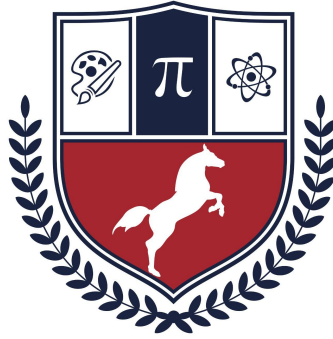




FULTON SCIENCE ACADEMY

— Private School —

2026 - 2027

Middle School

Student & Parent Handbook

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

Website: www.fultonscienceacademy.org

Twitter: www.twitter.com/FSAPrivate

Blackbaud: www.Blackbaud.fultonscienceacademy.org/

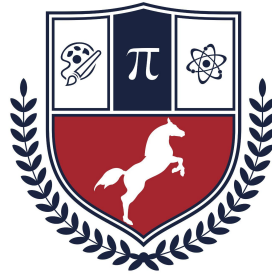
Facebook: www.facebook.com/FultonScienceAcademyPrivateSchool

Instagram: www.instagram.com/fultonscienceacademy/?hl=en

FSA YouTube: www.youtube.com/fultonscienceacademy

(Revised June 2026)

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.



FULTON SCIENCE ACADEMY
— Private School —

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 2026-2027

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

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

PARENT(S)/GUARDIAN(S)

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

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

- FSAPS Corporate Certificate is posted in the front office.
- FSAPS Business License is posted in the front office.
- Emergency Plans are abbreviated in the parent handbook for those situations most likely to possibly occur. I understand that on the Blackbaud home screen that there is a link to the complete FSAPS Emergency Plan. It is posted on Blackbaud 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 Blackbaud 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.

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WELCOME LETTER

Greetings,

It is my pleasure to welcome you and your family to **Fulton Science Academy Private School!**

I would like to thank you for choosing to enroll your children in our school. I am well aware of the huge responsibility you have placed with our administrative team and faculty. We are truly honored by the trust you have demonstrated in us. Family is very important to **Fulton Science Academy** as the success of our school is wholly dependent upon the partnership created between students, parents, staff, and administration. As you have entrusted us with the care and education of your child, we consider ourselves an extended family and treat our students with the same care and respect that we would our own children.

The staff of **Fulton Science Academy** is highly qualified, extremely committed, and dedicated to the well-being and academic success of its students. Our staff spends countless hours before, during, and after school to instruct, tutor, and support their students in mastering academic, life, and social skills. Our staff helps its students to grow in self-confidence and to build a deep respect for both themselves and others in a nurturing and safe environment.

Fulton Science Academy provides our students with the opportunity to grow, learn, and play in an environment conducive to fostering academic growth. Every aspect of our curriculum and school environment has been constructed to provide an innovative framework in which our students can build upon their knowledge, skills, and successes to realize their fullest potential. Our very special students will be challenged with mastering academic skills and building blocks, while instilling a deep love of learning. Our school has developed a high quality advanced academic program emphasizing S.T.E.A.M. (Science, Technology, Engineering, Art, and Mathematics) curriculum. We implement our academic programs with unique and innovative methods designed to develop advanced logic, high-level reasoning, greater material retention, and creativity. **Fulton Science Academy's** environment is structured to minimize distractions and stress, while optimizing work ethic, self-initiative, good character qualities, and well-developed social skills.

Our teachers and administration have high expectations and goals for our school, our students, and ourselves. We constantly set new and higher goals, once we have realized current expectations. Much like climbing a ladder, our staff and students are always reaching for the next rung to realize the next success and goal. We challenge both ourselves and our students to always strive for more. However, this is only possible with a positive environment and staff that supports, nurtures, and constantly fosters the abilities and strengths of its students. At **Fulton Science Academy**, we are privileged to enjoy that environment, so our students may flourish

and succeed in all their endeavors, both personal and academic.

Fulton Science Academy is a reflection of all of us. All of our school policies and procedures are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, enrichment programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule, while becoming an active participant in our school. Our success will be realized through our partnership with you.

We hope your family's experience at **Fulton Science Academy** will be an enriching and fulfilling experience and that we will enjoy the opportunity of educating your child for many years to come!

On behalf of the entire **Fulton Science Academy** staff and community, best wishes for a great school year!

Sincerely,
Nevruz Turan,
Vice Head of School
Head of Middle 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 STATEMENT

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 YEAR AND OPERATING HOURS

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.

ADMISSION, ENROLLMENT, & TERMINATION POLICIES

ENROLLMENT POLICY

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

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

NON-DISCRIMINATION POLICY

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

REASONABLE ACCOMMODATION POLICY

Reasonable accommodations may be provided to students, provided parents assume financial responsibility for any additional services and the accommodations do not significantly interfere with classroom instruction or require additional school staffing. Examples of additional services may include, but are not limited to, speech therapy and occupational therapy.

School-designated accommodations are administered by the Middle School Student Support Team.

To be considered for school-designated accommodations, parents must provide appropriate

supporting documentation from a licensed professional or approved institution. Once all required documentation is received, the Student Support Team will review the reports and determine which accommodations can be reasonably provided within the school environment and program.

Students who are approved for accommodations, along with their specific accommodation needs, will be documented by the Student Support Team and shared with the appropriate faculty members by the school counselors. All accommodation-related information is confidential and may not be shared with unauthorized individuals.

LIST OF REASONABLE ACCOMMODATIONS:

Here is the list of approved reasonable accommodations:

- Preferential seating
- Up to 50% Extra time for class tests/quizzes
- Up to one additional day for homework
- Up to three additional days for individual projects
- Typing instead of handwriting for specific disabilities
- Breaks as needed for specific conditions
- School-approved fidgets
- Noise canceling headphones

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

BEFORE & AFTER SCHOOL CARE

Before-School Care (Free)

Pre-K–5: 7:00 AM – 7:40 AM

Grades 6–12: 7:10 AM – 7:50 AM

After-School Care (Fee-Based)

3:00 - 4:15 - \$15.00

4:15 - 5:45 - \$15.00

Semester Plan:

- \$1800 (recommended for regular users)
- August and October payments for Fall semester
- January and February payments for Spring semester

Late Pick-Up Fees:

- After 5:45, \$2 dollars a minute
- After 6:45 PM, **local authorities will be contacted** for the child'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 Blackbaud 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 and a Blackbaud fee capped at \$2.50 for ACH charges.
- 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 \$350.00/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.
- **Additional fees:** There is a Facility Fee for New Students Only at \$1000/child. Annual Student Activity Fee at \$150/child. Blackbaud fee of \$56/child. International Students Fee \$7500/child. Installment Fee to Pay Tuition in Installments at \$500/child.
- All required supplies must be brought on or prior to the first day school begins. If you do not bring the required supplies, they will be purchased for you and you will be responsible for reimbursement at full cost.

TRANSPORTATION, PICK-UP, & DROP-OFF PROCEDURES

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

- 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.
- Rideshare services (e.g., Uber, Lyft) may **only be used by students at the HS level with written communication by the parent**. Students under 18 may not be released to such services without parent permission.

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) 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.
- **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.
- **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 Events

School Events (SE) absences are considered the same as students being present for the day.

- School Assemblies and Pep Rallies
- School Field Trips
- School Academic Competitions
- School Athletics events

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:

- **Competitions:** Competing in state, national or international competition as a part of Non-FSAPS team. Pre-approval is required and proof of attendance must be provided for these events.

- **Religious Holidays:** One day of Nationally Recognized Religious Holidays will be considered as School Approved.
- **Serious Illness or Death in the Family:** Up to 3 days of Serious illness or death in a student's close family necessitating the absence. The close family includes parents and siblings, grandparents, uncles, and aunts.

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 middle 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.

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.

Missing 20 minutes or more of any class (either at the beginning or end) constitutes an absence for that class period.

CLASS TARDY

Students are given five minutes to transition to each class during the course of the school day. Students are expected to be in their assigned seats when the class bell rings. A tardy is only excused when the student receives a written note/pass from a teacher that indicates why they were late to their next class.

CLASS CUTS/SKIPPING

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a 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.

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 REVIEW COMMITTEE

Fulton Science Academy maintains that student attendance is necessary if the student is to benefit fully from the educational experience. Students are allowed a total of 10 excused or unexcused absences per school year, not including school approved (SA) absences, such as school-sponsored field trips, school-sponsored events/college visits, academic team competitions, and religious holidays. If a student is absent more than the allowed days, he/she will be referred to the Attendance Review Committee.

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

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

SCHOOL CLOSINGS

INCLEMENT WEATHER POLICY

Closing or delay of opening due to inclement weather:

School may be cancelled 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, delayed, or operating on an adjusted schedule due to weather or other emergency conditions, families will be notified through the school's official communication systems, including text messages and emails. Whenever possible, decisions regarding school closures or delays will be made before 6:30 A.M.

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 closes during the school day due to weather conditions or other emergencies, the school will notify parents via text and/or email with dismissal and pick-up instructions.

FSAPS will remain open and supervised until all students are safely picked up or other arrangements have been made with 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.

GRADING CATEGORIES

While grading categories are consistent across courses, the percentage weights assigned to

each category may vary. To view the specific percentages for each course, please refer to the course syllabus. All syllabi are available on Blackbaud.

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 18th week). Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. The FSAPS Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards. Any grade below 70 is failing.

GRADING SCALE 1st GRADE – 12th GRADE

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

I = Incomplete

W = Withdrawal

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.

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 Middle School Students

- Students must be given at least one retake per semester (as indicated in the syllabus) 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%.
- 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.

MIDDLE 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 Blackbaud.
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. *Grades for High School Level courses completed by middle school students will not be included in the cumulative High School transcript GPA.*
7. 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.

FINAL EXAM EXEMPTION FOR HIGH SCHOOL COURSES

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

- **Not more than 4 absences during the semester in the class that they wish to be exempted**
 - o School approved absence will not be counted against the student, such as
 - Academic & athletic competitions
 - Death/loss - up to 3 days
 - Religious holidays
 - o 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**
 - o 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 two lunch detentions.**
 - **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.**

High School Courses Final Exams / Comprehensive Evaluation

1. An appropriate and comprehensive final evaluation activity 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 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.

PROMOTION

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

Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. In the event that a student receives an overall failing grade in a middle school core course (69% average for the course), the student must take the corresponding Georgia Virtual School (GAVS) course(s) during the summer immediately following the academic year. The student is responsible for enrolling in the course on time and paying the GAVS course fee. In order to move on to the next grade level, the student must complete the GAVS course with a passing grade. If the GAVS course corresponding to the student's failed course is not available, the student may take the course through another FSA approved online platform or complete a summative course project or assignment, which will be communicated by the school when necessary. Failure to complete the GAVS course or assigned project with a passing grade will result in the student not being promoted and not being re-enrolled for the upcoming school year.

COURSE PLACEMENTS

GRADE LEVEL / COURSE PLACEMENT

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 STUDENT CLASS/COURSE PLACEMENT 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.

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

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.

High School Courses Taken by Middle School Students

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 to earn HS credit.

- 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.
- 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.
- 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.
- 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.

Frequently Asked Questions: Middle School Students Taking High School Courses

1. How does taking a high school course in middle school affect my child's high school transcript?

When a middle school student takes a high school course, the course and grade will appear on the high school transcript.

2. Does a high school course taken in middle school contribute to the student's graduating GPA?

Courses will be counted for credit towards graduation requirements, but not included in the calculation of their GPA. All grade point averages will begin in August of the year they begin high school.

3. My student took a high school course in middle school, can they retake the class again? How does this affect their transcript?

Students may retake a high school course if they choose to remove it from their HS transcript. However, only high school-level courses taken during middle school are eligible for removal from HS Transcript.

For example, if a student completes Algebra I in middle school, they would progress to Geometry the following year. However, if a parent/guardian requests to remove Algebra I from the student's transcript, this request must be made before the student begins Geometry Honors. Students should not advance in a subject if they have removed the prerequisite from their transcript.

In high school, students must meet specific graduation requirements. Removing core courses may require the student to retake classes, potentially altering their academic trajectory and impacting their transcript.

4. What should I consider before enrolling my middle schooler in a high school course?

Consider your child's academic readiness and long term academic plans. Taking a high school course early can be beneficial, but it's important to ensure the student is prepared for the rigor and expectations of the course.

5. Who can I contact if I have questions about my middle school student while taking high school courses.

While middle school students are in high school level courses, all 6-8th grade students should speak with the middle school leadership team regarding advisement, course trajectory, and any other course related questions. **High school counselors will start advisement with all 8th grade families in the spring.**

6. How can I remove an HS course that my child has taken in the MS?

Please contact your counselor or head of school to remove HS courses taken in the MS.

7. What is the deadline to remove an HS course that my child has taken in the MS

Course removals must be finalized one week prior to the first week of high school, before the next course in the sequence begins, or upon a student's transfer—whichever occurs first.

Math and Language Arts Acceleration Policies

Math Acceleration Policy:

Students are invited to test for acceleration in math *once* a school year. Students can only be accelerated for **two years** in Math. To be eligible for Math acceleration *testing*, students must fulfill the following prerequisite criteria:

Please note, if your student has already been accelerated, they will not need to retest to maintain the track they are on. They will automatically be placed in the course for their current track.

1. **Math MAP Testing:** Students must be in the **90th** percentile or above on the **Fall** Math Measures of Academic Progress (MAP) test. We will not be using Spring, as schedules are finalized for the following year before Spring MAP is administered.
2. **Current Math Course Performance:** Students must demonstrate a minimum overall grade of 95% in their current Math course **for Semester 1**.
3. **Teacher Recommendation:**

The teacher recommendation is essential for math acceleration because it provides a comprehensive evaluation of a student's readiness for more advanced coursework. While test scores and grades reflect a student's ability to understand and apply mathematical concepts, they do not fully capture other critical aspects of a student's readiness for acceleration.

Math acceleration often requires not just a strong grasp of current material but also the ability to think abstractly, solve complex problems, and apply mathematical concepts to new and unfamiliar situations. A teacher who interacts with the student regularly can assess these skills more effectively than standardized tests or grades alone.

Additionally, a math teacher's recommendation considers the student's work habits, persistence, and ability to handle the increased pace and challenge of an accelerated course. Teachers can gauge whether a student is not only academically capable but also emotionally and intellectually

prepared for the demands of a more rigorous math curriculum. This holistic assessment is vital to ensure that the student will thrive in an accelerated math environment.

Please do not reach out to teachers for recommendations, they will receive an internal form if a recommendation is needed.

Language Arts (ELA) Acceleration Requests:

Students have the opportunity to request the opportunity to *test for acceleration* in ELA once a school year. To be eligible for ELA acceleration *testing*, students must fulfill the following criteria: Students can only be accelerated one year in ELA. To be eligible for **ELA acceleration testing**, students must meet the following prerequisite criteria:

Please note, if your student has already been accelerated, they will not need to retest to maintain the track they are on. They will automatically be placed in the course for their current track.

1. **ELA MAP Testing:** Students must be in the 95th percentile or above on the Fall Reading and Language Usage Measures of Academic Progress (MAP) test.
2. **Current ELA Course Performance:** Students must demonstrate a minimum overall grade of 95% in their current ELA course **for Semester 1**.
3. **Teacher Recommendation:**

The ELA teacher's recommendation is necessary to support the acceleration request, considering the student's aptitude and readiness. The teacher recommendation is crucial for ELA acceleration because English Language Arts involves a broad range of skills beyond just test performance and grades. These skills include maturity, critical thinking, reading comprehension, writing proficiency, and the ability to analyze and interpret complex texts. A teacher, who works closely with the student on a day-to-day basis, can provide valuable insights into whether the student is truly ready to handle the increased demands of an accelerated ELA course.

ELA courses often require a higher level of abstract thinking and communication skills, which might not be fully captured by test scores alone. A teacher's recommendation helps ensure that the student not only meets the quantitative criteria but also possesses the qualitative skills necessary for success in a more advanced and rigorous academic environment. The teacher's assessment of the student's motivation, work habits, and ability to engage with challenging material is therefore essential in determining their readiness for acceleration in ELA.

Please do not reach out to teachers for recommendations, they will receive an internal form if a recommendation is needed.

1. **Attendance:** Consistent attendance is crucial for success in accelerated ELA courses. Students applying for acceleration must have a strong attendance record. Frequent absences can hinder a student's ability to keep up with the rigorous pace of the accelerated curriculum. Exceptional circumstances will be reviewed on a case-by-case basis.
2. **Academic Dishonesty:** Academic integrity is a cornerstone of our educational values at Fulton Science Academy. Any instances of academic dishonesty, including plagiarism, cheating, or any other form of dishonesty, can disqualify a student from consideration for ELA acceleration. Students must uphold the highest standards of honesty and ethical behavior.

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 Blackbaud 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 & 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 Blackbaud. Study guides will be given for Chapter and Unit Tests and made available on Blackbaud.

CLASS HANDOUTS

Class handouts are available on Blackbaud, 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 Blackbaud at our web site: 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 Blackbaud 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.

Assignments and class handouts are available on BlackBaud and are available 24 hours a day – should a student be absent for any reason. Students should access this information via the Internet.

Make-Up Work for Extended Unexcused Absences due to Travel

When extended, consecutive absences of more than 3 days occur due to travel not related to school events, school-approved absences or illness, it is the student's responsibility to stay current with all schoolwork during their time away. Students are expected to access assignments through BlackBaud and maintain communication with their teachers throughout their absence. Unlike excused absences due to illness or school-approved absences, students in **this category will not be granted the same number of days they were absent to make up missed work. Instead, all assignments must be submitted within three calendar days** of the original due date to receive credit. Any physical work that cannot be submitted digitally must be turned in on the first day the student returns to campus. Any traveling students need to contact each of their teachers by email and request subject-specific instructions in advance.

COMMUNICATION

COMMUNICATIONS TO PARENT(S)/GUARDIAN(S)

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.

Blackbaud 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 Blackbaud daily.

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

Blackbaud

Using Blackbaud, 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 Blackbaud on a daily basis to stay informed of their student's progress. Families also have the option to use Blackbaud App on their handheld devices for faster access to student data and to receive notifications. Furthermore, Blackbaud 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.

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.

MAP TESTING

Students take the MAP test once in the fall and once in the spring.

GIFTED PROGRAM

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 middle grade 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

RECOGNITION

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 94.999

Each course carries a weight of 100%, with the exception of certain special courses in middle school. Art, Creative Problem Solving (CPS), Band, and Orchestra courses carry a weight of 40%, while Physical Education carries a weight of 20%.

When calculating award GPAs, grades are not rounded up or down. Online courses are not included in GPA calculation.

INSTRUCTIONAL TOOLS, EQUIPMENT, & SUPPLIES

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

It is important that you label all of your student's personal belongings. Further, it is VERY important that you label your student's jacket, 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**. 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.

All middle school students are required to have at least one red uniform shirt. **Red uniform shirts** may be required for picture days, field trips, special events, and other designated school activities.

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. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school. 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.

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 predominantly 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.

- a. 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.
- b. Boots, Uggs, and high-heeled shoes are not permitted - Heels on shoes may not be higher than one (1) inch.
- c. Character, Light up, Sparkly, and Roller shoes are not permitted. Roller shoes, “wheelies” or shoes with wheels are not permitted.
- d. Shoelaces must match shoe (brown, black, red, navy, or white).
- e. 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. 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. Must be purchased through Land's End. Shirts may either be short sleeve or long sleeve. High School students must have a light blue oxford shirt with the FSA logo for picture day and school events.

b. Knit shirts (Polo Shirt) in pique fabric in red, white or navy (pre-k through 8th grade) Must be purchased through Lands' End. **A red polo is required for pictures and events on campus.** PreK-8th grade students must wear a red polo shirt with the school logo for picture day.

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. 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 fleece

may not be worn tied around the waist.

c. Blazer in navy with the embroidered school logo is optional. Must be purchased through Lands' End. 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.

7. 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 may be worn with all pants and shorts that have belt loops. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts may 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.

8. 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.

- a. **Each Monday academic team shirts and athletic crewnecks may be worn with jeans.**
- b. **Each Friday is school spirit day. Students may wear FSA shirts with jeans.**
- c. **The second Wednesday of the month is Dress Down Day.**

9. OFFICIAL FSAPS UNIFORM STANDARDS SUMMARY

GIRLS	
UNIFORMS	
JUMPER	Khaki, Navy or Classic Navy Large Plaid (Pre-K through 5 th)
SKIRT (Skort)	FULL WRAP in KHAKI Navy or Classic Navy Large Plaid (grades 3 rd -8 th)
SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
SHORTS	KHAKI or Navy with belt loops (3 rd -8 th)
SLACKS	KHAKI or Navy with belt loops (3 rd -8 th)
BLOUSE	GIRLS PETER PAN COLLAR in WHITE with short or long sleeves (Pre-K through 5 th)
SHIRT	OXFORD CLOTH DRESS SHIRT in WHITE or BLUE with short or long sleeves (all grades)
KNIT SHIRTS	SHORT SLEEVE PIQUE POLO in RED, WHITE or NAVY (Pre-k through 8 th)
P.E. Shorts & Shirt	P.E. Basketball Shorts in Navy & Short Sleeve Shirt in Navy
P.E. Warm-up Suit	P.E. Warm-up-Suit (Pants and Jacket) in Navy
SWEATER	Long Sleeve or Sleeveless Shell V Neck SWEATER in NAVY pre-k through 8th)

CARDIGAN	Long Sleeve, Crew Neck, button up CARDIGAN in NAVY (pre-k through 8 th)
Pullover Jacket	Full ZIP MICROFIBER PULLOVER in NAVY (pre-k through 8 th grade)
ACCESSORIES	
TIE	CROSSOVER TIE in NAVY
BELT	SOLID LEATHER, LEATHER BRAIDED, or WOVEN BELT in BLACK, BROWN, or NAVY
SHOES	CLOSED TOE DRESS SHOES (in Brown, Black, or Navy only) or ATHLETIC SHOES (in predominantly white or black with no designs; small logos ok)
SOCKS	White, Black, Khaki, Navy
TIGHTS	White, or Navy with feet.
HOSIERY	White, Skin-Toned, Navy without designs or pattern. Must have feet.
Hair Accessories	Must coordinate with school uniform and not be distracting

BOYS

UNIFORMS	
SHORTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
PANTS (elastic waist)	KHAKI or Navy (Pre-K through 2 nd)
SHORTS	KHAKI or Navy with belt loops (3 rd -8 th)
SLACKS	KHAKI or Navy with belt loops (3 rd -8 th)
SHIRT	OXFORD CLOTH DRESS SHIRT in WHITE or BLUE with short or long sleeves (all grades)
KNIT SHIRTS	SHORT SLEEVE PIQUE POLO in RED, WHITE or NAVY (pre-k – 8 th grade) Red polo is required.
P.E. Shorts & Shirt	P.E. Basketball Shorts in Navy & Short Sleeve Shirt in Navy
P.E. Warm-up Suit	P.E. Warm-up-Suit (Pants and Jacket) in Navy
SWEATER	Long Sleeve or Sleeveless Shell V Neck SWEATER in NAVY (pre-k – 8 th grade)

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 A N Y 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

Atlanta Lice Resource Center - 470-338-2123

ADMINISTRATION OF MEDICATION AT SCHOOL

Parent/ Guardian, the administration of medication to students during the school day presents an increased concern and awareness of the need to have written procedures. The nurse is not always available to assist in the administration of the medication. Over-The-Counter and Prescription medication may also be dispensed to students by principal appointed school personnel. The School Nurse and personnel will cooperate with parents in this regard by providing a place for the medicine to be stored; however, the major responsibility for a child taking medication at school rests entirely with the child's parents/guardian.

Over-the-Counter Medications

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

Prescription Medication

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

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

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

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

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

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

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

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

HEALTH CONDITIONS

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

EPIPEN

If your child has an allergy that may require the use of an 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 2nd Wednesday of each month. Students participating must follow the FSAPS guidelines listed under the section **Dress Code**. Each Friday, students are welcome to participate in Spirit Wear Days. On this day, students are permitted to wear an FSA t-shirt and jeans. Students participating must follow the FSAPS guidelines listed under the section **Dress Code**.

DISCIPLINE POLICIES

GENERAL BEHAVIOR GUIDELINES

School-wide Rules:

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

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 for ES and MS students during their lunch block.
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/Class Lunch Detention

An administrator may assign administrative lunch detention to a student who fails to comply with school rules.

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 may be prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal. Administrative referrals resulting in In-school. suspension assignments will be recorded on the student's discipline transcript.

Out-of-School Suspension

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 may be required prior to the return to FSAPS of any student serving an out-of-school suspension. All students under out-of- school suspension may be 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 may not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on a student's discipline transcript.

Academic and/or Behavioral Contract

FSA reserves the right to require any student who demonstrates repeated disciplinary issues or a pattern of behavioral concerns to enter into an Academic and Behavioral Agreement. This agreement will outline specific expectations, interventions, and conditions for continued enrollment. Failure of the student and/or parent to sign the agreement does not prevent FSA from implementing its terms or taking additional disciplinary action, up to and including dismissal from the school.

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:

1. Rules - the expected behaviors for all students.
2. Consequences – what the student chooses to accept if a rule is broken.
3. Rewards - what the student receives for appropriate behavior
4. 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) - A faculty member may issue a verbal warning to a student who engages in disruptive behavior, fails to follow classroom expectations, or otherwise interferes with the learning environment.
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 Director of Student Services to develop more positive strategies. Parents should sign up for Blackbaud notifications in order to receive school notifications regarding attendance, academics, and behavior.
3. Conduct Points or Discipline Referral
Teachers/staff assign appropriate conduct points for minor infractions and/or discussed with counselor and/or Director of Student Services for more serious incidents. Conduct points are maintained in the electronic module of Blackbaud. 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.

Note: Major infractions will be referred to the Director of Student Services for review, investigation, and determination of appropriate disciplinary consequences. The consequences imposed will be based on the nature, severity, and circumstances of the incident.

4. 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 Blackbaud 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.

Discipline Policy

At Fulton Science Academy, we believe in educating the whole child and helping students develop the character, responsibility, and decision-making skills needed for success. We recognize that mistakes are a natural part of the learning process and view disciplinary situations as opportunities for growth, reflection, accountability, and learning.

Consistent with this philosophy, the FSA Leadership Team carefully considers the circumstances surrounding each incident before determining appropriate consequences. The conduct matrix below serves as a guideline to promote consistency, fairness, and accountability while allowing administrators to exercise professional judgment based on the unique circumstances of each case. Because no two incidents are exactly alike and not every situation can be fully defined within the behavior codes outlined in the Student Handbook, the FSA Leadership Team reserves the authority to make final determinations regarding conduct points, disciplinary actions, and consequences.

To support this process, FSA utilizes a cumulative conduct point system to document disciplinary infractions. Conduct points are recorded electronically and are visible to parents through Blackbaud. This system is designed to:

- Promote accountability and student ownership of behavior.
- Facilitate timely intervention and identify patterns of concern.
- Minimize disruptions to instructional time and the learning environment.

Conduct Point System

1 – 9 - Conduct Points	No consequence assigned. However, points will be transferred to the following week (Points are cumulative per semester).
10 – 15 - Conduct Points	Administrative Lunch Detention – Students who earn a 4 th Lunch Detention in a semester will be given a Disciplinary Referral Form instead (ISS). Administrative Lunch Detention - Students who earn a 4 th Lunch Detention in a semester will be given an Administrative Referral instead of ISS.
16 – 20 - Conduct Points	In School Suspension (ISS) - Students who earn a 3rd ISS in a semester will be given an Administrative Referral for OSS.
21+ – or more Conduct Points	Administrative Referral - StudentS and family will be required to meet with heads of school who will determine consequence.

Class I Violations: Minor Offenses:

The list of minor violations below is not exhaustive and may be modified at any time at the discretion of the Administration. Minor violations are assigned conduct point values ranging from 1 to 3 points, depending on the nature of the offense.

The consequences listed are intended as guidelines and should not be considered mandatory or all-inclusive. The FSA Leadership Team and/or faculty members reserves the right to determine appropriate disciplinary actions based on the nature, severity, frequency, and circumstances of the behavior, including any mitigating or aggravating factors.

Class I Violations: Behavior Infractions

Class	Shortcuts	Description	PointS
1.1	Inappropriate Use of Technology	misuse or abuse of digital tools or devices that disrupts learning, violates school policies, or compromises students' safety and well-being. (This is common with gaming and cell phone usage for MS students, this can be daily with some high flyer students)	2
1.2	Unprepared for class	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
1.3	Body Art	Any body art that is distracting to the learning environment. Students will be asked to clean the items off of their skin. This includes but is not limited to temporary tattoos, marker paintings, etc. are not allowed.	1
1.4	Behavior That Puts Safety at Risk	Behavior that puts safety at risk	2
1.5	Cafeteria Misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.6	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.7	Failure to Follow Directions.	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	2
1.8	Hall Disruptions	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	2
1.9	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling or acting out.	2
1.10	Disrespectful or Rude Behavior	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student and/or teacher.	3

1.11	Inappropriate Language/ Materials	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.	3
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Major Violations (Class 2-4): Disciplinary Cycle

Major violations of the Student Code of Conduct result in an Administrative Discipline Referral. School administrators will investigate the incident, assign appropriate consequences, and notify parents/guardians by phone, email, Blackbaud, and/or written notice.

Consequences are progressive in nature. Generally, each Administrative Discipline Referral advances a student to the next step in the Major Violation Discipline Cycle. As a result, similar offenses may carry more severe consequences when repeated.

The Major Violation Discipline Cycle addresses most offenses; however, it cannot account for every situation. School administration reserves the right to assign consequences outside of those listed when warranted by the nature or severity of the offense.

School personnel may confiscate any item deemed unsafe, inappropriate, or disruptive. Violations not specifically addressed in this handbook will be handled in accordance with school policy and applicable laws.

Depending on the nature, severity, or frequency of an offense, consequences may include in-school suspension, out-of-school suspension, probation, behavioral contracts, loss of privileges, dismissal from the school, or non-renewal of contract.

The school reserves the right to dismiss a student whose conduct poses a threat to the safety, well-being, or educational environment of the school community, or who demonstrates a pattern of serious or repeated misconduct. The Head of School retains final authority regarding dismissal decisions.

Class 2 Violations: Behavior Infractions

The consequences listed are intended as guidelines and should not be considered mandatory or all-inclusive. The FSA Leadership Team and/or faculty members reserves the right to determine appropriate disciplinary actions based on the nature, severity, frequency, and circumstances of the behavior, including any mitigating or aggravating factors.

Class	Infractions I	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
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.02	Disrespect: Conduct or behavior toward a student, school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self- defense and will be considered as fighting.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.05	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
2.06	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. (M: Restitution)	*	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

2.10	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.11	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name calling with profanity, purposeful exclusion, slander, and verbal cruelty. (See Bullying Policy)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.13	Dangerous/Unsafe Acts: Behavior in such a manner as could reasonably cause physical injury to any person or property without intent to do such harm.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.14	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.15	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.16	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
2.17	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
2.18	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
2.19	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages. . (M: Restitution)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.20	Providing False and/or Misleading Information: – Providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.21	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

2.22	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
2.23	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

2.24	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.25	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.26	Public Display of Affection (PDA) : Kissing, touching, inappropriate dancing , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel. (M: Parent Contact)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
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.). (M: Confiscation)	*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

***M: Mandatory**

Class 3 Violations: Behavior Infractions

The consequences listed are intended as guidelines and should not be considered mandatory or all-inclusive. The FSA Leadership Team and/or faculty members reserves the right to determine appropriate disciplinary actions based on the nature, severity, frequency, and circumstances of the behavior, including any mitigating or aggravating factors.

	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
3.01	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
3.02	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.					Step 1	Step 2	Step 3	Step 4	Step 5
3.03	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
3.04	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.	M				Step 1	Step 2	Step 3	Step 4	Step 5
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.	M				Step 1	Step 2	Step 3	Step 4	Step 5
3.06	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)					Step 1	Step 2	Step 3	Step 4	Step 5

3.07	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.					Step 1	Step 2	Step 3	Step 4	Step 5
3.08	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.					Step 1	Step 2	Step 3	Step 4	Step 5
3.09	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.					Step 1	Step 2	Step 3	Step 4	Step 5

	Infractions	Restit ution	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
3.10	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.					Step 1	Step 2	Step 3	Step 4	Step 5
3.11	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
3.12	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.					Step 1	Step 2	Step 3	Step 4	Step 5
3.13	Smoking and Other Use of Tobacco Products this includes Vapes: 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
3.14	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.	M			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6

3.15	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.					Step 1	Step 2	Step 3	Step 4	Step 5
3.16	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.					Step 1	Step 2	Step 3	Step 4	Step 5
3.17	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.					Step 1	Step 2	Step 3	Step 4	Step 5
3.18	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.					Step 1	Step 2	Step 3	Step 4	Step 5

3.19	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive					Step 1	Step 2	Step 3	Step 4	Step 5
3.20	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation Services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.					Step 1	Step 2	Step 3	Step 4	Step 5

3.21	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.					Step 1	Step 2	Step 3	Step 4	Step 5
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3.22	Directing Obscene, Profane, Offensive or Abusive language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.					Step 1	Step 2	Step 3	Step 4	Step 5
3.23	Possession of a controlled object without intent to harm or use for personal protection					Step 1	Step 2	Step 3	Step 4	Step 5
3.24	Entering in an unauthorized area without permission					Step 1	Step 2	Step 3	Step 4	Step 5
3.25	Violation of the ISS Rules/Procedures					Step 1	Step 2	Step 3	Step 4	Step 5
3.26	Creating or organizing a conspiracy of any kind with regard to the school and/or its employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.					Step 1	Step 2	Step 3	Step 4	Step 5
3.27	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.						Step 1	Step 2	Step 3	Step 4
3.28	Making a false 911 emergency call from school or personal phones.						Step 1	Step 2	Step 3	Step 4

3.29	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.						Step 1	Step 2	Step 3	Step 4
3.30	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.							Step 1	Step 2	Step 3
3.31	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.							Step 1	Step 2	Step 3

3.32	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.						Step 1	Step 2	Step 3	Step 4
3.33	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.							Step 1	Step 2	Step 3

***M: Mandatory**

Class 4 Violations: Severe Conduct Offenses

Class IV violations are the most serious violations of the Student Code of Conduct. Students found to have committed a Class 4 offense on school property, at a school bus stop, on school-sponsored transportation, or during any school-sponsored activity may be subject to the most severe disciplinary consequences, including suspension, recommendation for expulsion, dismissal from the school, and referral to law enforcement when appropriate.

The offenses and consequences listed are intended as guidelines and should not be considered mandatory or all-inclusive. The FSA Leadership Team reserves the right to determine appropriate disciplinary actions based on the nature, severity, frequency, and circumstances of the behavior, including any mitigating or aggravating factors. Nothing in this policy limits the school's authority to impose immediate or more severe consequences when warranted by the seriousness of the offense or concerns for the safety and well-being of the school community.

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

Bullying, Harassment, and Cyberbullying Policy

Fulton Science Academy is committed to fostering a school environment where every student, employee, and family member feels safe, respected, valued, and included. We believe that a positive and supportive community is essential for students to thrive academically, socially, and emotionally.

Bullying, harassment, intimidation, and cyberbullying are not aligned with the values of Fulton Science Academy. The Academy is committed to fostering a safe, respectful, and inclusive environment for all students, faculty, staff, and families. We strive to prevent, identify, and address behaviors that may negatively impact the dignity, safety, or well-being of any member of our community.

All reports of alleged bullying, harassment, or cyberbullying are taken seriously and are reviewed promptly and thoroughly through the school's established procedures. When concerns are substantiated, the Academy will take appropriate action designed to protect those affected, promote accountability, restore relationships when appropriate, and support the continued growth and development of students.

Because each situation is unique, disciplinary and restorative responses are determined on a case-by-case basis. In making these decisions, the administration considers the nature and severity of the conduct, the age and developmental level of the students involved, prior behavioral history, and other relevant circumstances. The administration reserves the authority to determine appropriate interventions and consequences consistent with school policy and the best interests of the school community.

To protect student privacy and maintain the integrity of the process, information related to reports and investigations will be shared only with individuals who have a legitimate educational or professional need to know, consistent with applicable laws and school policies.

Cheating and Plagiarism

Cheating and plagiarism are forms of academic dishonesty that misrepresent a student's knowledge, understanding, or original work. Cheating includes any attempt to gain an unfair academic advantage, while plagiarism involves presenting another person's ideas, words, work, or creations as one's own without proper acknowledgment.

Unless otherwise directed by the teacher, all assignments, papers, projects, and assessments submitted at FSA must reflect the student's own work. Copying information from the internet, artificial intelligence (AI) tools, another student, or any other source without proper citation may be considered plagiarism. Images, graphics, and other media may be used when permitted and properly cited.

Cheating and plagiarism demonstrate a deliberate disregard for academic integrity and are considered serious violations of the Student Code of Conduct. Faculty members may use professional discretion in determining appropriate academic consequences, including but not limited to requiring the assignment to be redone, assigning a reduced grade, or assigning a grade of zero (0) for the assignment or assessment.

In addition to any academic consequences, incidents of cheating or plagiarism may be referred to school administration for further investigation and disciplinary action.

Dress Code Violations

Students are expected to arrive at school in compliance with the FSA dress code each day. If a student reports to school out of dress code, the school will provide a replacement uniform item to allow the student to remain in class and minimize disruptions to the instructional day.

The replacement item will become the student's property, and the cost of the item will be charged to the family's Blackbaud account. Families are responsible for payment of all dress code replacement fees.

Replacement Uniform Item Fees will be charged at Land's End market cost.

Tardy Policy

Students are expected to arrive at school and class on time each day. Excessive tardiness disrupts the learning environment and may result in disciplinary consequences.

Tardies will accumulate throughout the school year and consequences will be assigned as follows:

Middle School (Grades 6–8)

- Every 5 tardies = 1 Lunch Detention
- Additional consequences may be assigned for excessive or habitual tardiness.

High School (Grades 9–12)

- Every 10 tardies = 1 Saturday School
- Additional consequences may be assigned for excessive or habitual tardiness.

Students who accumulate excessive tardies may be required to meet with school administration and their parent/guardian to develop an attendance improvement plan. The school reserves the right to assign additional consequences when patterns of tardiness negatively impact a student's academic progress or school responsibilities.

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.

School Lunch Service:**Full-Service Daily Lunch Experience**

At FSAPS, we are proud to partner with **FLIK Dining** to provide a high-quality, full-service lunch program designed to offer our students nutritious, delicious meals every school day. Our full service lunch program includes:

- **Daily Fresh and Balanced Meals:** FLIK Dining offers a rotating menu with a variety of freshly prepared options to meet diverse dietary needs and preferences, including vegetarian, gluten-free, halal, kosher, and allergy-sensitive choices.

- **Convenient Full-Service Dining:** Students enjoy a cafeteria-style dining experience with professional service staff who ensure a pleasant and orderly lunch environment.
- **Nutritional Standards:** All meals comply with state and federal nutrition guidelines, supporting healthy growth and learning.
- **Special Dietary Accommodations:** Parents should notify the school's nurse and provide medical documentation if their child requires special dietary accommodations due to allergies or health conditions.
- **Community and Social Time:** Lunchtime serves as an important opportunity for social interaction and building community among students.

We believe that a well-managed dining program enhances the overall school experience, promoting both wellness and community. For questions or assistance with meal accounts, please contact the Head of Student Services.

Food Delivery Policy and Meal Times

Food Deliveries

Note: All food delivery services are strictly prohibited.

Food drop-offs, including deliveries from services such as Uber Eats, DoorDash, or Grubhub, are not allowed. These create campus-wide safety concerns and contribute to increased traffic and congestion.

Snack and Lunch Information

Grades 1 through 8

Snack times are built into the daily schedule based on each grade's designated lunch time. Students will receive either a morning or afternoon snack depending on their schedule. Lunch and snack times vary by classroom, and the school will communicate these specific times at the beginning of the school year.

Labeling and Food Sharing

All lunches and snacks brought from home **must be clearly labeled with the student's full name** (first and last). This helps ensure that each child receives the correct food and supports our health and safety protocols.

For the well-being of all students, **food sharing or swapping of any kind is not permitted**. Students may not exchange or share home-prepared meals or snacks with others. This policy helps us manage food allergies, dietary restrictions, and hygiene standards across campus.

Nut-Free School Policy

To protect the health and safety of students and staff with severe nut allergies, **our school is a completely nut-free campus**. This means **no nuts of any kind are permitted** on school grounds, including peanuts, tree nuts, and any products containing them.

We ask all families to **carefully check ingredient labels** on all snacks and lunches brought from home to ensure they are nut-free. Even trace amounts can trigger serious allergic reactions.

Food Allergies and Dietary Needs

Please be sure to list any food allergies on your child's registration form and report it to the School Nurse with medical documentation. We are a nut free school.

If a student consistently refuses to eat during designated mealtimes, parents will be notified so that a supportive solution can be discussed.

After-School Care

Students enrolled in our after-school care program will have a designated time for a late afternoon snack, as outlined in the after-care schedule.

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.
- 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.
- If applicable, students should exit the table quietly when lining up for recess.

BIRTHDAY TREATS & INVITATIONS

Middle Grades: Students in Grades 6th through 8th are allowed to bring in treats to celebrate their birthday during their lunch period. However, enough treats must be provided for the entire grade. The front office can provide parents with the correct number of students. Treats can be dropped off in the front office with the student's name, period, and teacher clearly indicated on the treats. We ask that all treats include an ingredient list.

NOTE: We know that you will understand our request that party invitations not be distributed at school unless every child in the student's entire grade is invited.

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.

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

Cell Phones:

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's phone will be taken by the faculty member.
2. 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.**

****Applesmart watches: Apple/smart watches are not to be used for communication or internet/AI/browsing purposes. If watches are used for communication, AI, browsing, etc. purposes, the above cell phone consequences/actions will be applied.**

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

- Students should check their devices/items before entering the building and make sure that it is in the "off" position. Devices/items must not be in the "on" position during school hours and/or during school supervised activities.

- Students may not carry these devices/items with them during school hours. Devices/items

must be turned off and must be in lockers during the school hours and/or activities within the school building and/or on school property unless specifically approved by an administrator or teacher.

- Students shall not use them or display them openly during regular school hours and/or school supervised activities unless specifically approved by an administrator or teacher. The policy applies to any type of use or display, including but not limited to making voice calls, listening to, playing, taking pictures, emailing, downloading, etc. unless specifically approved by an administrator or teacher.
- If a student is scheduled for a school supervised after-school activity, including but not limited to clubs, academic teams, and tutoring, all such devices/items shall be kept off and unused until such activity is over unless specifically approved by an administrator or teacher.
- Students who are found in possession of any type of device and/or item shall have the item confiscated and given to the school administrator. The device/item will only be returned directly to the parent/guardian.

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 in middle school are issued a laptop and a laptop charger, which they can take home each day. These items are property of FSAPS and are on loan to the student for the current school year. Students are responsible for bringing their laptops to school and ensuring they are charged each school day. They are also responsible for keeping up with their laptops and chargers at all times. 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.

ENRICHMENT ACTIVITIES and PROGRAMS

FIELD TRIPS

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

Students who have received 3 days of ISS or an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight or small group field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Only students exhibiting exemplary behavior throughout the school year will be considered for International field trips. In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

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

NOTE: FSAPS 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.

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.

Students will not be allowed to participate in activities on the days they have been assigned to in-school suspension. There should be no adjustments made in the assignment of suspension days to allow a student to participate in any activities. Students who receive an Out of School Suspension or accumulate three days of In School Suspension over the course of the year will be terminated from the athletic and academic team. In order to participate in athletic activities, a student must be present for at least half of the school day (3 periods or more).

Class work is a priority. Students are expected to remain in good academic standing in all of their classes. Unexcused missing assignments and/or a failing average for a class (below 70) will prevent a student from competing in a tournament. A student who fails more than one class in a 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 7:10 AM and 7:30 AM. Do not leave your student before 7:10 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.

ANNOUNCEMENTS

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

TELEPHONE CALLS

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

Students may not use any phone at school other than an office phone – classroom phones 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.

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.

SAFETY and EMERGENCY POLICIES & PROCEDURES

VISITORS

Visitors are welcome at FSAPS and are an important part of our school community. To ensure the safety, privacy, and smooth operation of our school day, all visitors are expected to follow established procedures. This includes checking in at the front office with a valid photo ID, wearing a visitor badge while on campus, and scheduling all visits in advance. By respecting these guidelines, visitors help us maintain a secure, school environment.

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 Blackbaud website.

EMERGENCY POLICIES & PROCEDURES

Fulton Science Academy Private School has a complete Emergency Preparedness Plan. It may be fully viewed on our Blackbaud 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 the 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 6th 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 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 Blackbaud 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 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. 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.

SCHOOL VISITATION AND SCHEDULED OBSERVATION

At FSAPS, we value and encourage strong partnerships with parents and guardians. Family and community involvement plays a vital role in the success of our educational programs. To support these partnerships while maintaining a focused and uninterrupted learning environment, the following guidelines have been established for school visitations and classroom observations:

Classroom Observations

Parents or legal guardians of currently enrolled or prospective students are able to request a classroom observation through their school level Head of School. However, to minimize disruption to instruction and preserve the integrity of classroom learning, the following procedures must be followed:

- **Scheduling:** All classroom observations must have a written request at least 1 week in advance of the intended classroom visit through the appropriate Head of School. The Head of School will then be able to provide additional information for the scheduling process.
- **Administrative Approval:** All visitation requests will be reviewed for approval by the Head of School. Notification of approval or denial will be provided in writing.
- **Check In and Security Procedures:** Approved visits will require that the parent signs in at the front desk, presents a valid ID, wears a visitor badge, leaves personal items at the front desk (including handbags and electronics), and waits for a leadership team member to escort you to the assigned location.
- **Frequency:** Observations are limited to **one (1) per semester** for students with no more than 2 hours per visit.

Maintaining Instructional Integrity

- **No Classroom Interruptions:** Visitors, including parents, are not permitted to interrupt instructional time. This includes unannounced visits, classroom drop-ins, or attempts to engage teachers during class.
- **No Impromptu Conferences:** Conversations with teachers about student progress or concerns must be scheduled. Teachers will not be available for unscheduled meetings during instructional hours or planning periods, unless initiated by the teacher.

Teacher Conferences

- Parents wishing to discuss academic, behavioral, or other concerns regarding their child should request a formal parent-teacher conference directly with the teacher by email.

We appreciate your support and cooperation in maintaining a secure and effective learning environment for all students. Thank you for being a valued partner in education.

Parent Engagement and Code of Conduct: Cultivating a Positive and Collaborative FSA Community

Introduction

At Fulton Science Academy (FSA), we believe that the partnership between parents, students, and staff is a cornerstone of the school's success. A vibrant, engaging school community thrives when all parties work together, supporting one another to foster an enriching educational experience. As a private institution, FSA takes pride in offering an environment where respect, collaboration, and mutual trust are paramount. We encourage our parents and families to actively participate in school activities, contribute to our shared mission, and engage in the life of the school.

There are numerous ways for parents to become involved, from volunteering in classrooms to attending school-wide events. Parents wishing to volunteer regularly or attend overnight events will need to complete a criminal background check. However, this requirement does not apply to

attending regular school events. For more details on how to get involved, please reach out to the FSA Mustang Support Organization (MSO).

Purpose

The Parent Code of Conduct is intended to promote a positive, respectful, and collaborative atmosphere at FSA. This policy sets forth the behavior standards for parents, guardians, family representatives, and visitors, ensuring that all interactions support the values and mission of the school. It also outlines procedures for addressing concerns, guaranteeing transparency and accountability within the FSA community.

1. Expectations for Parent Conduct

At FSA, we expect parents and guardians to:

- Communicate respectfully and constructively with faculty, staff, and fellow parents, always aiming for solution-focused dialogue.
- Uphold FSA's values and mission in all interactions, adhering to school policies and procedures.
- Support the academic, social, and emotional development goals set by the school.
- Address any concerns through proper channels (e.g., teacher, Head of Student Services, Head of School) rather than public forums (Ex: WhatsApp) or social media.
- Respect the school's decisions, policies, and procedures, even when there is disagreement.
- Maintain professional boundaries with students and staff both on and off campus.
- Follow all school safety protocols, visitation guidelines, and communication procedures.

2. Standards of Conduct and Behavioral Expectations

Certain behaviors are incompatible with FSA's values and procedures and may lead to accountability measures. These include:

- Abusive, threatening, or aggressive behavior—whether verbal or physical—towards staff, students, or other parents.
- Defamatory, misleading, or inappropriate communication about the school, staff, or individuals associated with the school, including on social media.
- Disrupting classes, meetings, school programs, or events.
- Repeatedly challenging the professional judgment or authority of teachers or school leadership.

- Harassment of school employees via any form of communication (email, text, social media, or in person).
- Using school events or platforms to voice personal grievances or promote external agendas, including inciting others against school policies, practices, or leadership.
- Failing to follow proper procedures when addressing concerns regarding students or school policies.

3. Reporting and Investigation

If a parent's behavior raises concerns, reports should be made to the division head or school leadership. All concerns will be:

- Addressed promptly, confidentially, and fairly.
- Investigated thoroughly, ensuring impartiality in review.
- Handled with care, and where necessary, school leadership may meet directly with parents to clarify or discuss the matter.

4. Consequences for Misconduct

Non Compliance of the Parent Code of Conduct may result in disciplinary measures, which will depend on the severity of the misconduct. Consequences may include, but are not limited to:

- A verbal or written warning.
- A required meeting with school leadership.
- Limited access to campus or school events.
- Probationary status regarding continued student enrollment.
- Involuntary withdrawal or non-renewal of student enrollment.
- Notification to law enforcement if the conduct violates legal statutes.

5. Appeal Process

Parents may appeal any disciplinary actions by submitting a written request to the Head of School within five (5) business days of receiving notice. The appeal will be reviewed by a designated committee or review board to ensure a fair and transparent process.

6. Acknowledgment

As part of the annual enrollment process, all parents and guardians must sign an acknowledgment form indicating that they have read, understood, and agree to comply with this Parent Code of Conduct.

By following this Parent Code of Conduct, we contribute to a community built on mutual respect, collaboration, and accountability—ensuring FSA remains a place where students, staff, and families flourish together. As part of annual enrollment, parents/guardians must sign an acknowledgment form indicating they have read, understood, and agree to abide by this policy.

Parent Compliance with Carpool and Traffic Laws

To ensure the safety of all students and to maintain a smooth traffic flow during drop-off and pick-up times, we ask all parents and guardians to strictly follow these carpool and traffic guidelines:

1. Follow Posted Signs and Staff Directions: Always obey traffic signs and respect the instructions of school staff and crossing guards.
2. Use Designated Carpool Lanes Only: Do not drop off or pick up children in unauthorized areas. Double parking or stopping in undesignated zones creates hazards.
3. Remain in Your Vehicle During Drop-Off/Pick-Up: To keep the line moving, please stay in your car unless directed otherwise.
4. Avoid Using Phones While Driving: Distracted driving endangers students and staff. Please remain attentive at all times.
5. Arrive on Time: Timely arrivals and departures help prevent congestion and reduce wait times for everyone.
6. Respect Nearby Residences: Do not block driveways or enter adjacent neighborhoods, park in no-parking zones, or idle excessively near homes adjacent to the school.

Student Behavior Expectations: Recess Fields, Tennis Courts, and Weight/Locker Rooms

To foster a safe, respectful, and inclusive environment, students are expected to follow these behavior guidelines during all physical activity and transition times:

Recess Fields

- **Respect Others:** Use kind words and include others in play. Physical or verbal aggression will not be tolerated.
- **Play Safely:** Follow game rules, use equipment properly, do not retrieve a ball or object from outside the designated recess areas, and avoid roughhousing or unsafe behavior.
- **Follow Adult Directions Promptly:** Supervising staff are there for safety and support—listen and respond respectfully.
- **Care for the Space:** Keep the field clean, avoid damaging grass or equipment, and report any hazards immediately, no food is allowed on recess fields, tennis courts, weight room or locker room.
- **Students must remain in the assigned recess area throughout the duration of their recess block.**
- **Students should not attend areas that are not supervised by an adult.**

Tennis Courts

- **Use Courts Appropriately:** Tennis courts are for tennis and related PE activities only—no horseplay or misuse of equipment.
- **Share Equipment Respectfully:** Return rackets and balls as instructed. Do not throw or misuse items.
- **Follow the Game Rules:** Practice good sportsmanship—win or lose with grace.
- **Supervised Use Only:** Students may only use tennis courts when supervised by staff or during approved times.

Locker/Weight Rooms

- **Maintain Personal Space and Privacy:** Respect others' belongings and space. Never take

photos or videos in the locker room.

- Keep It Clean: Dispose of trash properly and store items neatly. Take responsibility for your personal items.
- Use Time Wisely: Change quickly and exit when ready. Locker rooms are for changing only—not for socializing or loitering.
- Respect Others at All Times: Harassment, teasing, or inappropriate behavior will result in disciplinary action.

HANDBOOK CORRECTIONS AND/OR MODIFICATIONS

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

HANDBOOK DEFINITIONS AND/OR INTERPRETATIONS

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