

Fulton Science Academy Middle School

**A Fulton County Board of Education
Charter School**

2009 - 2010

**Student & Parent
Handbook**

(Revised June 1, 2009)

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Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Fulton Science Academy. Therefore, because FSA is a Charter School within the Fulton County School System, any situation not specifically referred to in this handbook will fall under the guidelines set forth by Fulton County Board of Education Policies and Procedures.

FROM THE PRINCIPAL'S DESK

Dear Parents and Students,

Welcome to the 2009-2010 school year at **Fulton Science Academy**! This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff at Fulton Science Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the **Fulton Science Academy** is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and have fun together in harmony.

Fulton Science Academy is a reflection of all of us. All of our policies 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, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire **Fulton Science Academy** staff and community, best wishes for a great 2009-2010 school year!

Sincerely,

Kenan Sener
Principal

**FULTON SCIENCE ACADEMY
2009 – 2010 ACADEMIC CALENDAR**

First Semester

August 3-7	Pre-Planning for Teachers
August 6	FSA Orientation for Students
August 10	First Day of School
September 7	Labor Day Holiday
September 9	1st Quarter 4-1/2 Week Progress Report Issued
September 16	Early Release Day – Students Dismissed at 12:46 PM
October 9	Teacher Conference/Workday (Students off)
October 12	1st Quarter Report Card Issued
October 14	Early Release Day – Students Dismissed at 12:46 PM
November 12	2nd Quarter 4-1/2 Week Progress Report Issued
November 18	Early Release Day – Students Dismissed at 12:46 PM
November 25 – 27	Thanksgiving Holidays
December 18	1st Semester Report Card Issued End of First Semester
December 21 – January 1	Winter Holidays

Second Semester

January 4	Teacher Workday (Students off)
January 5	First day of Second Semester
January 18	Martin Luther King, Jr. Holiday
February 5	3rd Quarter 4-1/2 Week Progress Report Issued
February 12	Winter Holiday
February 15	President's Day Holiday
February 24	Early Release Day – Students Dismissed at 12:46 PM
March 11	3rd Quarter Report Card Issued
March 12	Teacher Conference/Workday (Students off)
March 24	Early Release Day – Students Dismissed at 12:46 PM
April 5 – 9	Spring Break
April 21	4th Quarter 4-1/2 Week Progress Report Issued
May 21	2nd Semester Report Card Issued Last Day of School
May 24 – 25	Post Planning for Teachers
May 31	Memorial Day Holiday

MISSION STATEMENT

The mission of FSA Middle School is to execute the instruction of the middle school math-science curriculum with the help of proven successful methods in a stimulating and supporting environment, to prepare the entire student body to their maximum potential in these subjects so that on this basis they will get the most out of their high school math-science education which is the key for future success.

DUE PROCESS AND STUDENT'S RESPONSIBILITIES & RIGHTS

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 expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

STUDENTS' RIGHTS

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

DUE PROCESS AND STUDENTS' RESPONSIBILITIES AND RIGHTS

All students at FSA 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 who 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, FSA's policies and procedures governing due process for suspensions and expulsions will follow Georgia Education Law. All students at FSA 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.

ATTENDANCE

ABSENCES AND TARDINESS

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

EXCUSED ABSENCES

FSA Middle School accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **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. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s).* Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** *Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Court Order:** *Court order by a governmental agency mandating the student's absence from school is excused.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** *Special or recognized religious holidays observed by the faith of the student.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** *Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused.* Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **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 the section **Make-up Work for Absences**).
- **Other:** *Other absences to be determined by, and at the discretion of, the Governing Board may be excused.*

UNEXCUSED ABSENCES

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- **Failure to Attend School:** *Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.*

ATTENDANCE (continued)

SCHOOL TARDY

A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period. Students who are eligible for Fulton County School Bus Transportation and ride the bus to school will not be considered tardy when the bus arrives late to school.

- **Excused Tardy:** *Late arrival to school or class 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 delays, health related emergencies, power outage, compliance with court order, etc. shall be excused.* Students who are transported to school other than Fulton County School Buses and arrive late to school by vehicles must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class. **If this procedure is not followed, the student(s) will receive an unexcused tardy.**
- **Unexcused Tardy:** *Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy shall result in an unexcused tardy.* Being tardy to school – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, or socializing – is unacceptable.
- **Habitual School Tardy:** *15 unexcused tardies result in referral to the school social worker.* Students who repeatedly demonstrate their inability to arrive at school on time, and attain fifteen (15) unexcused tardies will be referred to the school social worker.

CLASS TARDY

Students are considered late if they are not in their classroom when the bell starts to ring – not when it finishes. If you are late between classes, you will NOT be permitted to enter the classroom. Late students must report to the school Intervention Room to receive an **FSA Class Tardy** pass to class. You are responsible for making up work you miss due to tardiness. These class tardies will not be noted on a student's permanent transcript. However, students who receive more than three class tardies in one semester may receive an **Office Referral Form** for excessive class tardiness.

MAKE-UP WORK FOR ABSENCES – EXCUSED OR UNEXCUSED

An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom 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. For an absence to be excused, a note should be submitted to the school office no later than three days after returning to school.

Assignments are available on the FSA website and are available 24 hours a day – should a student be absent for any reason, they should access this information via the Internet. **Parents should not call or e-mail teachers or the Front Office asking for assignments.** Assignments, documents issued in the classroom and work material needed for an assignment are readily available and may be accessed by the student on the FSA website.

On the day the student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments.

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

ATTENDANCE (continued)

EARLY CHECKOUTS

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

- ***To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.***
- ***A parent or legal guardian must 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.***
 - on a regular school day, no early checkouts are permitted after 3:16 PM
 - on an Early Release Day, no early checkouts are permitted after 12:16 PM.

TRUANCY

Any child who is subject to the compulsory attendance law who has more than five days of unexcused absences during the calendar school year is considered truant. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

- ***After 5 unexcused absences:*** The parent/legal guardian will be contacted by the school administrator requesting a conference. After two reasonable attempts to notify the parent/guardian without response, the school shall send a notice to the parent/guardian by signature requested mail with a return receipt requested.
- ***After 7 unexcused absences:*** The parent/legal guardian will be notified by the school administrator that the student has only three unexcused absences remaining prior to violating the state attendance requirements.
- ***After 10 unexcused absences:*** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, a referral shall be made to the school social worker by the school administrator.

Excessive excused absences also impact the educational program and may be handled as follows:

- ***After 5 excused absences:*** The parent/legal guardian will be contacted by the school administrator or his designee by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, a letter will be sent by the school administrator.
- ***After 7 excused absences:*** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, the school administrator shall confer with the school social worker to determine whether a referral is warranted, at this time.
- ***After 10 excused absences:*** the school has the discretion to confer with the school social worker to determine whether any action should be taken to address the absences.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

PERFECT ATTENDANCE

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

CODE of CONDUCT

CONDUCT INFORMATION

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

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

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither FSA, its employees, nor the Governing Board, assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

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

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

CODE of CONDUCT (continued)

CONDUCT VIOLATIONS

Conduct violations referred to the office for disciplinary action may warrant possible consequences as specified in the Fulton County Middle School Discipline Cycle. The principal or his designee will make the final determination of consequences. Most consequences for violations will be administrative lunch detention, in-school suspension or out-of-school suspension. Offenses include but are not limited to:

Citations

Minor correctable misconduct reports issued to students in or outside of the classroom will be handled by the issuance of **Citations**. Any FSA employee who observes a student engaged in inappropriate behavior outside of the classroom can issue a **Citation**. These **Citations** will not be noted on a student's permanent discipline transcript. However, they will be entered on FSAConnect for parental viewing, and students who receive more than three **Citations** in one semester may receive an **Office Referral Form** for excessive misconduct/violations.

Violations that may result in a Citation
1. Eating or drinking in unauthorized areas
2. Uniform violations and dress code violations
3. Chewing gum or candy, or possession of chewing gum or candy
4. Hall disruptions (such as yelling, banging on lockers, and/or running)
5. Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out
6. Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, etc.)
7. Unprepared for class – no textbook or workbook (see page 25)

Intervention Referrals

Minor disruptive conduct within the classroom shall be handled using the School-Wide Management Plan (see page 13). First, the student will be given a **Verbal Warning**. Second, the student will be placed in **Isolation**. Should misbehavior continue after the first two steps, the teacher will complete an **Intervention Referral Form** and send the student to the Intervention Room.

Students must bring the needed materials described in the course syllabus to class each day (see page 24). Failure to do so will result in an immediate referral to the Intervention Room with an **Intervention Referral Form** describing the manner in which the student was not prepared for class.

These **Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered on FSAConnect for parental viewing and students who receive more than three **Intervention Referral Forms** in one semester may receive an **Office Referral Form** for excessive classroom misbehavior/violations.

Violations that may result in an Intervention Referral
8. Excessive talking
9. Pencil pops, spit balls
10. Throwing objects in class
11. Verbal exchanges, arguing
12. Failure to follow classroom instructions
13. Classroom disruptions (out of seat, not participating, etc.)
14. Unprepared for class (non-textbook issues – see page 24)

CODE of CONDUCT (continued)

CONDUCT VIOLATIONS (continued)

Office Referral Forms

Once an **Office Referral Form** has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of the student's discipline problem and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline transcript. The consequence may be one of the following, according to the seriousness of the misbehavior, and not necessarily in this order:

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

Violations that may result in an Office Referral
15. Disruptive behavior
16. Interference with classroom activity
17. Defiance of authority or failure to follow direction
18. Not signing <i>Verbal Warning/Isolation Log</i> when assigned (see page 13)
19. Truancy from school
20. Being in the hall without a pass
21. Leaving campus without permission
22. Leaving class or designated area without permission
23. Being Absent With-Out Permission (AWOL) – not reporting to class assigned
24. Failure to report to designated area – Intervention Room, Administrative Lunch Detention, etc. (this includes taking more than 5 minutes to report to the area without a legitimate pass)
25. Providing false information or lying
26. Academic Dishonesty - Cheating or Plagiarism
27. Failure to identify oneself immediately or giving false identification
28. Selling items on school property or while traveling to or from school without permission
29. Public displays of affection (PDA)
30. Inappropriate gestures or acts
31. Verbal abuse
32. Acts of bigotry or prejudice
33. Acts of sexual harassment
34. Name calling, taunting or teasing
35. Profanity, obscenity or offensive/bad language
36. Technology violations – IM'ing, e-mailing, visiting personal websites, other unauthorized use.
37. Use or possession of cameras, beepers, pagers, cell phones, hats, sunglasses, curlers, headphones, headsets, radios, CD players, MP3 players, i-Pods, PSP's, electronic games, trading cards, water guns, skateboards, etc. (These items will be confiscated and kept by the appropriate Assistant Principal until they are picked up by the parent.)
38. Unauthorized audio or video recording on school campus or at school sponsored event
39. Dress code violations, which result in exposure(skirts too short, top of slacks below buttocks, etc.)
40. Repeated acts of misbehavior and/or violations of school rules resulting in a multiple Citations
41. Repeated acts of disruptive classroom behavior resulting in multiple Intervention Referrals

CODE of CONDUCT (continued)

SEVERELY DISRUPTIVE BEHAVIOR and/or EXTREME CONDUCT VIOLATIONS

There are some behaviors which are extremely disruptive to the learning environment and must be immediately reported to the Assistant Principal of Discipline using an **Office Referral Form**. Such offenses are considered serious and therefore, **the consequences for such actions will result in immediate short-term out-of-school suspension or long-term out-of-school suspension pending a Governing Board hearing for expulsion**. These behaviors are outlined below, but are not limited to:

Violations that require an Office Referral and immediate Out-of-School Suspension (OSS) or Expulsion
42. Repeated or chronic verbal abuse
43. Verbal/written threats or assault/battery upon another student
44. Verbal/written threats or physical assault of staff members or school employees
45. Possession of a deadly weapon.
46. Use of any weapon, mace or pepper spray.
47. Unauthorized possession of dangerous instruments.
48. Use of a dangerous weapon/instrument to intimidate or injure.
49. Willful or dangerous acts (examples: firecrackers, stink or smoke bombs, and throwing objects such as bottles or rocks) with intent to do harm.
50. Fighting (exchange of blows with intent to do bodily harm) or provoking a fight.
51. Bullying (willful attempt or threat to inflict injury on another student or exhibit a display of force such as would give another reason to fear or expect immediate bodily harm.)
52. Arson
53. Extortion
54. Trespassing
55. False fire alarm
56. Issuance of a bomb threat
57. Technology tampering
58. Sexually offensive behavior, inappropriate contact
59. Repeated, chronic or severe disruptions
60. Forgery of passes, excuses, or any other forms
61. Violation of state or federal laws or Governing Board policy
62. Gambling (including flipping and matching coins)
63. Theft or attempted theft, or possession of stolen/lost property
64. Vandalism or substantial damage to personal or school property
65. Possession or use of drugs, alcohol, controlled substances or related products or paraphernalia
66. Smoking, dipping, or possession of tobacco-related products such as lighters, matches, or papers
67. Sale, attempted sale/distribution of alcohol, or controlled substances, and/or controlled paraphernalia
68. Possession of pornography in any form or the use of school computers to access inappropriate sites.
69. Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees.

CLASSROOM MANAGEMENT

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

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

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

School-wide Rules:

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

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

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need correct the situation, and then required to sign in on the Verbal Warning Log – should they refuse to sign the Verbal Warning Log, they will be given an **Office Referral Form**. Verbal Warnings will be entered on FSACconnect for parental viewing.

2. Isolation in Classroom

Students who do not properly respond to the first step of a verbal warning will be placed in isolation within the classroom. Upon being placed in isolation, the student will be required to sign in on the Isolation Log – should they refuse to sign the Isolation Log, they will be given an **Office Referral Form**. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. Isolations will be entered on FSACconnect for parental viewing.

Note: Should a student receive three (3) Isolations during one semester in any classroom, they may directly be given an Intervention Referral following a Verbal Warning and bypassing the issuing of an Isolation.

3. Intervention Referral Forms

Should misbehavior continue after the first two steps, the teacher will complete an **Intervention Referral Form** and send the student to the Intervention Room. The student will remain in the Intervention Room for the rest of the period. **The Intervention Room is considered an extension of the classroom**, and during the student's visit, the Intervention Specialist will counsel the student with regard to the cited offense. If the Intervention Specialist determines that additional counsel or parent contact is needed, he/she may do any one, or all of the following:

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

These **Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered on FSACconnect for parental viewing and students who receive more than three **Intervention Referral Forms** in one semester may receive an **Office Referral Form** for excessive classroom misbehavior/violations.

DISCIPLINE PLAN

GENERAL BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM

In the Cafeteria

1. No loitering in the cafeteria.
2. Push chairs back after eating.
3. Keep tables, chairs, and floors clean.
4. Talk in a normal voice (classroom voice).
5. No backpacks or books allowed in the cafeteria.
6. Dispose of trays, trash and debris in trashcans.
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. Students who receive an out-of-school suspension will not be able to participate in any assemblies for the rest of the school year.

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 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, Lavatories, 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 lavatories are areas used by all members of FSA. 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 lavatories.
3. You may not run in the halls, lunchroom, and lavatories.
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, lavatories, 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 lavatory 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.

DISCIPLINE PLAN (continued)

OFFICE REFERRAL PROCEDURES

Although there is not a required order to assignment of consequences, the following is considered a recommended model should a student repeatedly be referred to the office for exhibiting misbehavior which would **not** be considered as severe or extreme:

1. **First Office Referral** – Conference / Administrative Warning
2. **Second Office Referral** – Administrative Lunch Detention
3. **Third Office Referral** – One (1) day of In-School Suspension
4. **Fourth Office Referral** – Two (2) days of In-School Suspension
5. **Fifth Office Referral** – Three (3) days of In-School Suspension
6. **Sixth Office Referral** – One (1) day of Out-of-School Suspension
7. **Seventh Office Referral** – Three (3) days of Out-of-School Suspension
8. **Eighth Office Referral** – Five (5) days of Out-of-School Suspension
9. **Ninth Office Referral** – Option to Withdraw or Ten (10) days of Out-of-School Suspension pending a Tribunal Hearing with a Recommendation for Expulsion.

Each Office Referral will be noted on a student's permanent discipline transcript. Parent(s)/Guardian(s) will be notified in writing of the offense, the resultant consequence, and advised as to their student's current status within the disciplinary cycle.

DESCRIPTION OF DISCIPLINE OPTIONS

Withholding of Privileges

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

Administrative Lunch Detention

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

In-School Suspension

In-School Suspension is a formal disciplinary action that can only be assigned by the FSA administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.** Discipline Transcripts are maintained in students' Permanent Record Folders from 7th through 12th grades. In-school suspension assignments will be recorded on the student's discipline transcript.

DISCIPLINE PLAN (continued)

DESCRIPTION OF DISCIPLINE OPTIONS (continued)

Out-of-School Suspension

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the FSA administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator is required prior to the return to FSA of any student serving an out-of-school suspension.** All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Discipline Transcripts are maintained in students' Permanent Record Folders from 7th through 12th grades. Out-of-school suspension assignments will be notated on student's discipline transcript.

Option to Withdraw

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension or expulsion. In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

Expulsion

Expulsion is a formal disciplinary action that can only be approved by the FSA Governing Board after receiving a recommendation by the FSA administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence to the students parents containing the date and time of the Governing Board hearing will be mailed to the parents within ten days of the suspension.

DISCIPLINARY REWARD SYSTEM

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

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

Citizenship Award

Individual rewards will be planned for the end of each semester for FSA students. Those students who have not **received classroom isolations, administrative lunch detentions, Citations, Intervention Referrals, or Office Referrals** during each semester will receive a **Citizenship Award** for excellence in behavior.

DISCIPLINE PLAN (continued)

DISCIPLINARY REWARD SYSTEM (continued)

Commendations

A **Commendation** will be awarded to students who are observed exhibiting behavior "**above and beyond**" expected behavior. Any FSA employee who observes a student engaged in this type of exceptional behavior can issue a **Commendation**. These **Commendations** will not be noted on a student's permanent discipline transcript. However, they will be entered on FSAConnect for parental viewing.

School – Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Eligibility for participating in each of these rewards differs for each reward – some are based on receiving **Commendations**, others are based on good behavior. Some of the **School-Wide Rewards** will be, but are not limited to:

Dress Down Days – these will be scheduled for the 2nd Friday of each month. Eligibility for participating in these **Dress Down Days** is based on receiving no disciplinary events during the previous month AND having not received an in-school suspension (ISS) or out-of-school suspension (OSS) during the school year. Students participating must follow the FSA guidelines listed under the section **Dress Code**.

Knight of Character – this title will be awarded to the student who receives the most **Commendations** for each month in each grade level. The **Knight of Character** winners for more than three times during a semester would receive additional rewards (to be determined – specific to the student).

School Dances – these will be planned dances by grade level beginning with the 7th grade, then the 8th grade, and finally the 6th grade. Eligibility for participating in these **School Dances** is only open to those students who have not received an in-school suspension (ISS) or out-of-school suspension (OSS) during the school year. The schedule of these dances will be as follows:

End of 2nd Quarter – for 7th grade students

End of 3rd Quarter – for 8th grade students

End of 4th Quarter – for 6th grade students

Special Drawings & Prizes – Students who receive **Commendations** will be eligible for a **Special Drawing** which will be held randomly. At the time of the drawing, whoever has received a **Commendation** up to that point (since the last drawing), will have the opportunity to have their name drawn for a **Special Prize**. Whenever the **Special Drawing** is held, there may be more than one name drawn as a winner. After the drawing all the names will be removed and the process will start over – with new **Commendations** being placed in the box for the next **Special Drawing**. Prizes will vary each time, and winning students will draw from a box of prizes to choose the prize they won.

Wall of Character – The **Knight of Character** will be awarded to the student who receives the most **Commendations** for each month in each grade level. The **Knights of Character** winners for each month would have their pictures placed on the **Wall of Character**.

DISCIPLINE PLAN (continued)

BUS CONDUCT

Conduct on the bus is expected to be the same as in the classroom. Safety depends on the skill of the drivers and the ability to do his or her job without distractions. All students' are expected to follow rules and procedures listed in, **School Bus Safety Rides With You**, a brochure given to each student at Open House or during the first week of school.

Bus Conduct Expectations:

1. No bullying
2. No profanity
3. No vandalism
4. No throwing objects
5. No physical violence
6. No eating or drinking
7. No unnecessary noise
8. No out of seat behavior
9. No disrespecting the bus driver
10. No changing clothes on the bus
11. No tampering with emergency doors
12. No placing of body parts outside of windows
13. No physical contact with others on the bus

BUS MISCONDUCT CONSEQUENCES

Students may be denied bus privileges when behavior is inappropriate. Riding the bus is a privilege. Students who wish to enjoy this privilege must abide by the above rules and regulations in order to ensure safe and orderly bus transportation. Students receiving four or more bus conduct reports or students who engage in severe bus misconduct, may be suspended from the bus for 1 to 10 days, or be recommended to the FSA Governing Board for bus expulsion. Parents will be notified in writing of student bus violations. Failure to abide by these safety procedures will result in the following sequence of events:

- **First Bus Referral** – Student will receive consequences as determined by the local school or the Fulton County Discipline Cycle. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested.
- **Second Bus Referral** – Student may be suspended from riding the bus for one (1) to three (3) days. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested.
- **Third Bus Referral** – Student may be suspended from riding the bus for three (3) to five (5) days. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested.
- **Fourth Bus Referral** – Student may be suspended from riding the bus for six (6) to ten (10) days. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested.
- **Fifth Bus Referral** – Student may be suspended from riding the bus for ten (10) days in addition to consequences determined by the local school or the Fulton County Discipline Cycle and may be referred to a Disciplinary Tribunal Hearing. Parent(s)/Guardian(s) will be notified in writing and a parent conference may be requested with the school official or administrator, bus driver, and bus supervisor.

INSTRUCTIONAL PROGRAM

The school curriculum is essentially the same as Fulton County's Middle School curriculum. To provide an excellent middle school education as outlined in our mission statement we strive to enhance the basic Fulton County Schools curriculum wherever possible. You will find an overview of each subject area below. If you have specific question please contact the Assistant Principal of Instruction. You can also learn more about curriculum information at our website: www.fultonscience.org. Once you are at the website click on the **Academics** link.

CURRICULUM

Art Curriculum

In Art we follow the Quality Core Curriculum set by the Department of Education. (See the guidelines in the paragraphs below for each grade level). We also believe in building skill levels and lessons progressively so that the students reach a level of competency and self-confidence that will prepare them for any project they may take on that requires some measure of art ability.

We vary the projects and the materials that the children use to create their artwork, giving the student a well-rounded exposure to the subject in the short time they are in Art class. The students are asked to do self-evaluations and critiques on most of their work, which builds their skill at critical thinking, and self-analysis in seeing how and where they either followed or deviated from the actual instructions of the project.

6th Grade: Emphasis is on the elements and principles of design as students create art. Information and activities are integrated from the disciplines of art production, art criticism and self-evaluation, art history, and aesthetics. Students learn an overall basic understanding of what makes up a piece of artwork and why we call it art. We will work with a variety of materials including pencil, marker, tempera paint, pastels, watercolors and crayons.

7th Grade: Emphasis is on art materials and techniques, as well as an applied understanding of design they learned last year. Students apply and integrate new information in the creation of artwork. We will focus on the production of art, art criticism and self-evaluation, art history, and aesthetics. The students will work with a variety of materials, both 2- and 3-dimensionally.

8th Grade: Continued emphasis is on art production with a focus on exploring student and professional artworks from the perspective of the art critic. Information and activities are integrated from art history and aesthetics, as well. Students will create a variety of projects that are both 2- and 3-dimensional.

Computer Literacy Curriculum

Computer education provides students with a thorough and sequential learning process that enables them to build skills for the future, for both personal and professional use.

Grade 6

- Equipment use
- Keyboard characters and Manipulation
- Keyboarding technique
- Technique and posture
- MS PowerPoint

Grade 7

- Keyboarding technique
- MS Word and MS Excel
- Hardware and software use

Grade 8

- Keyboarding technique
- Introduction to Database with MS Access
- Web Page Design with HTML

INSTRUCTIONAL PROGRAM (continued)

CURRICULUM (continued)

Health and Physical Education Curriculum

The Health and P.E. curriculum will take place over a nine-week period. Students will have Health three days a week and gym two days a week. Health classes will cover many important topics, including Personal Hygiene, Nutrition, Mental Health, Safety, Drugs and Alcohol, Tobacco, and Sex Education. Students will participate in class discussions, group skits and presentations. Health videos will be shown on various topics and models relating to Alcohol and Tobacco will be shown. Physical Education classes will begin with warm-ups and 5 laps. Students will then begin their sport or activity for the day. Students will play a wide range of sports including Cooperative Games, Basketball, Soccer, Floor Hockey, Volleyball, and Handball. Students will demonstrate good sportsmanship by encouraging and supporting teammates.

Language Arts Curriculum

The Language Arts Curriculum at the Middle School level is a broad course, which includes grammar, composition, and vocabulary on an increasingly challenging level from grades 6-8. A wide variety of literature is presented and students are expected to be active readers and to analyze, interpret, and respond to works they read.

Sixth grade courses are designed to:

- Focus on the thematic approach allowing students and teachers to work collaboratively to explore fiction and nonfiction literature, composition and research;
- Develop the student's love of reading and appreciation for good literature;
- Teach awareness, and require reading in all genres of literature;
- Encourage self-expression through writing;
- Teach the basic conventions of grammar, capitalization, spelling and punctuation;
- Expand the student's vocabulary and encourage the use of new words in composition;
- Develop the student's correct usage and application of technology in writing, presentation, and research.

Seventh grade courses include all the 6th grade objectives as well as the following goals:

- Continue to emphasize the integration of Literature, media and technology
- Become increasingly analytical as students study the elements of the short story, novel, drama, poetry, essay, and autobiography;
- Develop the understanding of characterization, plot, and point of view in literature
- Develop personal preferences and judgment in choosing such literature
- Encourage self-expression through writing and oral presentations
- Develop skills in written response to literature using the five-paragraph essay;
- Guide the students through research and writing a research paper MLA style.

Eighth grade courses include all the 6th and 7th grade objectives as well as the following goals:

- Develop skill at written response to literature using expanded essay format composed mainly for high school preparation
- Teach figurative language: simile, metaphor, personification, and irony
- Develop skills in public speaking
- Develop interviewing skills
- Produce multimedia presentations
- Introduce the study of Shakespeare
- Emphasize strategic processing, critical thinking, and analytical reasoning continuing to prepare students for PSAT and SAT testing

Reading Courses - All students who are not taking foreign language during the year are scheduled for a reading course. These courses focus on developing an effective reading process. Students use a variety of texts including fiction (novels, short stories and drama), nonfiction literature, content-area texts (social studies, science and mathematics) and real-life texts (newspapers, speeches, and persuasive essays).

INSTRUCTIONAL PROGRAM (continued)

CURRICULUM (continued)

Math Curriculum

The mathematics department at FSA is a dynamic program constantly evolving and adapting to meet the needs of our students. If at any time you are concerned about your child's math placement, please address your concerns to your child's math teacher, the mathematics department chairperson, or the AP of instruction as soon as possible. We strive to ensure the optimum mathematics placement for each individual at FSA.

All of our math classes are investigation-based, problem-centered, and follow nationally acclaimed mathematics curricula. The Connected Mathematics Program (CMP2) was developed at Michigan State University with funding by the National Science Foundation. The College Preparatory Mathematics (CPM) curriculum was developed in California and has been featured by the National Council of Mathematics Teachers as an "Exemplary Mathematics Program."

To provide every student the greatest chance for mathematical success at FSA, we offer a wide range of classes at every grade level. Below is a list of the mathematics offerings at FSA this year. Visit www.fultonscience.org for a description of each course.

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
6 th Grade Math	7 th Grade Math	8 th Grade Math
7 th Grade Math	8 th Grade Math	Math 1
		Accelerated Math 1
		Algebra II

Among these courses Math I, Accelerated Math 1 and Algebra II carry high school graduation credits when successfully completed. For more information please contact Assistant Principal of Instruction.

Music Curriculum

Fulton Science Academy String Orchestra, Wood and Brass Band, Chorus and Rock Band as after school clubs. Each student, during the school day, will take a General Music course for 9 weeks per school year as one of their Connections Classes. These classes will be concentrating on performance.

6th Grade. - In the sixth grade, students will have the opportunity to work on keyboards, learning the fundamentals, including but not limited to, reading music, learning techniques used in writing music for and playing the instruments. During the course, there will be a minimum of 2 sight reading assessments and 2 recitals where students will perform in front of the class.

7th Grade. - The students in the seventh grade will learn the basics of playing the guitar. As in the 6th grade, there will be 2 sight reading assessments and 2 recitals. Students will be encouraged to read treble clef music in playing the instrument but will have the option of using Tablature. Lessons are carefully structured to learn the notes string by string and learn to play tunes using these notes, with increasingly difficult songs as we add notes.

8th Grade. - The 8th grade students will choose to continue their study on either the keyboard or the guitar. The material is a continuation of lessons used in the 6th and 7th grades. And of course there will be sight reading and recitals as before.

Instruments and lesson books are provided by the school for use at school only.

INSTRUCTIONAL PROGRAM (continued)

CURRICULUM (continued)

Science Curriculum

Fulton Science Academy utilizes **Foundational Approaches in Science Teaching (FAST)** program. FAST is a physical science, ecology, and science and society program used by more than 6,000 teachers in 36 states and 10 foreign countries. This exemplary program is designed both to develop understanding of the environmental concerns of our technological society and to provide the foundational tools for further study in the sciences. The principal objectives of the program are to develop thinking skills, laboratory skills, and a working knowledge of the foundational concepts of science.

FSA students are active participants and involved learners. Students will perform many of the activities that scientists commonly perform, as well as learn foundational skills, concepts, and methods of physical, biological, and earth science. The FSA science curriculum incorporates problem-solving activities, including the incorporation of math skills in physical science classes, internet activities and simulations, scientific inquiry questions, deep problem/dilemma solving, home and local community science activities, and long-term projects.

Fulton Science Academy follows state standards in Science. The 6th grade will take Earth Science, 7th grade will take Life Science and 8th grade students will be offered Science of the Physical World.

Social Studies Curriculum

The social studies curriculum in Fulton Science Academy is designed to prepare students to contribute to our democratic society. Through social studies, students should develop a lifelong interest in their society, a respect for the worth of all persons, and the skills needed to become responsible citizens.

Sixth grade students study the geography and culture of the following regions: North America, Europe and Russia, Latin America, and Oceania. In each unit, there is a focus on geography, history, cultures, and political and economic systems. Additionally, every unit concludes with a study of selected countries from each region.

Seventh grade students study the geography and culture of the following regions: Africa, the Middle East, and Asia. In each unit, there is a focus on geography, history, cultures, and political and economic systems. Each unit concludes with a study of selected countries from each region.

Eighth grade students will explore the history of Georgia from its early inhabitants through the 20th century. The course examines the state's history in relation to events that have shaped our nation. Students will focus their study on the aspects of state government, public issues, citizen rights and responsibilities, and contemporary and historical comparisons of state and national political institutions.

INSTRUCTIONAL PROGRAM (continued)

CURRICULUM (continued)

Foreign Language Curriculum

The Fulton Science Academy Middle School Foreign Language curriculum provides a strong introduction to both the Spanish and Turkish languages and cultures. We stress progressive acquisition of effective communication skills in the written and spoken language and an understanding of cultures.

Students successfully completing two years of the same foreign language in 7th and 8th grade will be able to listen and respond to spoken language on familiar topics, formulate personalized questions, describe people, places and events. These students will also be able to understand how the target language culture influences the language and viewpoints of the native speakers. Students will acquire understanding and appreciation for other cultures, as well as proficiency in reading and writing while primarily focusing on the development of speaking and listening skills.

Depending on standardized test scores in Reading, students will either take Reading or Foreign Language in the 6th grade. For those who qualify to take a foreign language in 6th grade, these students will be exposed to one semester of Spanish and one semester of Turkish. In the 7th grade, students may then select which language they would like to take for their 7th and 8th grade years. Students who successfully complete both 7th and 8th grade in the same Foreign Language course are granted one Carnegie unit of study toward their high school graduation, and will be eligible to continue with the same Foreign Language course (either Spanish II or Turkish II) in 9th grade.

CHEATING AND PLAGIARISM

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

All papers or projects submitted at FSA are required to be in the student's own words unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

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

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. Parent/teacher conferences are scheduled at least once per semester – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

FSACConnect

Parents can see their children's academic improvement, daily homework and assignments, projects, discipline records and attendance records through FSACConnect. Anyone can visit our website at www.fultonscience.org to view a demo of FSACConnect and receive more information. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit FSACConnect on a daily basis to stay informed of their student's progress.

GRADING SCALE

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
F	=	69	and below	
I	=	Incomplete		
W	=	Withdrawal		

INSTRUCTIONAL PROGRAM (continued)

GRADING SYSTEM & REPORTING

Students receive progress reports throughout the semester (in the 5th, 9th, and 14th weeks). 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 FSA 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.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at FSA. 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 e-mail is available and daily assignments are posted on FSACConnect at our web site: www.fultonscience.org.

PREPAREDNESS FOR CLASS

Students must bring the needed materials described in the course syllabus to class each day. Failure to do so will result in an immediate referral to the Intervention Room with an **Intervention Referral Form** describing the manner in which the student was not prepared for class. The student will remain in the Intervention Room for the remainder of the period if the unpreparedness cannot be resolved – if it can be resolved, the student will be returned to class. These **Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, students who receive more than three **Intervention Referral Forms** in one semester may receive an **Office Referral Form** for excessive unpreparedness/violations.

Note: Students who have lost their textbook will be permitted to use a text during classroom instruction for a few days; however, they will not be permitted to take the text home for homework purposes (refer to **TEXTBOOKS** – on page 25).

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.

Middle school students must have a passing grade in language arts, mathematics, social studies, and science. In all subjects a passing semester grade in the connections segment is accomplished by earning an average of 70 or above. Any student, who receives an average, for both semesters, of 69 and below, shall fail the subject for the year. A failing grade in a subject can be made up by the student earning a passing grade in an appropriate subject during the summer school session provided by the Fulton County Board of Education. However, if the student does not attend summer school or fails to earn a passing grade in the appropriate subject(s) the student will be retained in the same grade.

INSTRUCTIONAL PROGRAM (continued)

RECOGNITION

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

- Principal's Honor Roll - students achieving a weighted academic average of 95 or above in all subjects.
- Honor Roll - students achieving a weighted academic average of 90 to 94.9 in all subjects.
- Achievement Roll - students achieving a weighted academic average of 85 to 89.9 in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied. Connection classes and core classes have different weights.

SCHEDULE CHANGES

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

TEXTBOOKS

Textbooks for pupils are furnished by FSA. 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.

Note: Student's who report to class without their textbook (or workbook) as required will be given a **Citation**, and sent to the Intervention Room. The Intervention Specialist will work with the student to determine the situation. If it is determined that the textbook is lost, the student will be sent to the FSA Accountant, who will give the student the price of the book. The student is expected to pay for the lost textbook/workbook the next day. Should the student not pay for the book the next day, he/she will be given another **Citation** for each additional occurrence. (see page 10)

DRESS CODE

Students are expected to wear the FSA 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 use of the school uniform is in violation of the spirit and/or the intent of this school uniform 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. or an after school activity that requires non uniform clothing.**

Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will be isolated in the Intervention Room for the remainder of the school day. The student's parent will be notified of this violation. **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 FSA:**
 - a. Students must be in complete uniform when they arrive at FSA. All shirts must be tucked in shorts, slacks, or skirts. Belts must be worn with all slacks and shorts. 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 FSA. Shirts must remain tucked in – even after school, until they leave the school campus.
 - c. Students who ride the bus must be in complete uniform when they get on the bus at the bus stop. Since students must be in complete uniform when they arrive, and they are not allowed to change clothes on the bus, they must already be in complete uniform as they get on the bus.
2. **Shoes:**
 - a. Shoes must be closed toed dress shoes, only solid black or solid brown in color, or athletic shoes in school colors – red, white or navy blue only. Birkenstock Clogs (no covered heel) in a brown or black color are also acceptable. No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted. **Shoes must be worn at all times.**
 - b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted
 - c. Boots, Uggs, and high-heeled shoes are not permitted - Heels on shoes may not be higher than one (1) inch. Roller shoes, “wheelies” or shoes with wheels are not permitted.
3. **Slacks or Shorts:**
 - a. Slacks or shorts must be either medium dark khaki or navy blue in color. All slacks and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the slack or short – no outside pockets, patch pockets, nor additional pockets are permitted. Slacks or shorts may not have rivets or brads, split seams at the bottom of the legs, nor flaps on the pockets. Material may not be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
 - b. Slacks or shorts must be worn properly at the waist and not sag below the top of the hips. Slacks or shorts may not be rolled up or folded up. Shorts must be at least fingertip length and not longer than the top of the knee when standing. Capri style pants are not acceptable. Slacks or shorts must not fit too snugly. Students wearing the top of their slacks or shorts below their buttocks will be given an **Office Referral Form** for improper exposure.
 - c. Athletic shorts are not permitted. Athletic type shorts, such as those used for biking, are not permitted. Shorts **must** align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.

DRESS CODE (continued)

4. **Skirts or Skorts:**
 - a. Skirts or skorts must be either medium dark khaki or plaid #60 in color. All skirts and skorts must not be made of jean, suede or corduroy material. No splits are permitted in the skirt at all. Skirts and skorts **must** align with the tip of your middle finger when arms are at your side. Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short will be given an **Office Referral Form** for improper exposure.
 - b. Pants, jeans, pajama bottoms or other apparel must not be worn under the skirt or skort. For modesty purposes, shorts may be worn under the skirts or skorts, however, long pants, jeans, pajama bottoms, or other apparel showing below the skirt or skort is not permitted.

5. **Top Options:**
 - a. Dress Shirts and blouses must be oxford cloth in white. Dress shirts and blouses may either be short sleeve or long sleeve and the FSA school initials on the pocket are optional. All shirts and blouses must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing.
 - b. Knit shirts must be a pique or jersey fabric in red, white or navy blue and the school logo is required. These knit shirts can be either short sleeve or long sleeve. All knit shirts must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing.
 - c. Turtleneck shirts must be either red or white, and the school logo is required. These turtleneck shirts must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing. Turtleneck shirts may not be worn under the short sleeve knit shirts.
 - d. Spirit Wear shirts or sweatshirts Spirit Wear is purchased through the school. The Spirit Wear shirt must be tucked in (able to see the belt/waistband) at all times to the short, slacks, skirt, or skort the student is wearing.
 - e. Sweatshirts must be either red, or navy blue and the school logo is required. These sweatshirts are an economical alternative when students need to have additional warmth. When wearing a sweatshirt, the student must still be wearing another FSA shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn around the waist.
 - f. Vests & Sweaters must be navy blue in color and the embroidered school logo is required. The vest is a pullover type sweater, and the sweater has a button down the front. Both the vest and sweater require that the student must still be wearing an FSA shirt underneath – the vest and sweaters cannot be worn alone. Sweaters may not be worn around the waist.
 - g. Polo Fleece is a navy blue, half-zipper or full-zipper and the embroidered school logo is required. The fleece requires that the student must still be wearing an FSA shirt underneath – the fleece cannot be worn alone. Fleece may not be worn around the waist.
 - h. Jackets are navy blue, fleece-lined windbreakers - the embroidered school logo is required. These jackets may be worn to school; but if the jacket has a hood attached, they are not permitted to be worn in the school building – once in the building the jacket must be taken off and placed in their locker.

6. **Accessories:**
 - a. Belts must be leather, braided leather, or fabric in the solid colors of black or brown. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all slacks or shorts – this means that the belt must go through all the belt loops on the slacks, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s slacks or shorts from sagging below the hips.
 - b. Socks, stockings, tights or hose may only be in school solid school colors of red, navy blue, or white. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student’s legs and feet – leg warmers are not permitted.

DRESS CODE (continued)

7. **Miscellaneous Guidelines:**
- a. Clothing should be neat and clean.
 - b. Clothing may not be worn inside out or backwards.
 - c. Undergarments must not be exposed.
 - d. Hair, face, and body paint are inappropriate for school and not permitted.
 - e. Writing on one's body or body art is inappropriate for school and not permitted.
 - f. P. E. uniforms are not permitted in the school building, except in P. E. classes.
 - g. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
 - h. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
 - i. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.
 - j. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention.
 - k. Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours. Headwraps for religious or cultural purposes may be permitted if approved in advance.
 - l. Clothing that is excessively revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school)
 - m. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle school students - i.e., alcohol and tobacco products, etc.). (Mainly applies to non-uniform days at school)
 - n. "Henleys", or long sleeve shirts, are not permitted to be worn under the school uniform at any time unless the color matches exactly the color of the school uniform it is worn under and it does not have its own collar. If the student needs the extra warmth, long-sleeve uniform shirts are available.
 - o. All outside coats and jackets or hooded apparel may not be worn inside the school building. All outside coats and jackets or hooded apparel must be put in the student's locker immediately upon entering the school building. The FSA uniform includes an optional sweatshirt or zippered fleece for those students who need to have additional warmth.

SCHOOL COLORS & UNIFORM CHANGES BEGINNING IN 2009-2010:

The FSA school colors and uniform have been modified in the following ways:

1. **New FSA Logo** – our school logo has been modified - adding 5 stars around the planet.
2. Change of school colors – **a NAVY blue color is replacing the black color** – FSA colors are now red, white and navy blue. (matching the U.S. Flag colors). The ash color is still available knit shirts and Spirit Wear).
3. The black color will be acceptable for next school year (2009-2010), but will be phased out after next year – **please do NOT purchase anything NEW in black**. The PVO will be removing all black uniform items from their used uniforms after next year.
4. Removal of the "hooded" jacket – **only non-hooded items are acceptable** to be sold now. If you have a hooded jacket, it can only be used to and from school, but cannot be worn in the school building.

OFFICIAL FSA UNIFORM STANDARDS

GIRLS	GRADES 6th, 7th, and 8th
UNIFORMS	
SKIRT	STYLE #143, PLAID #60
SKORT	FULL WRAP in KHAKI or PLAID #60
SHORTS	KHAKI or NAVY BLUE, (Flat or Pleated Front) (school initials optional)
SLACKS	KHAKI or NAVY BLUE, (Flat or Pleated Front) (school initials optional)
BLOUSE	OXFORD CLOTH in WHITE with short or long sleeves (FSA school initials on pocket optional)
KNIT SHIRTS	REQUIRED: JERSEY or PIQUE in RED , Short or Long Sleeves, (school logo required) OPTIONAL: JERSEY or PIQUE in WHITE, NAVY or ASH , Short/Long Sleeves (logo required)
TURTLENECK	RED and WHITE (school logo required)
SWEATSHIRTS	RED or NAVY BLUE (school logo required)
SPIRIT WEAR	Purchased through the school
Sweater or Vest	NAVY BLUE (embroidered school crest required)
ACCESSORIES	
SHOES	CLOSED TOE DRESS SHOES (in Brown or Black only) or ATHLETIC SHOES (in Red, White or Navy Blue only)
BELT	LEATHER, STRETCH or BRAIDED BELT in BLACK or BROWN
JACKET	WINDBREAKER (FLEECE LINED) in NAVY BLUE (embroidered school logo required)
POLO FLEECE	HALF ZIP or FULL ZIP in NAVY BLUE (embroidered school logo required)
BOYS	GRADES 6th, 7th, and 8th
UNIFORMS	
SHORTS	KHAKI or NAVY BLUE, (Flat or Pleated Front) (school initials optional)
SLACKS	KHAKI or NAVY BLUE, (Flat or Pleated Front) (school initials optional)
DRESS SHIRT	OXFORD CLOTH in WHITE with short or long sleeves (FSA school initials on pocket optional)
KNIT SHIRTS	REQUIRED: JERSEY or PIQUE in RED , Short or Long Sleeves, (school logo required) OPTIONAL: JERSEY or PIQUE in WHITE, NAVY or ASH , Short/Long Sleeves (logo required)
TURTLENECK	RED and WHITE (school logo required)
SWEATSHIRTS	RED or NAVY BLUE (school logo required)
SPIRIT WEAR	Purchased through the school
Sweater or Vest	NAVY BLUE (embroidered school crest required)
ACCESSORIES	
SHOES	CLOSED TOE DRESS SHOES (in Brown or Black only) or ATHLETIC SHOES (in Red, White or Navy Blue only)
BELT	LEATHER, STRETCH or BRAIDED BELT in BLACK or BROWN
JACKET	WINDBREAKER (FLEECE LINED) in NAVY BLUE (embroidered school logo required)
POLO FLEECE	HALF ZIP or FULL ZIP in NAVY BLUE (embroidered school logo required)

SERVICES FOR STUDENTS

AFTER SCHOOL ACTIVITIES

A number of extra curricular clubs and/or enrichment activities are offered for students. A brochure describing these activities is available in the school office. 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 follow 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 FSA 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—usually at 4:50 PM.

Signing up for after school activities is required for each semester in order to be eligible to participate.

AFTER SCHOOL CARE PROGRAM

The After School Care Program is established to accommodate parents who cannot pick up their students by 4:00 PM. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The charge for this service varies for each hour as follows:

From 4:00 PM - 5:00 PM (on Early Release Days 1:00 PM – 2:00 PM) = **\$ 8.00** per hour or partial hour
From 5:00 PM - 6:00 PM (on Early Release Days 2:00 PM – 3:00 PM) = **\$ 8.00** per hour or partial hour
From 6:00 PM - 7:00 PM (on Early Release Days 3:00 PM – 7:00 PM) = **\$24.00** per hour or partial hour

For example, on a regular day when a student is picked up at 6:15 PM, their parents would be charged a total of \$40 for that day. **Regardless of the situation, we will call the local authorities and give them custody of the student after 7:00 PM.** Neither FSA nor the teacher assumes any responsibility for the welfare of the student.

Students who are not picked up within 15 minutes after any Weekend Study Session or CRCT Practice Session, will be charged a rate of **\$8.00** per hour or partial hour beginning 15 minutes after the announced dismissal time.

BEFORE AND AFTER SCHOOL SUPERVISION OF STUDENTS

Teachers arrive at 8:00 AM. Teachers use the time between 8:00 AM and 8:20 AM to prepare for school that day – they are not to be interrupted by students or parents. Students should not arrive before 8:20 AM. (unless transported by school bus) or remain after 3:50 PM unless they are in a specific activity under the supervision of a teacher. Adults will supervise those students participating in activities at times prior to 8:20 AM and after 3:50 PM, for 10 minutes before and 10 minutes after the scheduled activities times ONLY. The school staff does not assume responsibility for any student remaining at the school beyond the guidelines outlined above. All students participating in after-school activities must be picked up by 4:50 PM. Students who are consistently retrieved late from after-school activities may be prohibited from participating.

COMMUNICATIONS BETWEEN SCHOOL & HOME

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

SERVICES FOR STUDENTS (continued)

COUNSELING SERVICES

Fulton Science Academy offers counseling services. The school counselor or his/her designee can help you plan and succeed in your middle school program and help you look ahead to high school and college. The school counselor can also help with personal issues and concerns. Life events and changes can severely impact a student's performance in school. Please let the counselor know, so that the teachers can be made aware, and supports put in place to help your child. To see the school counselor, make an appointment in advance unless it is an emergency. Your parents may call the office to arrange an appointment with a counselor. If the counselor is not available and you have a problem, make sure you speak with a teacher or administrator.

EXTRAMURAL ACTIVITIES

Fulton Science Academy may be able to provide limited opportunities for students to participate in sports programs that compete with other schools (examples: soccer or basketball). These programs would be under the supervision of Fulton County and thus there are some rules and requirements for students:

- All students participating in an extramural program must maintain passing grades in 5 of their 6 classes.
- All students must participate in 80% or more of the activities leading up to intramural activity. This refers to any practices that the team would have during the school week. Students may not count practices for other teams towards their requirement.
- The FSA Code of Conduct and Discipline Plan will govern behavior at all times during extramural activities.
- All students must have a physical exam before participating in practices or games, and the physical form must state that the student is fit and able to participate in athletics.
- Extramurals are only open to 7th & 8th graders who are 15 years old or younger. 6th graders may practice with the team without needing a physical exam if a waiver form is signed, but may not play in games until the following year.

FIELD TRIPS

Field Trips offer exciting ways to learn. FSA 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 an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.** 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 FSA Code of Conduct and Discipline Plan while on the field trip.
- You must follow the FSA Dress Code, wearing the "red and khaki" uniform unless otherwise specified.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

SERVICES FOR STUDENTS (continued)

INTERSCHOLASTIC ELIGIBILITY

Interscholastic activity is defined as any activity where FSA competes against, or interacts with, other schools or groups of students that are not attending FSA. This includes the Extramural Activities listed above. Students involved in any interscholastic activity must follow the following eligibility requirements:

1. Students must maintain an average of 70 or above in each of their core classes of Math, Science, Social Studies, Language Arts and Reading/Spanish.

Should a student drop below the required 70 average in any of the specified subjects, that student will not be able to continue to participate in any interscholastic activity until that average has been brought up to the 70 average requirement. This includes any practices or meetings.

2. Students must maintain a discipline record free from any severe consequences of either in-school suspension or out-of-school suspension.

Should a student receive either an in-school or out-of-school suspension, they will not be able to continue to participate in any interscholastic activity during the course of serving the suspension. This includes any practices or meetings. Additionally, there will be a one game or one event suspension penalty – during this suspension penalty, the student **must attend, but not participate in** the game or event with their team or group.

Should a student receive a total of three (3) in-school and/or out-of-school suspensions during the course of the school year, that student will be removed from and not allowed to participate in any and all interscholastic activity for the balance of the school year.

It is the responsibility of the coach or sponsor to ensure that each student involved in their interscholastic activity meets these eligibility requirements and to notify the FSA Administration of students who become ineligible immediately.

LUNCH/NUTRITION PROGRAM

Students may purchase a nutritional lunch in the school cafeteria or may bring their lunch from home. The cost for student lunch is announced at the beginning of school and can be **paid on a monthly basis ONLY**. Students may purchase bottled water, and other nutritional beverages at school. Students needing free or reduced lunch should contact the administration.

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.

PRELIMINARY STUDENT SUPPORT TEAM (PSST)

The purpose of the Preliminary Student Support Team (PSST) is to be the initial committee to review any students who have been identified as experiencing academic, social, or behavioral problems. Parents, teachers, or administrators may refer a student for consideration to the PSST. The Preliminary Student Support Team is a committee consisting of the Assistant Principal of Instruction, the Assistant Principal of Discipline, the Resource Teacher, and the Counselor. If it is determined by the PSST that the student is a candidate to be referred to the Student Support Team (SST), the PSST will select and contact the members of the SST to convey the rationale for the referral. Questions concerning the referral process should be referred to an administrator.

SERVICES FOR STUDENTS (continued)

STUDENT SUPPORT TEAM (SST)

The purpose of the student support team (SST) is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the SST process regarding their child. The SST process provides problem-solving strategies and instructional support for teachers and parents. Questions concerning the referral process should be referred to an administrator.

SPECIAL EDUCATION SERVICES

FSA Middle School employs a certified Special Education Resource Teacher to provide consultation services to classroom teachers who serve special education students, as needed. FSA Middle School shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

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.

TRANSPORTATION TO AND FROM SCHOOL

School Buses

Transportation is provided for students living in areas designated by the county transportation department. Students should understand that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and local school. **Any student failing to do so may be denied the privilege of riding the bus.** Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. Any student who misses the bus on purpose will be referred to the Governing Board for expulsion due to safety and liability issues.

When making arrangements for "afternoon get togethers" or "spend the night parties", students may not use bus transportation for this purpose – these events must be arranged using carpools. FSA Administration will not approve any bus riders who have not been approved and assigned by the county transportation department.

Car Riders

Students who are transported in cars should be dropped off in the designated area in front of the school. Automobiles must not drive through or park in the bus loading areas. When picking a student up at dismissal time, please use the driveway at the front of the building. FSA employs an Alpharetta Police officer to direct the traffic. Your cooperation with this officer is expected in order to make arrival/dismissal as safe and efficient as possible.

Walkers

FSA takes no responsibility for student walkers. Due to limited sidewalks and high volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk to or from school must submit a written request to the FSA administration for consideration.

Bicycles, Skateboards, Roller Blades, and Scooters

Bicycles, skateboards, roller blades, and/or scooters, are not permitted on school property.

HEALTH AND SAFETY

ILLNESS AND INJURY

FSA will have part-time school clinic personnel or a first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless a student becomes ill, they must make an appointment in advance with school clinic personnel. If any of the school clinic personnel are not available, students should report to the secretary. If students do not inform the office and simply miss class, it is an unexcused absence.

OVER-THE-COUNTER MEDICATIONS

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school clinician.

MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian. The school must receive a **Medication Administration Directions Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

SELF-ADMINISTRATION OF MEDICATION

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication if **both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Medication Self-Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

WELLNESS POLICY

In accordance with federal guidelines for schools providing the Federal Free & Reduced Lunch Program, FSA has established a Wellness Policy which is designed to promote the daily awareness regarding good nutrition and physical health. School employees, parents and students are required to comply with this policy when considering special events, parties, field trips and other activities involving students and refreshments. The Wellness Policy is available for review on the FSA website at www.fultonscience.org.

GENERAL INFORMATION

ANNOUNCEMENTS

Official announcements are provided on our website – www.fultonscience.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. FSA encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers and Staff at FSA are dedicated to keeping our community informed.

BOOKBAGS, PENCIL BAGS, ROLLER BAGS and PURSES

Students may use book bags to transport only school materials to and from school. During the school day, however, FSA requires that all book bags remain in students' lockers. **Roller bags are NOT ALLOWED to be used in the building.** All book bags must be small enough to fit easily inside the locker.

Only handheld pencil bags are permitted – pencil bags worn on the back (or any bag worn on the back) must remain in students' lockers.

Only handheld purses are permitted – purses worn on the back must remain in student's lockers.

CELL PHONES

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the student's locker.** The student may not carry the phone with them during school hours. Students not complying with these requirements will have their cell phone confiscated - the cell phone will only be returned directly to the parent/guardian. Should there be additional offense(s), the student also will be given an **Office Referral Form** for repeated violations of school rules.

CLASSROOM OBSERVATIONS

FSA values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, all classroom observations are limited to one per semester and must be scheduled in advance with the Assistant Principal of Instruction.

CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK

FSA 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.fultonscience.org.

GENERAL INFORMATION (continued)

DEFINITIONS AND/OR INTERPRETATIONS USED IN THIS HANDBOOK

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

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.

LOCKERS

Each student will be assigned a locker for his/her individual use at FSA. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. FSA will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker combination and space private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. 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. Please remember that your locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. Lockers must be kept neat at all times. School officials may make inspections. 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 attending FSA should not expect privacy in regard to the contents of their lockers, desks, or other school property.** 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. **The cost of renting a school locker is \$5.**

LOST and FOUND

Personal items that are found should be turned in at the front office. Students should check with the front office secretary for lost articles. Unclaimed item will be donated to charity every month after students are informed about the deadlines to check lost and found items.

MISSING ITEMS

When an item is missing, students should report the missing item to the Assistant Principal of Discipline. At that time, the student should complete a **Missing Items Form** which will permit the item to be returned to the owner should it be found or located. Should the owner finds the item themselves or it be returned directly to them, they should notify the Assistant Principal of Discipline as soon as the item has been located.

GENERAL INFORMATION (continued)

PARENT PARTICIPATION

There are a number of opportunities at FSA for which a parent can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office for more information.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 770-753-4141 (x 108)

PAYMENT BY CHECK

Parents may take care of monetary obligations by cash or check. Checks should be made payable to FSA. There will be **\$25** charge for any check returned to the school by the bank.

PHYSICAL EDUCATION LOCKERS

The PE department, on a rental basis, provides lockers and locks. Students are required to lock up all valuables in their own lockers. Lock combinations will be given only to the persons assigned to the locker. The PE staff or the school administration, without prior notice, may make routine locker checks. Lockers are provided for the safekeeping of personal property and remain the property of the school. Gym lockers may be checked by school administrators on a random basis throughout the year without prior notice. **PE locker rental fees are \$3.**

RECORDING DEVICES – AUDIO or VIDEO

FSA prohibits the use of audio or video recording equipment by anyone other than FSA staff or personnel on the FSA campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the FSA Administration. Students found in violation will have their recording device confiscated, and be given an **Office Referral Form** for unauthorized recording. Parents or non-FSA 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.

SHADOWING STUDENTS

Students who are considering enrollment to FSA either immediately or for the next school year may wish to consider the option of following an existing FSA student through their schedule – this can be arranged for either a half day or full day. All shadowing requests must be scheduled in advance with the Assistant Principal of Instruction. To minimize disruption of the classroom environment, shadowing students will not be permitted any time after Spring Break of the school year.

SPORTS EQUIPMENT

Students are not permitted to bring their own personal sports equipment to school to use between classes or during break time. Personal sports equipment brought to school will be confiscated and only returned directly to the parent.

GENERAL INFORMATION (continued)

STUDENT AGENDA / HALL PASSES

Students must bring their agenda to school daily, and carry it with them to all of their classes. All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom of each page. 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 of five (5) minutes out of the room.

An agenda will be issued to each child for a fee of \$10.

It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued:

1. **The front and back cover must not be altered or removed** - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.
2. **Student & Parent Handbook may not be removed** - The Student & Parent Handbook section must remain intact as a part of the Agenda so that students and parents may reference the school information and rules at any time.
3. **Dated pages may not be removed** - Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, it will be confiscated and the student will be required to purchase another Student Agenda. A replacement cost of \$10 will be required for lost or damaged agendas.

STUDENT I.D. CARDS

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all FSA staff and students must be able to show proper identification. All students must have their Student I.D. Card with them at all times and present it immediately when requested by school personnel or law enforcement authorities. Additionally, students need to present their Student I.D. Card in the Media Center in order to check out books or other reference materials. **The Student I.D. Card will be issued at the beginning of the school year to each child for a fee of \$5. Students are not permitted to deface or alter their Student I.D. Card in any manner – should this happen, the I.D. card will be confiscated and the student will be required to purchase a new I.D. card.** A replacement cost of \$5 will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card in their wallet, purse or attached to a lanyard.

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 between 8:30 and 5:00.** We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

VIDEO OR AUDIO SURVEILLANCE

FSA 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.

VISITORS TO THE BUILDING

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