points are not added to failing grades.

**Course Credit:**

College Hours	High School Credit
One to two Semester Credit Hours	0.5 High School Unit Credit
Three to Five Semester Credit Hours	1.0 High School Unit Credit
One to two Quarter Credit Hours	0.5 High School Unit Credit
Three to Five Quarter Credit Hours	1.0 High School Unit Credit

**Dual Enrollment Letter Grade Conversion Chart**

Letter Grade	Numeric Grade
A or A+	100
A-	94
B or B+	89
B-	84
C or C+	79

C-	74
D	70

## TRANSCRIPT AND GPA CALCULATIONS

### High School Transcripts

1. Transcripts will reflect a student's weighted grades based on a 100 point scale.
2. Bonus Quality Points will be added to the course grade when reported to the transcript.
3. Course names and numbers will be reflected. Every attempt will be made to use Georgia DOE course codes and descriptions when possible.
4. The student's overall cumulative weighted GPA based on a 100 point scale will be reflected.
5. High School Credits earned will be reflected on the transcript.
6. High School Credits earned prior to a student's 9<sup>th</sup> grade year will be reflected on the transcript but WILL NOT be included in determining the student's overall cumulative weighted and unweighted GPA.
7. There is no class ranking on the transcript.
8. High School Students who receive a failing grade of less than 70 in any course will have to retake the course for High School credit.
9. If a student retakes a course for any reason, both courses taken will be reflected on the HS transcript, and only the corresponding grade earned from the retake course will be reflected in the GPA.

### Modified Curriculum Reporting

Progress Reports and Report Cards will indicate 'modified' curriculum where appropriate through the use of course title, course number, or other suitable means. This may, also, be used in cases of transfer students' prior school course descriptions, State of Georgia course code/description changes, and/or in the cases described under Course Rigor Points above.

### Course Rigor/Quality Points

**Bonus Quality Points (BQP's)**— When a student completes a course, a final grade is determined and recorded on the student's high school transcript. A Grade Point Average can be determined when a grade is given a number of Quality Points. At FSA, Honors courses are given 7 BQP. AP, Dual Enrollment, and IB courses are given 10 BQP.

### How to calculate High School weighted GPA

To calculate the weighted GPA, utilize the grades with Bonus Quality Points added.

**On Level Courses:** No BQP's added to GPA

**High School Courses Taken in MS:** Not factored into GPA

**Honors Courses:** 7 BQP's added to GPA

**AP Courses:** 10 BQP's added to GPA

**Dual Enrollment Courses:** 10 BQP's added to GPA

**IB Courses:** 10 BQP's added to GPA

1. To calculate GPA, begin with the Bonus Quality Point (BQP) value for each grade. For example, if a student earns the following grades: 90 in an honors course, 85 in an AP course, 82 in an online course, 92 in a dual enrollment course, then the 90 in an honors class becomes 97, 85 in an AP class becomes a 95, an 82 in an online course becomes a 82, and a 92 in a dual enrollment course becomes a 102.
2. Multiply the BQP value calculated above by the credits attempted, which is 1 for each full year course and 0.5 for a semester/half year course.
3. The total (BQP x credits attempted) is divided by the credits attempted for the year to determine yearly GPA.
4. The cumulative total (BQP X credits attempted) is divided by the total cumulative credits attempted to determine the Cumulative GPA.

### **HOPE Scholarship GPA**

Students must earn a 3.0 GPA for the College Preparatory Diploma. The GPA for the HOPE Scholarship is calculated by averaging ALL academic courses (English, Math, Science, Social Studies, and World Language) taken in high school, including failing grades on a 4.0 scale (A = 90-100 = 4.0, B = 80-89 = 3.0, C = 70-79 = 2.0, F = 0-69 = 0).

**Note: Grades from high school courses taken in elementary /middle school are not calculated in the HOPE GPA.**

- Please note: A 2.99 GPA does NOT qualify for the HOPE scholarship.
- Course Rigor Points are removed from final grades (unweighted grades) are used for HOPE calculations
- All calculations are done by the Georgia Student Finance Commission.

**FSAPS recommends this website for the most accurate HOPE Scholarship Program and Zell Miller Scholarship information:**



- Georgia Student Finance Commission (GSFC): <http://gsfc.georgia.gov/hope>

## RECOGNITION

### Annual Recognitions

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement will be recognized each semester in two distinct categories:

- Principal's Honor Roll - students achieving a weighted academic average of 95 or above.
- Honor Roll - students achieving a weighted academic average of 90 to 94.9. Please note that connection classes and core classes have different weights.
- 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.

### High School Graduation Recognitions

#### **Valedictorian and Salutatorian – Speeches & Graduation Medals (Gold for Valedictorian and Silver for Salutatorian)**

- **Valedictorian**: Student who gets the highest weighted GPA receives the Valedictorian title.
- **Salutatorian**: Student who gets the second highest weighted GPA receives the Salutatorian title.
- High School Transfer Students must enroll at FSAPS by their junior year to be eligible for FSAPS Valedictorian or Salutatorian.
- *Ties will be broken by SAT Super Score (math and reading only) or ACT Super Composite Score (if the two students in question have taken two different tests then divide the points earned by the number possible and compare the percentages), then SAT overall score on a single administration of the exam (math and Reading only) or ACT overall composite score on a single administration of the ACT (if the two students in question have taken two different tests then divide the points earned by the number possible and compare the percentages). If a tie still exists then it will be broken by the following criteria section points added together: SAT Writing Exam Average (counted only if both students took the SAT writing portion of the exam), AP Exam Average, and DE Semester Hour credits Points.*

- **Honors – Certificates & Graduation Ropes (use cumulative weighted GPA):**

- 1) Egregia Cum Laude – Red/Metallic Gold Cord

Student that has earned a 100 or higher overall GPA

2) Summa Cum Laude – Metallic Gold Cord

98 to 99.99 overall GPA

3) Magna Cum Laude – Metallic Silver Cord

95 to 97.99 overall GPA

4) Cum Laude – Gold Cord

93 to 94.99 overall GPA

- **Beta Club – Certificate and Gold Stole**

A member of Beta Club during the senior year.

- **National Honor Society – Certificate and V White Stole**

A member of the National Honor Society during the senior year.

- **Dual Enrollment Recognition – Certificate and White Cord**

Student must have successfully completed at least four classes of 3 credit value.

- **Advanced Placement Recognition – Certificate and Red/White Cord**

Student must have successfully completed at least four classes AP classes AT FSAPS.

- **National Merit Scholar – Certificate and medal Type Pin**

- **FSAPS Pegasus Service Award – Certificate and Medal Type Pin**

Student with the greatest total number of community service hours.

- **FSAPS Scholarship Lasso Award – Certificate and Medal Type Pin**

Student that earns the greatest total scholarship dollars.

- **FSAPS Congeniality Awards (Mister and Miss FSAPS) – Speeches, Certificates, and Medal Type Pins**

Female and Male students elected by the student body that exhibit the kindest spirits, friendliness, and amiability.

- **FSAPS Lady and Gentleman of Distinction Awards (Lady & Lord FSAPS) – Certificates and Medal Type Pins**

Female and Male Students elected by the Faculty and Administration that conduct themselves with the poise, kindness, positivity, and humility in all aspects of their lives, while serving as exemplary role models to their peers.

- **FSAPS Flying Mustang Award – Certificate, Trophy, and Medal Type Pin**

Student voted the most artistic and talented by students and faculty.

- **FSAPS Mustang MVP Award – Certificate, Trophy, and Medal Type Pin**

Student voted the athletic MVP by students and faculty.

- **FSAPS Mustang Gallop Award – Certificate, Trophy, and Medal Type Pin**

Student voted overall best academic team contributor by students and faculty.

- **FSAPS Equuleus (Class Elected Speaker) – Speech, Certificate, and Medal Type Pin**

Student voted by senior class to represent their graduating class with a speech at graduation

## **INSTRUCTIONAL TOOLS, EQUIPMENT, & SUPPLIES**

Each teacher will give students the list of supplies needed for their course during the first week of school. Most of the supplies will overlap with multiple classes (ex. pencils, pens, and paper, colored pencils). In this case, students will only need to purchase one set of supplies that are needed across classes (ex. If two teachers list colored pencils, the student will just need one set of colored pencils).

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, calculator, 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. Jackets may also be monogrammed through Lands' End.

We ask that your student does 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

## **DRESS CODE**

School uniforms can be ordered through Lands' End Uniforms. This can be either through their store

or online at [www.landsend.com](http://www.landsend.com). The school code is 900127465 for easy ordering.

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. Students who are in violation of the uniform earn conduct points. In addition, in some cases, FSAPS will contact parents of students 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. 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, red, navy, or white).
- f. Socks, Tights, Stockings, or Hosiery MUST be worn with shoes. SEE ACCESSORIES FOR SPECIFIC DETAILS.

**3. Pants or Shorts:**

- a. Pants and/or shorts must be purchased through Lands’ End. A belt must be worn at all times with pants and shorts that have belt loops. Should a belt be required, it must pass through all the loops and be fastened appropriately.
- b. Pants and shorts must be worn properly at the waist and not sag below the top of the hips. Pants 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. Pants 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. Skirts or Skorts:**

- a. Skirts with attached short (skort) in khaki, navy or Classic Navy Large plaid are permitted for grades 3rd – 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.

**5. Shirt Options:**

- a. Oxford Shirts in white or blue. Must be purchased through Land's 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.
- b. Knit shirts (Polo Shirt) in pique fabric in red, white or navy (pre-k through 8<sup>th</sup> grade) 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.
- c. 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.
- d. 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.
- e. Undershirts may be worn but should not be seen. If it is seen, it should be the same color as the uniform shirt.

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

- a. Sweaters, Cardigans, and Sleeveless Sweater Shells in navy (red option for grades 9-12). Must be purchased through Land's 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 (red option for grades 9-12). 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 fleecemay not be worn tied around the waist.
- c. Blazer in navy with the embroidered school logo is optional. Must be purchased through Lands' End. Students must wear uniform shirt underneath.

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 and 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.

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.

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:

- h. Clothing should be neat, clean, and wrinkle-free.
- i. Clothing with rips, tears, holes, and/or frayed edges is considered inappropriate for school.
- j. Clothing may not be worn inside out or backwards.
- k. Undergarments must not be exposed.
- l. 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 Uniform may be worn in P.E. and/or for approved school physical activities.
- m. 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.
- n. Hair, face, and body paint are inappropriate for school and are not permitted.
- o. Hair color or highlights in colors that are not natural are not permitted.
- p. Hair and Facial Hair must be groomed, neat, and well-kept.
- q. Cosmetics/Makeup should be age appropriate, appropriate for school, and not attract undue attention.
- r. Tattoos are prohibited.
- s. Piercings other than earrings are prohibited.
- t. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention.
- u. 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).
- v. 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.
- w. 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, microfiber pullovers, and blazers for those students who need to have additional layers to remain warm.

## 10. OFFICIAL FSAPS UNIFORM STANDARDS SUMMARY

GIRLS	
UNIFORMS	
JUMPER	Khaki, Navy or Classic Navy Large Plaid (Pre-K through 5 <sup>th</sup> )
SKIRT (Skort)	FULL WRAP in KHAKI Navy or Classic Navy Large Plaid (grades 3 <sup>rd</sup> -8 <sup>th</sup> )
SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 <sup>nd</sup> )
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 <sup>nd</sup> )
SHORTS	KHAKI or Navy with belt loops (3 <sup>rd</sup> -8 <sup>th</sup> )
SLACKS	KHAKI or Navy with belt loops (3 <sup>rd</sup> -8 <sup>th</sup> )
BLOUSE	GIRLS PETER PAN COLLAR in WHITE with short or long sleeves (Pre-K through 5 <sup>th</sup> )
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 <sup>th</sup> )
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 <sup>th</sup> )
Pullover Jacket	Full ZIP MICROFIBER PULLOVER in NAVY (pre-k through 8 <sup>th</sup> grade)
<b>ACCESSORIES</b>	
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
<b>BOYS</b>	
<b>UNIFORMS</b>	

SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 <sup>nd</sup> )
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 <sup>nd</sup> )
SHORTS	KHAKI or Navy with belt loops (3 <sup>rd</sup> -8 <sup>th</sup> )
SLACKS	KHAKI or Navy with belt loops (3 <sup>rd</sup> -8 <sup>th</sup> )
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 <sup>th</sup> 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 <sup>th</sup> grade)

Pullover Jacket	FULL ZIP MICRO-FIBER PULLOVER in NAVY (pre-k – 8 <sup>th</sup> grade)
<b>ACCESSORIES</b>	
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, black, or red) with no designs; small logos ok)

SOCKS	White, Black, Khaki, Red, Navy

## HEALTH and MEDICATION REQUIREMENTS & POLICIES

### 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.

### 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 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 prohibit attendance unless causing the child to feel too uncomfortable. 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

## **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](http://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 EpiPen, FSAPS will require their own EpiPen kept on site, which will be provided by the parent or guardian. If your child would require the use of the EpiPen while in attendance the following steps will be taken:

1. The EpiPen would be injected by a staff member.
2. 911 would be called after the EpiPen 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 does 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.

### Dress Down Days and Spirit Wear Days

Dress down days will be scheduled for the 2<sup>nd</sup> 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.

#### **In the Cafeteria:**

1. No loitering in the cafeteria.
2. Place chairs back under table after eating.
3. Keep tables, chairs, and floors clean.
4. Talk in a normal voice (classroom voice).
5. No backpacks allowed in the cafeteria.
6. Dispose of trays, trash and debris in trash cans.
7. Keep hands, feet, personal belongings and food to yourself.
8. Keep cafeteria lines orderly... no pushing, running, or cutting in line.
9. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

#### **At 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.

#### **Regarding Technology Equipment in Computer Labs, Media Center or Laptop Carts:**

Students should respect all of the technological equipment. Any mishandling or tampering with computers, SMART Boards or systems 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 shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

### **In the Halls, Restrooms, 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:**

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.

## **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 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.

## **CLASSROOM MANAGEMENT**

FSAPS uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systemic 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 classroom, will take the following steps when students fail to abide by the established behavioral expectations:

### **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, and instructed on how they need to correct the situation. Verbal Warnings will be entered on FSAConnect for parental viewing.

### **2. 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. In addition, the student may be referred to the counselor and/or assistant principal to develop more positive strategies.

### **3. Conduct Points or Discipline Referral**

Teachers/staff assign appropriate conduct points for minor infractions and/or complete a referral form for more serious incidents. Conduct points are maintained in the electronic module of FSA Connect. Points accumulate per semester and consequences assigned weekly. A referral to the counselor may be warranted for repeated behaviors so that strategies and additional resources may be initiated. For major infractions, a referral is completed and turned in to an administrator for appropriate consequences.

### **Commendations**

A Commendation will be awarded to students who are observed exhibiting behavior "above and beyond" expected behavior. Any FSAPS employee who observes a student engaged in this type of exceptional behavior can issue a Commendation. Commendations are not noted on a student's permanent discipline transcript; however, are logged in FSAConnect for parent view.

## **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 behavioral issues, so that together we can find alternatives for students, and they can experience success in relationships at home and school.

For this behavioral 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 a 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, distractive, 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 administrative team 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 by 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 on FSAConnect in addition to a letter specific to the consequences being emailed to the parents. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

<b>1 – 4.5 - conduct points/weekly</b>	No consequence assigned. However, points will be transferred to the following week ( <b>Points are cumulative per semester</b> ).
<b>5 – 8.5 - conduct points/weekly</b>	<b>Administrative Lunch Detention</b> – Students who earn a 4 <sup>th</sup> Lunch Detention in a semester will be given a Disciplinary Referral Form instead (ISS).

<b>9 – 13 - conduct points/weekly</b>	<b>In School Suspension (ISS)</b> – Students who earn a 4 <sup>th</sup> ISS in a semester will be given a Disciplinary Referral Form instead (OSS).
<b>13.5+ – or more conduct points/weekly</b>	<b>Disciplinary Referral Form</b> for not following school rules (Administrative decision based on step of discipline cycle).

### 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.

<b>Class</b>	<b>Shortcuts</b>	<b>Description</b>	<b>Point</b>
<b>1.01</b>	<b>Backpacks</b>	Bringing backpacks to classroom or cafeteria.	<b>1</b>
<b>1.02</b>	<b>Chewing gum</b>	Chewing gum.	<b>1</b>
<b>1.03</b>	<b>Dress code</b>	Violation of the uniform dress code	<b>1</b>
<b>1.04</b>	<b>Eating or drinking in unauthorized areas</b>	Eating or drinking in unauthorized areas.	<b>1</b>
<b>1.05</b>	<b>No Agenda</b>	Not having agenda during school hours.	<b>1</b>
<b>1.06</b>	<b>Refusing to participate in learning</b>	Refusing to participate in learning: sleeping or not participating, etc.	<b>1</b>

<b>1.07</b>	<b>Unprepared for class</b>	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	<b>1</b>
<b>1.08</b>	<b>Body Art</b>	Any body art that includes but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until cleaned.	<b>1</b>
<b>1.09</b>	<b>Behavior That Puts Safety at Risk</b>	Behavior that puts safety at risk	<b>2</b>
<b>1.10</b>	<b>Cafeteria Misconduct</b>	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	<b>2</b>
<b>1.11</b>	<b>Classroom Disruption</b>	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.	<b>2</b>
<b>1.12</b>	<b>Failure to Follow Directions.</b>	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	<b>2</b>
<b>1.13</b>	<b>Hall Disruptions</b>	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	<b>2</b>
<b>1.14</b>	<b>Horseplay</b>	Horseplay, roughhousing, wrestling, pushing, scuffling or acting out.	<b>2</b>
<b>1.15</b>	<b>Tardiness</b>	Late arrival to school or class.	<b>1 / 2</b>

1.16	<b>Disrespectful or Rude Behavior</b>	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.	<b>3</b>
1.17	<b>Inappropriate Language/ Materials</b>	Inappropriate Language/ Materials: The use of oral, written or bodily language (including designations, abbreviations that connote offensive 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.	<b>3</b>

Repetitive minor violations recorded in the Conduct Log will result in 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 the administrator assigns consequences. Parents are notified of the consequences by either phone call, e-mail, FSACConnect, and/or notice letter sent by student. 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. **School personnel may confiscate any item that is deemed unsafe, inappropriate or hazardous to persons or property.** Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws.

**NOTE: 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 Student Support Team (SST)
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- 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	Admin Warning or Lunch Detention	ISS 1 day	ISS 2 days	ISS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-7 days	OSS 8-10 days /OW	OSS 10 days /EXP
<b>2.01</b>	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co- curricular program or activity.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.02</b>	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)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<b>2.03</b>	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.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.04</b>	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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.05</b>	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.06</b>	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 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.		Step  1	Step  2	Step  3	Step  4	Step  5	Step  6	Step  7	Step  8
2.08	Stealing (under \$50): Taking the property of another person or school without permission. ( <b>M: Restitution</b> )	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<b>2.10</b>	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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.11</b>	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)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.12</b>	Physical Contact: Offensive, unwanted and/or inappropriate touch		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.13</b>	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.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<b>2.14</b>	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.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.15</b>	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.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.16</b>	Simple Battery: Any pushing or striking of another student against the will of the other student.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.17</b>	Leaving class without permission or not reporting to the designated area on time.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.18</b>	Skipping 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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.19</b>	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	others including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages. . <b>(M: Restitution)</b>									
<b>2.20</b>	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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.21</b>	Use of opprobrious or abusive words, or obscene language, pictures or gestures.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<b>2.22</b>	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
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<b>2.23</b>	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
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<b>2.24</b>	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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.25</b>	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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.26</b>	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	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	personnel. (M: Parent Contact)										
2.27	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 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.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 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)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 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.). <b>(M: Confiscation)</b>	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
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**\*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.

	Infractions	Restitution	ISS 1 day	ISS 2 day)	ISS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-7 days	OSS 8-10 days /OW	OSS 10 days /EXP
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<b>3.01</b>	AWOL: Leaving school grounds or the site of any school activity without permission.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>3.02</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.03</b>	Battery: When one student physically attacks another student with the intent to do bodily harm.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.04</b>	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.	<b>M</b>				Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.05</b>	Destruction of Property/Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.	<b>M</b>				Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.06</b>	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)					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.07</b>	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,					Step 1	Step 2	Step 3	Step 4	Step 5

	information, services, items of material worth, or to cause fear.									
<b>3.08</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.09</b>	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.					Step 1	Step 2	Step 3	Step 4	Step 5

		Restituti on	ISS 1 day	ISS 2 days	ISS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-7 days	OSS 8-10 days /OW	OSS 10 days /EXP
<b>3.10</b>	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as					Step 1	Step 2	Step 3	Step 4	Step 5

	refusing to serve a disciplinary consequence.									
<b>3.11</b>	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.12</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.13</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.14</b>	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.	<b>M</b>			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>3.15</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
	Possession of any instrument or object other than a firearm may be					Step 1	Step 2	Step 3	Step 4	Step 5

<b>3.16</b>	considered under this heading if there has been no threatening or intimidating display of the instrument or object.									
<b>3.17</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.18</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5

3.19	<p>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</p>					Step 1	Step 2	Step 3	Step 4	Step 5
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3.20	<p>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.</p>					Step 1	Step 2	Step 3	Step 4	Step 5
3.21	<p>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</p>					Step 1	Step 2	Step 3	Step 4	Step 5

kidding, teasing, using language that has a double meaning and is sexually suggestive.										
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		Restitu on	ISS 1 day	ISS 2days	ISS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-7 days	OSS 8-10 days /OW	OSS 10 days /EXP
<b>3.22</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.23</b>	Possession of a controlled object without intent to harm or use for personal protection					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.24</b>	Entering in an unauthorized area without permission					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.25</b>						Step 1	Step 2	Step 3	Step 4	Step 5



	Violation of the ISS Rules/Procedures									
<b>3.26</b>	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.					Step 1	Step 2	Step 3	Step 4	Step 5
<b>3.27</b>	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 or offensive touching of another person; or any act of indecent exposure, including streaking.						Step 1	Step 2	Step 3	Step 4
<b>3.28</b>	Making a false 911 emergency call from school or personal phones.						Step 1	Step 2	Step 3	Step 4
<b>3.29</b>	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.						Step 1	Step 2	Step 3	Step 4
<b>3.30</b>	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.							Step 1	Step 2	Step 3
<b>3.31</b>	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							Step 1	Step 2	Step 3

	possession or use of any substance represented to be of said nature.									
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		Restituti on	ISS 1 day	ISS 2 days	ISS 3 days	OSS 1-3 days	OSS 3-5 days	OSS 5-7 days	OSS 8-10 days /OW	OSS 10 days /EXP
<b>3.32</b>	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.						Step 1	Step 2	Step 3	Step 4
<b>3.33</b>	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);							Step 1	Step 2	Step 3

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.										
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**\*M: Mandatory**

Zero 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	<i><b><u>Infractions</u></b></i>
<b>4.01</b>	Homicide (murder or manslaughter)
<b>4.02</b>	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.
<b>4.03</b>	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.
<b>4.04</b>	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.
	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

<b>4.11</b>	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.
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### **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 a 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. Such behaviors are referred to the administration using a Disciplinary Referral Form.

#### **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 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: After-school 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](http://www.yaylunch.com)

Parents are responsible for providing a sack lunch or purchase lunch from YAY Lunch and two snacks per day from home for their child.

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). FSAPS will provide the student with the additional food necessary to meet the requirements. The student's 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 on the cart at the front desk for pickup. Please be sure they are labeled with student's name and grade. **ALL TYPES OF FOOD DELIVERY SERVICES ARE PROHIBITED.**

### **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.



## **FOOD FUNDRAISERS**

Periodically and/or occasionally FSAPS, school clubs, school academic teams, and/or the FSAPS PVO 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 type 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.

## **OUTSIDE RECESS & P.E. POLICY**

If the temperature or wind chill (use lowest applicable) is:

- Above +32 degrees Fahrenheit, children will be allowed to go outside.
- Between 32-20 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 of temperature (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 children indoors to a safe area. Staff will need to monitor the situation.

### **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.

### **CELL PHONES/ ELECTRONIC DEVICES/OTHER ITEMS**

**Phones are NOT permitted in the following areas:**

- Classrooms (including club time), UNLESS explicitly allowed by your teacher
- Media Center
- Lunch/recess
- Hallways/Transition Times

**Phones ARE permitted in the following areas:**

- Before school arrival (cafeteria & gym for middle school, high school hangout for high school) **\*Phones MUST be put away as soon as students move to the hallways.**
- High School Hangout area

**When students have phones in the prohibited areas listed above, the following steps will be taken by FSA faculty, based on location:**

*Classrooms, Media Center, and Lunch/Recess:*

*First Offense:*

1. The student will be given a verbal warning.
2. The student's phone will be taken by the faculty member.

3. The phone will be returned at the end of the period.

*Second Offense:*

1. If the phone is seen again with the same student, the phone will be taken away again by the faculty member/teacher.
2. A conduct point will be given.
3. The phone will be returned at the end of the period.

*Third Offense and Beyond:*

1. If the phone is seen again for a third time and beyond, it will be given to the Head of Student Services
2. A conduct point will be entered *by the teacher*.
3. **The parent(s)/guardian will need to pick up the phone from The Head of Student Services at the end of the school day.**

Hallways/Transition Times:

Phones that are out **will be taken by the faculty and or staff member; no warning will be given.**

*First Offense:*

1. The student must go to The Head of Student Services' office to collect their phone at the **end of the day.**
  - a. If it's the first hallway offense, no conduct points will be given.

*Second Offense & Beyond:*

1. If the phone is collected for a second time from the same student in the hallway, the phone will again be given to The Head of Student Services.
2. A conduct point will be entered.
3. **Parents/guardians will need to pick up the phone from The Head of Student Services at the end of the school day.**

Other Electronic, Battery Operated, and/or Communication Devices such as, but not limited to, cameras, video/audio recorders, laptops, PDA's, blackberry, Mp3/Mp4 player, iPod, iTouch, 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.

Apple watches - not to be used for communication purposes. If used for communication purposes (messaging and calls), follow [cell phone guidelines](#) (take up watch, etc.)

**NOTE: 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 students 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.

### STUDENT ISSUED COMPUTERS

Students will be issued a laptop computer and charger. These items are property of FSAPS and are on loan to the student for the current school year. Students in middle school are issued a laptop and return computers to their homeroom charging station each night. Computers must be used in accordance with the FSAPS Student Issued Computer 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 student issued computer will be inventoried and tagged for tracking purposes.

### LOCKERS

Students in grades 6 through 12 will be assigned a locker for his/her individual use at FSAPS. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. FSAPS will not be liable for personal items you leave in your locker or bring to school with you. Please remember that your locker is school property and remains at all times under the control of the school.

Students are provided a lock for their locker. It is the student's responsibility to use and maintain their lock. If a student misplaces their locker lock, the cost will be \$20.

- Lockers must be kept neat at all times.
- Due to the small size of FSA's lockers, book bags must be small enough to fit within the locker - extra-large book bags are not advised.
- To keep your school items safe, we strongly advise you to keep your locker combination and space private.
- It is your responsibility to see that your locker is kept locked and in order at all times. Students have full responsibility for the security of your locker and what is in it.
- Do not trade lockers with another student.
- Do not let another student share your locker.

You should report any damage, vandalism or the inoperable condition of your locker to the office. If you do not report vandalism, damage or the inoperable condition of your locker, you will be held responsible for it.

No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other objects that may be potentially dangerous.

Students are issued a locker lock. The lock will be turned in at the end of the school year. Students are responsible for keeping up with their locker lock. If the locker lock is lost and needs to be replaced, there will be a fee of \$20.

**IMPORTANT: Students attending FSAPS should not expect privacy in regard to the contents of their lockers, desks, or other school property. Be aware that school officials and/or law enforcement may make inspections at any time.**

### **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 privilege.

### **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 ensure student success. Additionally, special test preparation, such as SAT prep, and/or specialized educational classes may be offered for an additional fee.

### **REFLECTION ROOM**

1. 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:
2. Students may use the reflection room during the afternoon hours with permission from their families for up to 8 minutes.
3. To use the reflection room, students need to sign in and out at the front office to take and return the key.
4. The key allows only one student to use the room.
5. A maximum of 6 students are allowed in the reflection room at the same time.
6. The reflection room is intended for individual student-use only.
7. 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.
8. 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.
9. Students are not allowed to open the reflection room door for others.
10. Each student must individually sign in and out at the front office.
11. Please plan on using the last part of the class period rather than the beginning or middle.
12. The reflection room door must be kept closed and the light must be kept on at all times.
13. 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. All field trips are school events therefore all school rules and policies must be followed.

**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 After school 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 cancelled 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 Orientation and may be changed using a Club Change Form at any time.

Also note that, students can participate in up to

- 2 academic teams,
- 2 honor societies and/or student council
- There is no limit to the amount of clubs
- There can not be schedule conflicts between academic teams, honor societies and clubs that require consistent attendance

### 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, Math Team, etc. Participation is open to students in grades K through 12. 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 and positive character traits.

Students will not be allowed to participate in athletic events if they accumulate more than 4 conduct points during each week of competition. Furthermore, 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. 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 quarter grading period will be ineligible to participate in all athletic activities the following quarter. Eligibility is determined at the end of each quarter grading period when the progress reports/report cards are available. Students will be responsible for providing mid-point grade checks to their coaches. All students will start with a "clean slate." At the beginning of the school year, eligibility for all students will be determined after the first semester. The Counseling Office will provide staff with a list of those who are ineligible. The coach/advisor will notify those extracurricular participants who are ineligible. Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.

### **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 Free 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. FSAPS Code of Conduct and Discipline Plan will govern student behavior at all times during 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.

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 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. The fee for after school care is reported above at the tuition section.

**NOTE:** FSAPS After-school 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 soft copy of the newsletter will be sent home weekly via email announcing upcoming school activities and events.

### **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 your child's teacher and arrangements will be made.

### ANNOUNCEMENTS

Official announcements are provided on our website [www.fultonscienceacademy.org](http://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 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 their plans for transportation 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. **All visitors MUST show their ID card at dismissal.**

### STUDENT HALL PASSES

All students in the hall, while classes are in session, must carry a hall pass with them. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. Regardless of the reason issued, hall passes are only valid for a maximum time period of five (5) minutes out of the room.

### **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 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 FSACConnect website.

## **EMERGENCY POLICIES & PROCEDURES**

Fulton Science Academy Private School has a complete Emergency Preparedness Plan. It may be fully viewed on our FSACConnect 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 emails, 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
- Plagiarizing academic materials
- Using or possessing hacking software
- 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

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 the 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 6<sup>th</sup> grade and up are provided email addresses by Fulton Science Academy. Middle school 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](mailto:fultonscienceacademy.org) email address.

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 FSACConnect e-mails, and communication from their teachers and fellow students in a much faster and more efficient manner.

### **IPAD & MACBOOK PROGRAM DESCRIPTION & ACCEPTABLE USE POLICY**

Effective teaching and learning with iPads and MacBooks integrate 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 FSA IT Department for an evaluation of the equipment.

Any 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 replacement 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 user name. 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 AS 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 (PVO) 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 one per semester.

**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.

## **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](http://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.