Fulton Academy of Science and Technology

A Fulton County Public Charter School

Creating and nurturing the next generation of innovators, problem solvers, and leaders

Parent and Student Handbook

2020-2021

11365 Crabapple Road Roswell, Georgia 30075

Dear Fulton Academy of Science and Technology Community,

Welcome to **Fulton Academy of Science and Technology (FAST)** and the 2020-2021 school year! It is no secret that our world is rapidly evolving and the demands being placed on schools have never been greater. The students we have today are being prepared for a future that is mostly unknown to us.

This past spring, the challenge of facing an unforeseen future was played out in real time. The FAST community had to put its vision into action in the here and now.

The mission of FAST is to provide students the opportunity to develop those important cognitive skills by designing an incredible learning experience rich in innovation, STEM, design thinking, and project-based learning.

FAST has many unique characteristics, including curricular models designed to nurture our innovation competencies and provide organic opportunities for students to create solutions to problems through exploring their passions. Singapore Math, FOSS, Innovation classes and Genius Hour give students project oriented foundations upon which to build mathematical concepts and scientific reasoning. Students have the opportunity to further exercise their innovation competencies each week. They have the chance to explore their curiosity and conduct empathy and prototyping as they design real-world solutions to human-centered problems by incorporating Design Thinking into their collaborative learning process. Through Arts and Technology, studentsenhance their creativity and express their unique personalities with art, music, drama, industrial design, and coding.

All of this takes place in a diverse community of learners who are taught to celebrate many peoples in one community.

Please carefully read the handbook in its entirety and keep it readily accessible throughout the school year. The FAST Community believes in nurturing a positive collaborative partnership between the school and the families. Changes to policies are noted with a NEW burst.

You have many excellent education options in Fulton County and we are glad you have chosen to join the FAST family. We look forward to a great school year with you and your children.

Buckle up and get ready for whatever comes our way.

All The Best,

Stan Beiner, Principal

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Fulton Academy of Science and Technology

MISSION

The mission of Fulton Academy of Science and Technology (FAST) is to provide an education based on Design Thinking and problem-solving with an emphasis on science, technology, engineering and mathematics (STEM) to Kindergarten through 8th grade in the diverse community of Fulton County. FAST's goal is to educate children in a way that provides them a foundation to be creative innovators and problem solvers so they are prepared for success and leadership in our rapidly changing world.

Defining Characteristics of FAST

Parent Designed and Governed

The concept behind FAST was developed by parents of current students in North Fulton. Parents in today's workplace recognize a call to action in the way children are educated. While school systems may demand higher competency as evidenced by test scores, the workplace demands creativity as well as subject matter competency. A poll of fifteen hundred CEOs from sixty nations identified creativity as the top leadership competency of the future. In *How Google Works* Google cofounder Larry Page laments that "people haven't been educated in moonshot thinking. They tend to assume things are impossible, rather than starting from real-world physics and figuring out what's actually possible." FAST will provide students a rigorous STEM foundation and the opportunity for creativity and 'moonshot thinking' by integrating design thinking into all subject areas.

Innovation and STEM Orientation

STEM certification is rapidly becoming a base layer in education, as opposed to a differentiator, as more schools work toward certification. FAST believes our children must be able to think critically, develop deep and meaningful understanding of the world around them, and create innovative solutions to problems. Focusing on STEM content only gets our children to the starting line. Creativity and innovation will get them into the race to win. Children today have lost the tolerance to fail and to iterate. To overcome this FAST will focus on a growth mindset to develop the habits of perseverance, intellectual curiosity, and creativity in our students. FAST will add one hour each day to the school schedule, four days per week for an innovation class for all grades. Our technology class will have a focus on coding as FAST believes this is the universal language of the future and the best way, for those who are or are not college bound, to obtain a great career after high-school graduation. FAST will have a capstone project for 8th graders lasting one year that will give each student the opportunity to demonstrate their ability to innovate, design, and problem solve with real world applications.

Fulton Academy of Science and Technology Governing Board Directory

The governing board of Fulton Academy of Science and Technology includes the school's founding members, parents of the school, and other supporters of FAST and STEM Education. The governing board is fully accountable to the school community, Fulton County Schools, and GADOE.

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Scott Boze
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*denotes a founding member

Fulton Academy of Science and Technology Administration Directory

Principal:
Stan Beiner
stan.beiner@fastk8.org

Business Manager
Ron Rhodes
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Assistant Principal, Grades K-4:
Mary Miller
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Data Clerks
Brad and Judy Zuber
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Assistant Principal, Grades 5-8:
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Assistant Administrator, Discipline & Student Services
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Leslie Mason
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Fulton Academy of Science and Technology Academic Calendar 2020--2021

Fulton Academy of Science and Technology
ACADEMIC CALENDAR 2020-21

Events and Holidays

= Pre-Planning / Post Planning Days

= Teacher Workday (students off)

= 1st/Last Day of Semester

= Parent/Teacher Conference Day

= Holidays (school closed)

July 30: New Student Orientation Grades 3-6, New Teacher Training
July 31-August 7: Preplanning

August 7: Orientation (All students)
August 10: First Day of School, Kindergarten Dismissal, 12:00pm

September 4: Teacher Work Day
September 7: Labor Day Holiday

October 1-2: Parent/Teacher/Student Conferences
October 9: Teacher Work Day
October 12: Columbus Day Holiday

November 3: Teacher Work Day
November 20-27: Thanksgiving Holidays

December 18: Last Day of 1st Semester
December 21-31: Winter Break

January 1-4: Winter Break
January 4: Teacher Workday
January 5: First Day of 2nd Semester
January 18: M.L.K. Jr. Holiday

February 12: Teacher Workday
February 15: Presidents' Day Holiday

March 11: Teacher Workday
March 12-15: Mini-Break

April 5-9: Spring Break

May 14: 5th Grade Bridging Ceremony
May 25: Last Day of School for 8th Graders/Graduation
May 26: Last Day of School
May 27-28: Post Planning
May 31: Memorial Day Holiday

Highlighted areas differ from FCS Calendar

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUG UST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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27	28	29	30	31		

JANUARY

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31						

FEBRUARY

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28						

MARCH

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21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
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25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The Fulton Academy of Science and Technology Experience

In accordance with the guidelines and policies set forth by Fulton County Schools, these are the official policies and procedures for the 2020-2021 academic school year at Fulton Academy of Science and Technology.

Annual Family Agreements

FAMILY PARTNERSHIP/TECHNOLOGY HONOR AGREEMENTS

Every school year parents and students are required to read and agree to the Family Partnership Agreement and the FAST Technology Honor Agreement. By signing these agreements, families agree to a shared commitment with FAST to creating and nurturing the next generation of innovators, problem solvers, and leaders and to abide by accepted use of technology both in and away from school. These documents must be signed and returned to FAST on the first day of school. Copies of these agreements are given to families at orientation. Blank agreement forms are located in the Appendix at the end of this document.

DIRECTORY INFORMATION OPT OUT

The Directory Information Opt-Out form must be filled out annually and returned to FAST on the first day of school IF you wish to opt your student out from FAST disclosing any of their designated "directory information". If you sign and return the Directory Information Opt-Out form, your child will not appear in any pictures shown externally on the FAST website or social media. They will also be excluded from the school yearbook. Sign and submit the opt-out form only if you wish your child's picture to be excluded. The form and detailed information are located in the Appendix at the end of this document.

Academics

INSTRUCTIONAL POLICIES

Absent /Make Up Policy

Missing school does not eliminate a student's classroom and assignment responsibilities. Students will have the same number of days they missed school to make-up their assignments. It is the responsibility of the students and parents to check teacher web pages and collect missed assignments. Parents should not email or call the front office and teachers regarding assignments, unless clarification is needed for an assignment or information posted on the teacher's web page. Long term absences should be communicated to the student's teachers, and assignments given prior to a long term absence will result in the assignment being due on the original due date or the first day back to school for the student.

Grading Weights

When teachers enter grades, they are weighted. Formative assessment typically covers classwork, in class projects, and quizzes while summative assessment mostly refers to tests and major projects. The weighting of our grades reflects the school's belief that we learn more from the ongoing process of learning than from end of unit testing. There is a place for both forms of evaluation and we take into account age level, subjects, and content.

GRADE	SUMMATIVE	FORMATIVE	HOMEWORK	FINAL PROJECT
K	20%	80%		
1	30%	70%		
2	40%	60%		
2 Second Semester	30%	60%	10%	
3	30%	60%	10%	
4	30%	60%	10%	
5	30%	40%	30%	
6	30%	40%	30%	
7	30%	40%	30%	
8	30%	40%	30%	
Capstones 1st	50%	50%		
Capstones 2nd	25%	25%		50%
Coding-7th/8th	40%	60%		

Homework Policy

At FAST, we believe that homework has a role to play in education but it must be purposeful. With students arriving home after 4pm and participating in after school activities, it is important to create a balance. Homework has two purposes: Reinforcement and Executive Functioning Skills (pacing, planning, organizing)

With that in mind, these are typically the types of homework that parents can expect to see (with some exceptions for older grades and those taking high school classes.)

1. Learning a skill that requires rote practice such as math facts
2. Reading something of interest for 20 minutes
3. Packets due on Friday that allow children to pace themselves with their own schedules.
4. Long term assignments which are designed to teach children how to plan out a project over a period of time.
5. Reviewing for a quiz or test

While some forms of homework will be given in lower grades, students will not be grading for it until the second semester of Grade 2. The percentage of grading based on homework is as follows:

GRADE	SUMMATIVE	FORMATIVE	HOMEWORK
2 Second Semester	30%	60%	10%
3	30%	60%	10%
4	30%	60%	10%
5	30%	40%	30%
6	30%	40%	30%
7	30%	40%	30%
8	30%	40%	30%

At FAST, we will not have homework be busy work intended to get students ready for "the real world." We are more interested in teaching children balance and allowing them to be...kids!

Late Work Policy

All students are expected to complete assignments and turn work in at the beginning of class on the due date or at the discretion of the teacher. If a student does not turn in an assignment on the due date, he/she can submit it by the next school day, along with a written explanation of why it is late. A 10% minimum deduction will be calculated before the late work is graded. A student may potentially earn up to a maximum of 90% credit for late work at the discretion of the teacher. For every additional day, that an assignment is late, another 10 points will be taken off. If the homework is not turned in after a week, the student will receive a zero.

Zero Policy

Student ownership of learning is a primary goal at Fulton Academy of Science and Technology and completing assignments in a timely manner is one aspect of achieving this goal. Because we value the learning process at FAST, and we recognize that a grade should be a reflection of a student's learning, a student missing an assignment will not be given a zero, but will be required to make up the missing work during a time assigned by the teacher. It is only if the student continually ignores the assignment that a zero will be assigned.

STUDENT SERVICES & SUPPORT

Academic Support

Fulton Academy of Science and Technology celebrates the diversity of learning styles our students possess. The special education teachers are responsible for coordinating additional services and resources for a student in need of support in and out of the classroom.

Policies and Procedures for reporting child abuse and neglect

The job of protecting children starts in the community. While certain people are required by law to report child maltreatment, anyone can make a report of suspected abuse. The sooner the authorities know about a child, the faster they can move to help.

As of July 1, 2012, Georgia law states that all school volunteers are now MANDATED REPORTERS and are

required to report any suspected child abuse or neglect in accordance with FAST's Protocol for Reporting Child Abuse and Neglect. All suspected child abuse must be immediately (within 24 hours) reported to the Fulton County Department of Family and Children Services (DFCS) by calling 4046994399.

**If a child is in imminent danger, then call 911.

The mandated reporter must complete the Child Abuse Reporting Form and immediately communicate the report to the BOTH of the following:

1. Department of Family and Child Services (DFCS)
2. Principal/Immediate Supervisor of the school or facility.
3. School Counselor

Remember...
Suspicion of abuse is all that is necessary to make a report.
If you are not sure whether a report should be made, you should report it.
You are protected by State immunity as long as you have made a report in good faith. Knowingly and willfully failing to make a report of abuse is a misdemeanor in Georgia.

If a child shares what possibly could be abuse, don't try to get all the details.

- Listen attentively and ask him/her if he/she wants to say anything else.
- Believe in the child and be supportive.
- If she or he chooses to say nothing more, then proceed to notify the school and DFCS.
- Write down the actual words used in the disclosure and your interaction with the child.

Program for the Education of Children & Youth in Transition (McKinney-Vento)
The Program for the Education of Children and Youth in Transition assists children and youth under the McKinney Vento Act in homeless situations to gain access to a free and appropriate public education. This may include assistance with identification, enrollment, records, assuring referrals are made to appropriate services for immunizations and coordinating services between state and local service providers.

Enrollment Forms for Children and Youth in Transition:

- Homeless Student Enrollment Form - Info for Parents (English).doc
- Homeless Student Enrollment Form and Info for Parents (Spanish)-protected.doc

McKinney-Vento Act
The McKinney-Vento Act is a federal act designed to keep displaced students in school. This law addresses the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.

If the child:

- lives in a shelter
- shares housing with relatives or others due to loss of housing or cannot afford housing
- live in a campground, car, abandoned building, or other inadequate shelter
- does not have a permanent address and/or permanent housing
- live on the street
- live in temporary foster care
- is an unaccompanied minor

The child has the right to:

- Immediately enroll and attend school without having health and school records with you
- enroll in school where they are living or the school attended when permanently housed... if in the child's best interest
- receive transportation to and from school of origin
- participate in school related activities and receive other needed services
- utilize dispute resolution process if you have a grievance

***Enrollment in the McKinney Vento Program is valid from the time the McKinney Vento form is completed and turned in through the end of the school year. **McKinney Vento status is re-verified each school year**

For more information on how we can be of assistance to your child's enrollment and school needs, please contact the FAST Data Clerks, Brad and Judy Zuber.

Special Education

A Parent's Guide to Understanding Rights and Responsibilities

This guide is designed to help you understand your rights and responsibilities regarding special education. It should not be used as a substitute for the full version of the Parents' Rights outlined in the Individuals with Disabilities Education Act (IDEA) and the Georgia State Board of Education Rules (Ga. Bd. of Educ. R.) pertaining to Special Education. (See Ga. Bd. of Educ. R. 160-4-7-.09 PROCEDURAL SAFEGUARDS/PARENT RIGHTS).

To view the full version of the Georgia Parents' Rights, please go to the Georgia Department of Education web site at www.gadoe.org and select Offices & Divisions, then under Curriculum & Instruction, select Special Education Services and Supports.

Records:

You have a right to look at your child's education records. You may also have the records interpreted or explained to you. You may request to have something in the record changed or removed if you feel it should not be in your child's record. You have the right to add information, comments, data or any other relevant written material to your child's record.

You may ask for and receive copies of the Individualized Education Program (IEP) and/or any of your child's records. The school may charge a fee for the copies but may not charge a fee for searching for and retrieving documents.

With your written permission, you may have a person acting on your behalf inspect and review the records.

Evaluation Procedures:

A. Your child has the right to a full and complete evaluation to determine if he/she has a disability and is in need of special education and/or related services.
B. You have the right to have your child assessed in all areas of the suspected disability.
C. The school will test your child according to the procedures outlined in the IDEA and Georgia Special Education Rules.

Evaluations must consist of more than one test, and those tests must be given in the language that the child normally uses, unless the parent and school agree otherwise, and at least once every three years.

You will be involved in the decision about eligibility and what programs and services your child needs during the reevaluation.

Confidentiality of Information:

A. Your child's educational records are private.
B. You can ask to have copies of your own child's records. School employees involved with your child may see your child's records and do not require your permission.
C. No one else may see the results of your child's records without your permission.

Notice/Parent Participation:

A. You must be notified of your parental rights.
B. You must be invited to attend meetings about your child such as eligibility, reevaluation, or IEP Team meetings.
C. You are to receive copies of all documents about your child's education program and can have them explained to you. Copies can be in your native language, Braille, or explained in sign language. If needed, the school will provide a translator or interpreter.
D. You must be given opportunities to participate in any decision-making meeting regarding your child's special education.
E. You must be invited to any meeting that is held to discuss your child's disability, evaluations, reevaluations, placement of your child, and his/her IEP and its contents.
F. You are entitled to have IEP Team meetings held at a time and place mutually convenient to you and other members of the IEP Team.
G. You have the right to excuse or not excuse a member of your child's IEP Team from attending an IEP Team meeting. The school cannot excuse a required member without your permission.
H.

Consent:

A. The school cannot test/evaluate or reevaluate your child without your permission/consent.
B. The school cannot place your child in special education or change your child's program placement without your permission/consent.
C. The school cannot release your child's records without your permission/consent except to certain individuals identified in law.
D. You have the right to not give your permission/consent. You have the right to take away your consent to special education and related services once you have given permission; you must do it in writing. Revoking consent means your child will no longer receive any special education services.

TAG Screening

Notification to parents of the screening and referral process for gifted services

The consideration for gifted services may be reported or automatic as defined by the GaDOE Resource Manual for Gifted Education Services. FAST will follow the The Fulton County School System Policy regarding screening all students for eligibility for gifted services twice a year. Fulton County uses a systematic approach to identify highly capable students who may qualify for gifted services.

A. Automatic Screening

Identifies students who score at specified levels on a norm-referenced test as defined in the GaDOE Resource Manual for Gifted Education Services, for further assessment to determine eligibility for gifted services. At the beginning of the school year, TAG teachers review previous year's test scores.

B. Standardized Tests

Students must have a minimum of an 85th percentile and a 90th percentile in two of the three areas on a standardized, nationally norm-referenced achievement test: Total Reading, Total Math, and Complete Battery.

C. Reported Referrals

A student may be referred for consideration for gifted education services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. All referrals are completed through the two system- level screening and referral processes each year. All referrals are first reviewed by the School Eligibility Team to consider if existing information warrants a formal testing for eligibility.

D. Classroom Screening

Local schools select a two-week period from January-February to review all students in the school (Grades K-11). Classroom teachers use the Characteristics Instrument for Screening Students (CISS) to identify students with superior abilities in five or more of the following areas: motivation, interests, communications skills, problem-solving abilities, memory, inquiry, insight, reasoning, creativity, and humor/

Students who meet either the automatic screening OR classroom screening criteria AND who have supporting data gathered from test history, products, and/or advanced content levels are referred for gifted placement testing.

Once referred to testing:

A. Parents receive the Parent Notification for Testing Consent Form.
B. Student is tested for the gifted program.
C. Parents receive test results.
D. If state eligibility is determined, students are placed in the gifted program with parental consent.
E. Parents may request to view their child's screening results. For more complete information regarding Fulton County Schools Gifted Services, please visit the Advanced Studies page at : http://www.fultonschools.org/en/divisions/acd/learnteach/Pages/TAG.aspx

TAG Services

The Talented and Gifted (TAG) Program at Fulton Academy of Science and Technology is designed to achieve the school mission of creating and nurturing innovators, problem solvers and leaders, while following the guidelines set forth by Fulton County Schools and Georgia Department of Education. Gifted instruction will be delivered to kindergarten through 5th grade in a daily model during science class. Middle school students will receive gifted instruction in designated TAG subject specific classes.

Tutoring Policy

Students are tutored for a variety of reasons at FAST. Tutoring is usually suggested by administrators but may also be recommended by outside professionals working with students or independently initiated by parents. Once a decision is made for outside tutoring, the tutor must contact the Assistant Principal to discuss instructional space, times of sessions and information pertinent to the students' tutoring before sessions are arranged.

FAST holds those involved with the education of its students and its general reputation in high regard. The school believes that the establishment of certain policies is necessary to avoid potential conflicts of interest and misunderstanding, and to eliminate conclusions about the responsibilities of personnel and parents serving in this capacity to the school's student body, teachers and parents.

No faculty member may provide tutoring services for compensation to students who will be entering the grade to which the teacher is assigned or who are currently enrolled in the same party.

Daily Routine

AFTER SCHOOL PROGRAM (ASPire)

FAST will offer an after-school program (ASPire) for the convenience of families needing student supervision beyond school hours. Students enrolled in ASPire will be provided a healthy snack, homework help, access to computers, structured fitness activities, and fun educational games. Our program offers students an educational, engaging, and safe after-school experience that is led by skilled and impassioned staff. The ASPire calendar will follow the FAST school calendar, and students will go directly from their classroom to ASPire upon dismissal. Students must be picked up no later than 6:30 p.m. daily, or a late fee of $1 per minute will be charged thereafter. If your child is enrolled in an after-school club, they will go directly to the club's location upon dismissal, and then to ASPire. Please see the FAST website for more information regarding ASPire and enrollment, and email Ms. Fischer, ASP director, with questions (julie.fischer@fastk8.org).

AFTER SCHOOL VENDOR CLUBS

Students will have the opportunity to participate in After-School Vendor Clubs at FAST to personalize their learning even more. ASPire has contacted local companies to provide quality enrichment programs at reasonable fees that do just that! As this is an optional program, students will pay a reasonable fee to cover the cost of the curriculum and the teachers for programs outside of competition clubs. Students who are not enrolled in ASPire Extended Care must be picked up promptly upon dismissal from club end times. Students who are not picked up will be directed to ASPire Extended Care and parents will be charged $1 per minute thereafter.

ASP will oversee the FAST Competition Clubs (i.e., Math Olympiad, Science Olympiad, etc.). Most ASPire Enrichment Clubs are non-competitive, and are intended to discover and broaden the unique interests and talents of your child. Extended Care and tuition is separate from ASPire Enrichment Clubs and FAST Competition Clubs. If you have a child in ASPire Extended Care, you may register your child for clubs, and we will provide extended care following club activities. Conversely, if your child is not in ASPire Extended Care, you may register your child for clubs, and pick up your child from school immediately following dismissal from club activities.

ATTENDANCE

Attendance is vital to your child's academic success. Students should attend school every day that their health allows. In order to protect your child's instructional and innovation time throughout the day, it is encouraged that you schedule appointments before or after school, and family vacations be scheduled during designated school closings. These days can be referenced on our school calendar appearing on page 9 of the parent student handbook. Fulton Academy of Science and Technology recognizes two kinds of tardies and absences: excused and unexcused.

Absences

At Fulton Academy of Science and Technology, we understand that students may miss school due to illness or other circumstances. Any student who has been absent from school must present a written note or e-mail to the front office or the student's homeroom teacher within 3 days of returning to school. A student's absence will be excused if due to any of the following circumstances:

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been preapproved by the principal or designee:
    a. travel opportunity with educational benefits
    b. graduation or wedding of an immediate family member
    c. specialized educational experience
    d. other circumstances that are mutually agreeable to the parent and principal
8. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
9. School days missed as a result of an out-of-school suspension.
10. Serving as a Page in the Georgia General Assembly: Students serving as pages in the Georgia General Assembly shall be recorded as present.

Early Checkout **NEW**

To be considered in attendance for a school day, a student must be present for at least one-half of the school day (11:15 a.m.) Students leaving school before meeting this requirement will be considered absent for a school day. FAST is limiting early checkouts to three per semester with the exception of religious or medical reasons. A parent or guardian is required to bring appropriate documentation for early checkout at the time the student is released from school. Early checkouts will not be permitted during the last 30 minutes of the school day.

Extended Absences and Attendance Referral Process

All students with 10 or more total absences must submit medical excuse notes from their doctors upon returning to school from illness or the absence will be recorded as unexcused (UNX). If the absence is not due to illness, then another legal excuse must be submitted upon the student's return to school or the absence will be recorded as unexcused (UNX) e.g., an excuse from a funeral director for absence related to death of an immediate family member.

FAST administrators will adhere to the following protocol in addressing instances of excessive unexcused absences:

- Three (3) unexcused absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, parent conference. Documentation will be kept by teachers throughout the school year.

- Five (5) unexcused absences: FAST will contact parents through one of the following: Telephone call, letter, and/or email.

- Seven (7) unexcused absences: A School Social Work referral will be generated by the principal or his/her designee listing specific school based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral.

- Ten (10) or more unexcused absences: Students and/or parents will be subject to a referral(s) to

juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, Juvenile and/or Magistrate Court.

Tardies **NEW**

As stated above, Fulton Academy of Science and Technology recognizes two kinds of tardies: excused and unexcused. The school day begins at 7:40am . Students can arrive at school beginning at 7:10 a.m., but not before this time. This is to ensure faculty and staff have arrived and supervision is present. **Any child not in their homeroom by 7:40am. will be marked tardy. Students arriving between 7:40-7:59 will be issued tardy slips as they enter through the Student Hall's main entrance.. If a child arrives after 7:59am, a parent/guardian must sign the child in at the front office.** The only tardies that will be excused will be if a student has a doctor or legal note. If a child arrives past 11:15 a.m., he or she will be counted absent for the school day. Students arriving by school bus that arrives late will not be counted tardy. For carpools arriving after7:59am, the carpool driver must come into the school and sign the students in late at the front office.

Tardies will be excused for students arriving late due to circumstances beyond one's control including inclement weather, documented transportation delays, health related emergencies, power outages, or compliance with a court order, etc. Tardies will be unexcused for students arriving late with or without the knowledge of a parent/guardian as a result of oversleeping, traffic, parent errands, or other reasons not defined as excused. Please be advised that 3 unexcused tardies will result in the student receiving an absence, and 15 unexcused tardies will result in the student's referral to the school's social worker.

Class tardies will be issued when students are late to class. They are to give this slip to their teacher when they arrive to class. Consistent tardiness will result in a student receiving disciplinary consequences according to the Fulton Academy of Science and Technology Code of Conduct.

Truancy

Any child, between the ages of 6 and 16, who is subject to compulsory attendance and has more than five days of unexcused absences during the calendar year is considered truant. Truancy shows a deliberate disregard for the educational program and is considered a serious matter with immediate consequences.

- After 5 unexcused absences: The parent/legal guardian will be notified by the school administrator. After two reasonable attempts to reach the parent/guardian without response, the school shall send a letter with a signature and return receipt requested.
- After 10 unexcused absences: A letter will be sent home from the school administrator to the parent/legal guardian regarding attendance. In addition, a referral shall be made to the school social worker.

When administrative actions to correct truancy prove ineffective, the school may file proceedings in court and furnish evidence for noncompliance with state attendance laws.

Unexcused Absences (UNX)

A student's absence from school or class for any reason other than those listed in the ***Absences*** section will be considered an unexcused absence (UNX).

THE HOUSE SYSTEM **NEW!**

In an effort to stimulate the idea of a community that transcends grade, religion, gender, curriculum, ethnicity, and age, FAST is developing the HOUSE system. The FAST house system is designed to create a sense of

belonging in both Elementary and Middle school. Friendships will be formed among different grade levels (K-8) as well as leadership roles. The House System also assists in creating a sense of school spirit, belonging, and personal relationships within the student body allowing students to meet, greet, share, and compete in monthly competitions/celebrations. Each month the six houses will gather in to: 1, have house meetings recognizing concerns, mentore, mentees, opportunities, and monthly focus (2nd step) (2) House Competition." The idea is to challenge the student body in the areas of accountability, responsibility, character, while effectively learning how to independently think innovatively within a team. Leadership roles will be assigned to students along with group tasks.

LOST & FOUND

Lost and Found items will be placed in bins in the alcove entrance to Innovation Hall. Students will be directed to this location to retrieve lost clothing. Once a month, any items with student names will be pulled out and returned to the students. Any FAST clothing without names will be donated to the PTO Nearly Used store. All unmarked non-FAST clothing will be given to a homeless shelter by the 5th of each month. Families will be reminded of this lost and found calendar on a monthly basis. **WE STRONGLY RECOMMEND THAT YOU PLACE YOUR CHILD'S NAME ON THE INSIDE OF ANY GARMENT WORN TO SCHOOL.**

LUNCH & NUTRITION

Food services will be provided by Atlanta Lunch Co. on a pre-ordered basis. Students may also bring a healthy lunch from home. FAST is committed to creating a healthy and productive learning environment for our students. Certain foods such as carbonated soft drinks and candy contain no nutritional value and are therefore not appropriate foods at school. **Please avoid packing candy. Unfortunately, such items will be taken away.**

In an effort to maximize instructional time and create a more optimal learning environment, and in response to the presence of food-based allergies, families should refrain from sending in outside food/candy/drinks to share with the class. **FAST does not allow cakes and snacks to be brought in for birthdays**. For class celebrations that do involve food, teachers will work with room parents to ensure that healthy options are available at these parties.

The goals of lunch are to allow students the opportunity to take a break from the day while eating their food and to provide opportunities to socialize. For that reason, TV, Movies, electronic devices, and laptops may not be used. Board games and group card games are acceptable after meals are completed. This would also apply to snack time.

FAST is a nut safe environment. Because students will be eating in their classrooms this year, **we ask families not to send items with nuts in them** in order not to impact children with allergies.

We strive to ensure the safety of those children with severe allergies. In recognition of the fact that certain students may require nuts in their diet for health reasons, their parents may contact the nurse and request a waiver from their doctor indicating the need to have nuts in the child's basis at lunch. Once cleared by the nurse, these students will be placed in rooms that do not have any children with allergies. Because students share classrooms, all lunch/snack foods will be deposited in the hallway trash cans and desks wiped down. To foster thoughtfulness, the class in each division that keeps their room the cleanest for the month will be rewarded with a movie and the Clean Rocket Award.

Parents who wish to eat lunch with their children should notify the teacher. They are asked to abide by the nut-free friendly and no sweets policies. When the Innovation Hall is available, parents may eat in that room for lunch.

We encourage eligible families to apply for lunch subsidies. There is no way to identify those receiving support and children are guaranteed a healthy meal.

SCHOOL SUPPLIES

The official school supply can be found on the school website, www.fastk8.org. Families may purchase school supplies at a local store or via any FAST PTO online offering. Be sure to write your student's name on backpacks, lunch boxes, and all personal belongings.

Please also note that specific teachers reserve the right to add resources and supply items to their required materials as needed. Teachers will communicate this once school begins.

Health & Safety

Emergency Information/Health Conditions/ Chronic Illnesses

Emergency contact and health information should be updated **annually** by the parent or legal guardian within 5 days of the beginning of the new school year (as well as upon entering a Fulton County School) by completing and returning the Emergency Contact Information Form (EMG01) to the school. On the Student Enrollment and /or Emergency Contact Form, please list relatives/friends as emergency contacts for your student in the event you cannot be reached. Please list your best contact information such as a cell phone number. Current contact information and accurate health information enables the school to contact you in case of emergency, accident, or illness. If any information changes during the school year, please contact the school immediately. **It is the parent or legal guardian's responsibility to keep the student's health and contact information (telephone numbers, address etc) updated.** The school should be informed if a student has a medical condition or chronic illness, or if a student requires assistance for any medical procedure or treatment. The school should also be informed if a student takes daily medications, has a severe allergy, or if the student has a disability that requires a special diet. ***In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/legal guardian is responsible for all expenses and transportation.***

Emergency Preparedness

In the event of an emergency, we want to ensure we are adequately prepared to appropriately care for your student if we had to ***"shelter-in-place"*** or stay at school for an extended period of time. This is a precaution aimed at keeping our students and staff safe during an emergency. If your student requires any medication, especially emergency medications, whether they are scheduled to take it during school hours or not, or if your student requires a special medical procedure, please alert the school clinic so you can plan accordingly. We certainly want to make sure we stockpile (have an adequate supply) any ***emergency medication(s)*** your student may need if they have to be sheltered-in-place. Should the decision ever be made to shelter-in-place, information will be provided to you from your student's school as well as the district and local authorities. It is important for you to follow instructions from the school district and local authorities so you will know what to do if we are advised to shelter-in-place. Feel free to visit Ready.gov for more information about how you can prepare for an emergency.

By working together, we can strive to ensure the health and wellbeing of every student so that he/she can benefit from the education program. Should you have any questions or need additional information, please contact Ms. Victoria Murray, the school nurse, or call the Office of Student Health Services at 470-254-2177.

FAST Crisis Management Plan

The health and safety of each individual is a priority at Fulton Academy of Science and Technology, and malicious behavior threatening the safety and security of others and the school will not be tolerated. Should an emergency or event occur prompting an evacuation or lock-down, the school will follow the FAST Crisis Management Plan in accordance with Fulton County Schools policy. All faculty and staff will be properly trained to execute the plan before the school year begins. In preparation for a situation, if it were to arise, students will participate in fire drills, severe weather drills, and intruder drills throughout the school year. Fire drills and intruder drills occur monthly, and severe weather drills occur periodically.

In the event of an emergency or evacuation, parents will be notified through available means once the proper protocols outlined in the FAST Crisis Management Plans have been followed. Families will be notified when the designated evacuation spot is determined in cooperation with Fulton County Schools and Roswell Police. Finally, if parents/guardians or visitors are present during a drill or emergency situation, they are required to follow the orders of the FAST Administration during the event regarding the safety protocols outlined in the FAST Crisis Management Plans. This includes a severe weather warning, in which all faculty, staff, students, and visitors must remain inside the building in the designated locations outlined in the FAST Crisis Management Plan. The school will follow Fulton County Schools official recognition of closures and delays due to weather events or other emergencies. If this occurs, parents/guardians will be notified through an email, the FAST website, and our social media accounts.

Student Health Policies

We recognize that students may become ill or in need of medical attention while at school, and we are prepared to partner with the parents and students in maintaining the health and wellness of each student. The school will employ a registered nurse, and the clinic will be located beside the front office. Students should inform their teacher if they need to go to the clinic. Simply missing class and failing to notify the teacher could result in an unexcused tardy or absence.

For medication and treatment, Fulton Academy of Science and Technology will follow Fulton County Schools Student Health Services policies. They are outlined below:

Authorization For Students To Carry A Prescription, Inhaler, Epipen, Insulin, or Other Approved Medication SHS-2 Form

If you have a student who has asthma, a severe allergy or another health-related condition that requires self-administration of medication, or needs to carry an emergency medication (Epipen, Diastat, inhaler, glucagon, etc.), or if a student has an approved legitimate reason to carry a medication on his/her person, you must complete and submit to the school clinic an **Authorization for Students to Carry a Prescription, Inhaler, Epipen, Insulin, or Other Approved Medication SHS-2 Form (located on FAST website)**. This form requires a physician, parent/guardian, and student signature if the medication is a ***prescription*** medication. You are **strongly encouraged** to keep a "backup" supply of any emergency medications such as an inhaler, Epipen, Diastat, Diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic. **Over-the-Counter (OTC) medications have different requirements. Elementary School students** must store all OTC medications in the clinic, which may only be administered with parental permission **(use form SHS-1); Middle School students** may carry ***Fulton County approved medications*** with them during the school day, on field trips or during other school-related activities, if parental permission is provided in advance on the district approved form **(Form SHS-2)**.

- ➔ *Fulton County approved medications: acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, midol and oral*

Immunizations

For enrollment in Fulton County Schools System, **ALL** certificates of immunization must be marked **"Complete for Attendance"** or **have a future expiration date.** Expired certificates are unacceptable. ***Effective July 1, 2014***, all 7th grade students who were born on or after January 1, 2002 and for new students grade 8-12 who are entering into a Georgia school for the first time or entering after having been absent from a Georgia school for more than twelve months (or one school year) will be required to have 1 dose of Tdap and 1 dose of Meningococcal Vaccine. There are also specific immunization requirements for Pre-K, Kindergarten, Rising Sixth Graders and all new students. Please contact your healthcare provider or local health department if you have questions. A detailed description of the immunization policies and changes can be found at http://dph.georgia.gov/vaccines -children and can also be found on Fulton County's website at www.fultonschools.org . **The parent/guardian is responsible for securing and maintaining a copy of the mandated Georgia Public Health 3231 Immunization Form, and the Vision, Hearing, Dental and Nutritional Screening Form 3300**. Students who are not compliant with Georgia's immunization requirements will be excluded from school until the appropriate or updated certificate/form is submitted as specified by law.

Medications

When possible, medication should be taken at home, including all non-essential medications, such as vitamins, herbals, essential oils, and narcotic pain medications. However, if medication must be taken at school, on a field trip or during a "before or after" school chaperoned activity, the following policies and procedures apply: (Fulton County Schools reserves the right to decline administration of nonessential medications).

1. **Authorization for Medication Form** – *The parent/legal guardian must complete an authorization and instruction form* (located on the FAST website) entitled "AUTHORIZATION TO GIVE MEDICATION AT SCHOOL SHS-1 FORM". **For prescription medication, a physician must also sign the for**m. A faxed copy of the form from your doctor's office is acceptable after the parent/legal guardian's signature. All schools have copies of the form on-site for your convenience, or you can access the Student Health Services website to obtain a copy of the form. The school cannot give medications without the authorization form. The same form is used for prescription and nonprescription medications. Medication Authorization Forms are valid for **one school year**. A separate form MUST be used for each medication

2. The medication and the authorization form SHOULD be taken to the school clinic/office by the parent/legal guardian. However, if this is not possible, the student should be instructed to take the medication and the authorization form directly to the school office/clinic upon arrival to school. **Please instruct your student that under NO circumstances should medication be shown or shared with another student!** ***It is essential for the parent/legal guardian to bring controlled substance medications to the school personally***. Medications that are considered controlled substances by the State of Georgia (this includes medications for ADD/ADHD and prescribed pain medications) should be appropriately stored in the school clinic. **We encourage all medications to be kept in the clinic unless it is an approved emergency medication and the student has permission to carry the medication on his/her person during school hours (See paragraph below on "Authorization for Students to Carry Approved Emergency Medication").**

3. Only medication in its **ORIGINAL** container from the store or pharmacy is accepted. Non-Prescription medications in small-sized container are preferred due to limited storage space. Both prescription and nonprescription medication sent to the school must have current labeling on the container. Medication in containers that have expired labeling **will not** be given to the

student. **The medication in the container must MATCH the label. The label must MATCH the student and the instructions on the authorization form. The prescription label on the bottle must be CURRENT.**. A new prescription container with correct labeling is required for any dosage change. **The school cannot alter dosages without a new authorization form from you and/or your doctor/healthcare provider.** At the designated time, the student will go to the clinic to take the medication. Assistance/supervision by the school clinic personnel will be given in accordance with the instructions on the authorization form. **Medication is a parental responsibility; therefore, FAST employees will not assume any liability for supervising or administering medication, and FAST retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.**

4. Discontinued medication should be retrieved from the school/office within one week after medication is discontinued. Unused medication should be picked up by the end of the school year Discontinued or unused medication left in the clinic at the end of the school year will be discarded..

Student Accident Insurance

Student Accident Insurance can be purchased through Fulton County Schools. The insurance covers accidents during school time (School Time Coverage) or 24-hours a day (24-Hour Round The Clock Coverage). There are currently three plan options: Premier, Preferred, and Basic Options. For more information, contact the Risk Management Department at 470-254-2180

Student Illness/Injury

Students who are sick, have a fever greater than 100.4 orally and/or may have a contagious illness (potential or actual) M**UST NOT** be sent to school. In order to return to school, a student should be free of fever, vomiting and diarrhea for at least 24 hours/a school day, and not require medications to reduce fever. In some cases, students must be cleared by a healthcare provider before returning to school. In addition, there may be other health issues when the student may not return to school unless cleared by a healthcare provider and a note must be provided (i.e. contagious illnesses or chronic diarrhea).

When a student becomes ill at school, has a fever, a potential contagious/communicable illness or a more serious health problem while at school, the parent/guardian will be notified to pick-up their child immediately. **The parent/guardian MUST ARRANGE for the student to be taken home.** A note from a healthcare provider may be requested by the school before your child can return to school.

Parent Policies

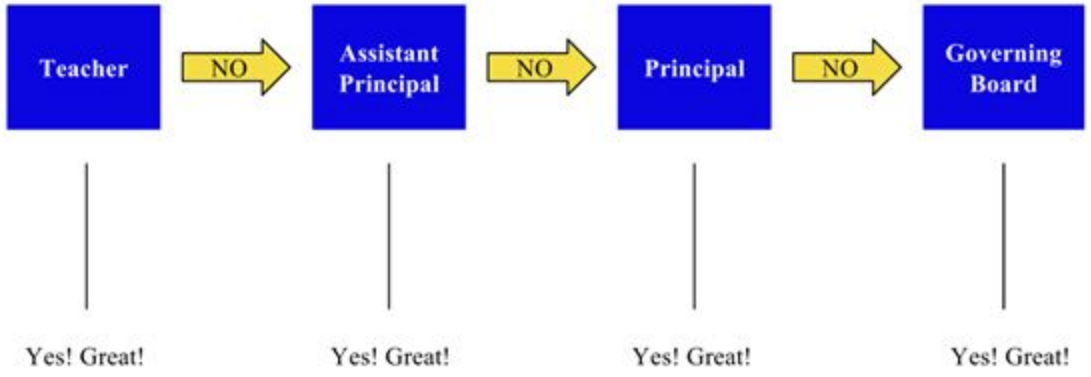
COMMUNICATION

Communication is a vital component to the success of each child's education and the school's daily operations. The optimal and preferred method of communication is via email. Teachers are not available by phone during the day but have access to email at various points throughout the school day. The administrative staff is also likely to be away from phones throughout the school day. Therefore, email is a much more efficient and timely mode of communication for all faculty and staff. Please be mindful that teachers are not expected to answer emails during the weekends or holidays.

As outlined in the FAST Parent and Family Communications & Escalation Policy, please direct your initial questions or concerns to your child's teacher, as it is always appropriate to communicate with your child's teacher first. We ask that all concerns with FAST be addressed at FAST before being brought to

Fulton County Schools. In addition, if you are in need of a parent and teacher conference, please schedule this through your child's teacher. In order to avoid instructional interruptions and to protect teachers' planning times, please do not make classroom visits or stop a teacher before or after school without a conference appointment. You may schedule a conference appointment directly with your teacher by simply sending the teacher an email. For further assistance with communication, you may reference the following flowchart to address your concerns once you have talked to your child's teacher:

WAS YOUR QUESTION ANSWERED?



In reference to school wide announcements and communications, the school administration, faculty, and Governing Board remain committed to open and consistent communication to all families and the community. Official announcements will be sent via email, posted on Powerschool, our school website and/or social media accounts: Twitter & Facebook. It is the responsibility of the parents/guardians and students to stay regularly informed of announcements and upcoming events by checking their email and using our website or social media platforms. Emergency communications may also be sent by text message to parents who have opted in to receive text messages.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organizer (PTO) is responsible for coordinating volunteer opportunities for families at Fulton Academy of Science and Technology. In addition, the PTO will host several committees for parents to be involved with including, but not limited to, fundraising, events, and celebrations. PTO supports many important programs such as teacher appreciation, Fall Festival, teacher grants, and class parties. It is dependent on the annual membership drive and all staff and families are strongly encouraged to join. Please reference the school website for more information regarding the PTO and getting involved.

VISITOR POLICY

We appreciate having visitors at Fulton Academy of Science and Technology as we love to showcase the exceptional learning environments taking place throughout the school. All visitors must sign in at the front office in the Innovation Hall, and they are required to wear the printed visitor's sticker given upon receipt of registration at the front desk. Access to the Student Hall is restricted, and visitors must be escorted by a FAST staff member to gain entry into the building.

VENDOR POLICY

The school will not display materials for stores/businesses giving things away unless they are a PTO sponsor entitled to one free promotion. Any coupons for teachers will be placed in the staff lounge.

Solicitations for donations (aside from school-related) may not be made over the school email system by employees or parents.

FAST FAMILY VOLUNTEER AGREEMENT

Because Fulton Academy of Science and Technology is a school developed by the community in existence to serve the community, it is essential that families volunteer to serve the school in various capacities. Therefore, the Governing Board asks that each parent/guardian commit to volunteering 10 hours per school year. Volunteer opportunities will be announced and coordinated through the Parent Teacher Organization. Prior to serving, all volunteers must complete the required online FAST Volunteer Training and Registration. The training will take about 10-15 minutes. Click Mandatory Volunteer Training to go to the FAST website to begin the training.

STUDENT BEHAVIOR

BULLYING POLICY AND PROCEDURES **UPDATED**

First and foremost, FAST is committed to providing a safe environment for all members of the school community, where they feel supported and can be free of harassment. FAST will not tolerate harassment of any kind, based on race, color, gender, sexual orientation, sexual identity, national origin, religion, age, or disability.

Harassment is considered conduct directed at a specific person or group that causes emotional distress. As part of our commitment to the well-being of every student at our school, we will consistently promote positive interpersonal relations between all members of the FAST community, students, and families through education, a social emotional learning curriculum, and assemblies on an ongoing basis. FAST will hold its students' best interests at the forefront of all of its decision making while fostering a culture of responsibility, accountability, and respect.

FAST students shall not engage in bullying behaviors. When an incident of potential bullying occurs, FAST follows the express procedures set forth in the FAST Code of Conduct found in our Parent Student Handbook. This school follows the Fulton County Discipline Handbook. In the event that any FAST policy differs from the Fulton County Discipline Handbook, the FAST policy will control. The FAST Code of Conduct is available on the FASTK8.org website.

Definition of Bullying as defined by FAST and the State of Georgia (OCGA §20-2-751.4):

(1) *Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;*

(2) *Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or*

(3) *Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:*

(A) *Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;*

(B) *Has the effect of substantially interfering with a student's education;*

(C) *Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*

(D) *Has the effect of substantially disrupting the orderly operation of the school.*

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

Cyberbullying

Bullying also applies to acts of cyberbullying which occur through the use of digital devices, including but not limited to tablets, cell phones, computers, and/or games as a means to communicate negative, harmful messages, bullying, and harassment, towards a targeted person(s), whether or not such electronic act originated on school property or with school equipment, if the electronic communication

(1) is directed specifically at students or school personnel,

(2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

(3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose, or

(4) is intended to share negative, harmful, or mean content about someone else to cause embarrassment and/or humiliation.

Off-campus misconduct for which a student may be disciplined includes but is not limited to, using any form of electronic communications to bully or harass FAST students or employees. Electronic communication includes but is not limited to any transfers of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system.

Forms of Cyberbullying include, but are not limited to:

1. Establishing a website with information that is humiliating, embarrassing or insulting to the student.
2. Spreading rumors, falsifying information, and/or gossiping about peers online using websites or blogs.
3. Posting the victim's personal information and pictures on a website, which puts the victim in danger of being contacted by predators.
4. Using the information shared in confidence and making it public.

5. Conducting an Internet poll about the victim.
6. Posting rude, mean, or insulting, comments about the victim using the chat option of online gaming websites.
7. Sending viruses, spyware, or hacking programs to the student in an effort to spy on the victim or control his or her computer remotely.

Cyberbullying is a form of bullying and as such infractions will be treated as such. This includes suspensions, expulsions, and placement of incidents in the student's records

FAST has multiple resources in place to address bullying and a stepwise process in place to follow when an incident of perceived bullying occurs. The FAST Bullying Policy and Procedures can be found in the Appendix located at the end of this document. For any student who believes they may be experiencing bullying, they can use this checklist to self-assess the situation:

Self-Checklist for Bullying

ARE YOU EXPERIENCING ANY OF THE FOLLOWING?

1. Are other students making hurtful comments about you (ex. mean teasing, name-calling, racial slurs, insults)?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

2. Do others imitate you or make fun of your appearance?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

3. Do you feel isolated or alone at school?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

4. Are others spreading rumors or false information about you?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

5. Are you ever afraid to go to work, school, or places where you feel hurt or excluded? ___Never ___Rarely ___Sometimes ___Often ___Very often

6. Do others physically hurt you (ex. hitting, kicking, spitting, pinching, pushing, and excessive touching) or damage your possessions?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

7. Are you being harassed online or do others post mean things about you?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

If you are experiencing any of the signs listed above or if you have witnessed any of the above:

SEE SOMETHING AND SAY SOMETHING
Please notify a staff member, adult, or administrator

STUDENT CODE OF CONDUCT

At Fulton Academy of Science and Technology, we value the learning journey and recognize that a safe and positive school climate contributes to the overall success of each student. In order to maintain this climate, it's imperative that a strong collaborative relationship is formed between the school and FAST families regarding student behavior and discipline. It is our goal to maintain communication with parents/guardians at the onset of discipline problems to ensure positive alternatives and behavior strategies are created so students can experience continued success at home and in school.

We hold our students accountable for their own behavior, and we expect students to behave in accordance with the Fulton County Schools Code of Conduct at school and in extracurricular events. In agreement and support of Fulton County Schools core discipline values, we believe the ultimate goal of discipline is self discipline. The school will nurture the development of positive behavior skills and will use restorative practices in maintaining positive and healthy relationships with our students. Students must make wise choices, and students who make poor choices cannot, and should not, place blame on others or the environment. Students proven to be encouraging, planning, assisting, benefiting, or participating in the violation of a rule or the Code of Conduct will be held accountable to the consequence of the violation(s), as they have acted as parties to the violation.

At the core of the FAST Behavior Tenets is the ideal that all students will show courtesy, consideration, and will work cooperatively with their fellow peers. We want all students to be aware of and considerate of each other's differences. Through words, actions, and expectations, the FAST community acknowledges and accepts all members. We value a community that is collaborative and responsive to the needs of its members and of the larger world. The collective group of students, teachers, and parents will respond/react to individuals and groups with a shared interest in determining the best course of action to meet academic, social, and emotional needs. When this does not occur, in certain instances, FAST administrators will facilitate a peer-to-peer conflict resolution meeting where the students involved will be encouraged to and learn to have open and honest communication with each other and to do so in a mannerly and supportive demeanor. The conflict resolution meetings may be used in lieu of other consequences.

FAST Student Code

Focused
- Engage in your studies and your community
- Learn from both success and failure

Appreciative
- Be thankful for your school, friends, and staff
- Express gratitude-say thank you

Self-Disciplined
- Own your behavior
- Believe in yourself and the people around you

Thoughtful
- Be considerate of others
- Think before you act

THE FULTON COUNTY SCHOOLS CODE OF CONDUCT CAN BE FOUND IN THE APPENDIX.

Technology & Devices

Technology is a vital component in fulfilling our mission at Fulton Academy of Science and Technology. Because we recognize that technology enhances learning, we value and encourage its use throughout the school in accordance with the FAST Technology Honor Agreement. Students and parents are required to sign this at the beginning of the school year (agreement form is located in the Appendix of the handbook), pledging their commitment in upholding our technology values.

Device damage fees: Any student who has been issued a 1 to 1 device will be assessed a $50 replacement fee for any damage to their device through misuse or inattention. Students will continue to use the damaged device until the fee is paid. Damage to other school devices/ technology will be assessed on a case by case basis.

Please be advised: In an effort to be proactive with today's growing social and interactive technology trends (i.e. cell phones, smart watches, etc.), this policy will help increase awareness and training while putting into practice social and professional etiquette relating to personal electronic devices. ***Violating the established policy will result in the following***:

• First offense - reminder and redirection that the phone/device(etc.) must be put away/ not in use.
• Second offense - the phone/device is taken away until the end of the day.
• Third offense - the phone/device must be picked up by a parent or guardian at the end of the school day.
• Fourth offense - either the student is in school suspension for one day or the phone/device is taken away for five school days (parent's choice).
• Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

8th graders may use cell phones at recess, lunch, and in the cafeteria in the morning.They may use phones during instruction only if this is written into your lesson plan for a specific reason. Otherwise they should be in their backpacks.

The rule for all other students is that they must have their cell phone in their backpacks from the time they leave their cars/bus in the morning until the time they get into their cars to go home.

Uniform Policy/Dress Code

Students are expected to arrive each day in the approved Fulton Academy of Science and Technology uniform and to practice healthy habits of cleanliness and neatness when preparing for school. Students and parents are expected to honor the uniform policy in order to ensure that valuable instructional time is not interrupted examining potential uniform infractions. Students in violation of the uniform policy will be permitted to call home at the front office for an appropriate change of clothing. It is the responsibility of the parent or guardian to ensure a change of clothing arrives in a timely manner to the school. Please note, students are not permitted to change out of their uniforms during or after school unless they are participating in or attending an after school enrichment event or activity requiring non-uniform clothing. Please be sure to write student's name on all uniform pieces with permanent marker.

The Purpose of a Uniform Policy for FAST is threefold:

1. To keep students' focus on learning
2. To create a sense of community and school spirit

3. To be comfortable

FAST Uniform Policy

We expect students to dress in a manner that promotes quality performance, school spirit and demonstrates the high personal standards we expect from our students. Torn or revealing clothing and extreme hairstyles and makeup are not appropriate for school and may not be worn. Clothing must properly fit the student, it cannot be overly tight or baggy. The hem on skirts, shorts, skorts, dresses, and jumpers must be no shorter than three fingers width above the top of the knee. . Shorts may not be cargo style, instead must be plain front with only slash or level pockets. Skirts should be chosen with built in shorts or shorts may be worn underneath as long as they are not visible below the skirt line. Pants may not be cargo style or cropped, must be ankle length, and must sit at the natural waistline. Sweaters, sweatshirts and fleece worn anywhere on campus must have the school logo. Coats, hats and gloves may only be worn outside. Shoes must be closed toe and closed heel. Athletic shoes are required on PE days and may be worn every day.

All school functions require students to be in uniform. The Principal and Assistant Principals have final say on any questions of dress and we expect parents and students to comply. If there is any question about a student's attire any decision about the acceptability of the dress for school will be the final discretion of the Principal.

We expect our students to look as good on the last day of school as they do on the first day of school, therefore we have chosen Land's End as our official uniform provider for the long lasting consistent quality in their uniform selection. Students in shirts embroidered with the school logo on polos that are not Land's End will be considered not in uniform. **Each student is required to have at least one Land's End polo in cobalt blue with the official school logo embroidered by Land's End.** All clothing and accessories on the FAST Lands' End uniform page are acceptable forms of daily wear. Spirit wear sold only by the FAST PTO may be worn daily, except for special occasions when the cobalt blue Land's End polo with the school logo must be worn. These include such events as picture day, field trips, assembly, special visitors to FAST, and when requested by the Principal and staff.

** In situations where uniform purchase would cause undue hardship, parents may contact FAST Business Manager Ron Rhodes for information regarding FAST financial assistance for reasonable accommodations with uniform purchases.*

BOYS UNIFORM OPTIONS

Shirts	~Cobalt, Light Blue or Maize short sleeve and long sleeve knit polo shirts with embroidered FAST logo from Lands' End. Students in 6th-8th grades can wear black or white polo shirts with logo from Lands' End. ~Cobalt dry-fit polo with embroidered FAST logo from Lands' End only. ~Light Blue short sleeve or long sleeve oxford cloth shirt with embroidered FAST logo from Lands' End only. ~*FAST Spirit Wear (sold by the PTO) / *except on announced required polo days
Slacks	~Khaki or navy uniform poly/cotton slacks (pleated or flat front). Must fit properly around the waist and hemmed so they do not drag. Students in 6th-8th grades can wear black slacks. ~No cargo pants or any slacks with side pockets.
Shorts	~Khaki or navy uniform poly/cotton shorts. Pleated or flat front. Hem to be no shorter than the top of the knee and no longer than bottom of the knee. No cargo shorts. Students in 6th-8th grade can wear

	black shorts.
Sweater/Vest	~Crew or V-neck cardigan or pullover in Maize with embroidered FAST logo from Lands' End only.
Sweatshirt	~Cobalt sweatshirt with embroidered FAST logo from Lands' End only. Hoodies not permitted.
Winter/Fall Jackets-NEW	Warm jackets of any style may be worn outside only. Fall jackets with zippers or buttons. This includes heavily insulated sweatshirt style jackets with zippers.
Fleece	~Cobalt fleece jacket with embroidered FAST logo from Lands' End only. Grade 6-8 may also wear the black fleece jacket with the embroidered FAST logo from Lands' End.
Socks	~Solid black, white or navy ankle, crew or knee-high socks. No logo can be visible.
Shoes	~Tennis shoes, docksiders, oxfords, loafers, and other closed shoes with heels less than one inch are appropriate. ~Sandals and slippers are not appropriate ~Boots acceptable December- March.

GIRLS UNIFORM OPTIONS

Shirts	~Cobalt, Light Blue or Maize short sleeve and long sleeve knit polo shirts with embroidered FAST logo from Lands' End only. Students in 6th-8th grades can wear black or white polo shirts with logo from Lands' End. ~Cobalt dry-fit polo with embroidered FAST logo from Lands' End only. ~Light Blue short sleeve or long sleeve oxford cloth shirt with embroidered FAST logo from Lands' End only. ~*FAST Spirit Wear (sold by the PTO) / *except on announced required polo days
Skirts/Skorts	~Khaki or navy uniform poly/cotton skirt/skort. Hem must be no shorter than three fingers width above the top of the knee. Students in 6th-8th grade can also wear black skirts/skorts. ~Jumpers with embroidered FAST Logo from Lands' End only. Any of the approved uniform shirts must be worn under the Jumper. ~Knit dresses in light blue with embroidered FAST Logo from Lands' End only.
Slacks	~Khaki or navy uniform poly/cotton slacks (pleated or flat front). Must fit properly around the waist and hemmed so that they do not drag. Students in 6th-8th grades can wear black slacks. ~Leggings may not be worn as pants
Shorts	~Khaki or navy uniform poly/cotton shorts. Pleated or flat front. Hem to be no shorter than the top of the knee. Students in 6th-8th grade can also wear black shorts.
Winter/Fall Jackets-NEW	Warm jackets of any style may be worn outside only. Fall jackets with zippers or buttons. This includes heavily insulated sweatshirt style jackets with zippers.
Sweater/Vest	~Crew or V-neck cardigan or pullover in Maize with embroidered FAST logo from Lands' End only

Sweatshirt	~Cobalt sweatshirt with embroidered FAST logo from Lands' End only. Hoodies not permitted.
Fleece	~Cobalt fleece jacket with embroidered FAST logo from Lands' End only. Grade 6-8 may also wear the black fleece jacket with the embroidered FAST logo from Lands' End.
Socks/Tights/Leggings	~Solid black, white or navy ankle, crew or knee-high socks. ~Solid black, white or navy tights. ~Solid black, white or navy leggings. Leggings must be ankle length. ~Leggings can be worn under skirts. They may not be worn as pants.
Shoes	~Tennis shoes, docksiders, oxfords, loafers, and other closed shoes with heels less than one inch are appropriate. ~Sandals and slippers are not appropriate ~Boots acceptable December- March.

Consequences

Our expectation is that students will adhere to the dress code. If a child continually violates the school uniform rules, the following consequences will be administered. They purposefully differ from consequences related to behavior. Students who come to school out of uniform compliance will remain in the office until appropriate clothes are brought to the school.

1. Warning
2. Second Warning- email to parents asking for support
3. After school detention with school service if available

APPENDIX

Contents:

1. **FAST Bullying Policy and Procedures**
2. **FAST/Fulton County Schools Code of Conduct**
3. **FAST Family Partnership Agreement**
4. **FAST Parent and Family Communications & Escalation Policy**
5. **FAST Technology Honor Agreement**
6. **FERPA Directory Information Opt Out**

1. FAST BULLYING POLICY AND PROCEDURES UPDATED

First and foremost, FAST is committed to providing a safe environment for all members of the school community, where they feel supported and can be free of harassment. FAST will not tolerate harassment of any kind, based on race, color, gender, sexual orientation, sexual identity, national origin, religion, age, or disability.

Harassment is considered conduct directed at a specific person or group that causes emotional distress. As part of our commitment to the well-being of every student at our school, we will consistently promote positive interpersonal relations between all members of the FAST community, students, and families through education, a social emotional learning curriculum, and assemblies on an ongoing basis. FAST will hold its students' best interests at the forefront of all of its decision making while fostering a culture of responsibility, accountability, and respect.

FAST students shall not engage in bullying behaviors. When an incident of potential bullying occurs, FAST follows the express procedures set forth in the FAST Code of Conduct found in our Parent Student Handbook. This school follows the Fulton County Discipline Handbook. In the event that any FAST policy differs from the Fulton County Discipline Handbook, the FAST policy will control. The FAST Code of Conduct is available on the FASTK8.org website.

The Definition of Bullying as defined by FAST and the State of Georgia (OCGA §20-2-751.4):

(1) *Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;*

(2) *Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or*

(3) *Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:*

> (A) *Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;*
>
> (B) *Has the effect of substantially interfering with a student's education;*
>
> (C) *Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*
>
> (D) *Has the effect of substantially disrupting the orderly operation of the school.*

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

CYBERBULLYING

Bullying also applies to acts of cyberbullying which occur through the use of digital devices, including but not limited to tablets, cell phones, computers, and/or games as a means to communicate negative, harmful messages, bullying, and harassment, towards a targeted person(s), whether or not such electronic act originated on school property or with school equipment, if the electronic communication

(1) is directed specifically at students or school personnel,

(2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

(3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose, or

(4) is intended to share negative, harmful, or mean content about someone else to cause embarrassment and/or humiliation.

Off-campus misconduct for which a student may be disciplined includes but is not limited to, using any form of electronic communications to bully or harass FAST students or employees.
Electronic communication includes but is not limited to any transfers of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system.

Forms of Cyberbullying include, but are not limited to:

1. Establishing a website with information that is humiliating, embarrassing or insulting to the student.
2. Spreading rumors, falsifying information, and/or gossiping about peers online using websites or blogs.
3. Posting the victim's personal information and pictures on a website, which puts the victim in danger of being contacted by predators.
4. Using the information shared in confidence and making it public.
5. Conducting an Internet poll about the victim.
6. Posting rude, mean, or insulting, comments about the victim using the chat option of online gaming websites.
7. Sending viruses, spyware, or hacking programs to the student in an effort to spy on the victim or control his or her computer remotely.

Cyberbullying is a form of bullying and as such infractions will be treated as such. This includes suspensions, expulsions, and placement of incidents in the student's records

FAST Resources in Place to Address Bullying

*A full time counselor is in place to address issues related to bullying

*The Dean of Students' primary responsibility is to ensure the physical and emotional well-being of students

*"Second Step," a Social Emotional Learning curriculum has been adopted by FAST which is taught 2-3 times weekly. The anti-bullying component has been added for 2020-2021.

*New Student Orientation will include a component on FAST's diverse population and what that means in terms of respect and behavior

*Scheduled school assemblies/grade level meetings throughout the year to address bullying, cyber-bullying, bystanders, digital citizenship, and etc.

*Student Pledge**:** In order to create a safe, caring, respectful learning environment for all students and staff, students must understand their own part in doing so. Therefore, each student will sign a pledge each year. (see below)

What Happens When an Incident of Perceived Bullying Occurs

Step 1: Student or teacher reports incident to a teacher, administrator or other staff member.

Step 2: Teacher refers the incident to the Administrator overseeing discipline, no later than 24 hours after receiving the report.

Step 3: If the incident results in injury, the school nurse calls parents and files a report. The administration will also assess if the police will be contacted.

Step 4: Administration evaluates whether this is an isolated incident or one defined as bullying

Step 5: Administrator speaks to students and teachers with information about the incident/bullying situation and takes written statements from all witnesses as well as any other involved parties.

Step 6: Parents of all children involved are contacted and informed of the situation and any disciplinary actions pertaining to their own child in compliance with FERPA privacy laws.

Step 6: If reports are found to be accurate, all parents will be required to meet with the Principal and/or the Principal's designee.

Step 7: Discipline is administered in compliance with Federal and State law, as well as FAST policies and the Fulton County Discipline Handbook, and in compliance with FERPA privacy laws. If warranted, the police department will be engaged.

BULLYING BEHAVIOR CHART & CONSEQUENCES

	Physical Harm to another's body or property		Emotional Harm to another's self esteem		Social Harm to another's group acceptance		Consequences*
	Verbal	Non-Verbal	Verbal	Non-Verbal	Verbal	Non-Verbal	
Level 1	Taunting Expressing physical superiority	Making threatening gestures Defacing property Taking small items Staring/mugging Pushing/shoving	Insulting remarks Calling names Teasing about possessions, clothes	Giving dirty looks Holding nose or other insulting gestures Saying someone has germs or is unclean	Consistent Gossiping Spreading rumors Teasing publicly about clothes, books, etc... Verbal interference with friendships	Passively not including in the group Playing mean tricks Interference with friendships in any way	***Level 1 Consequences*** **1st Offense:** Verbal Reprimand **2nd Offense**: Verbal Reprimand and Parent Phone **3rd Offense**: Level 2 Consequence and an in school suspension. All future level 1 violations will result in level 2, or level 3 consequences.
Level 2	Threatening physical harm	Damaging property Stealing Initiating fights Scratching Tripping or causing a fall Assaulting	Insulting Family Harassment by verbal means Insulting intelligence, athletic ability, etc...	Defacing school work Defacing personal property, clothing, etc. Harassment by any means	Insulting race, gender Increasing gossip/rumors Undermining other relationships	Making someone look foolish Excluding from the group	***Level 2 Consequences*** **Minimum:** Detention, and/or removal from privileges, referred to the school associate, Parents Contacted **Optional**: Possible consequences include but are not limited to: Removal from the classroom, Payment of damages to property, letter of apology, isolated lunch, removal from extracurricular activities, ISS, OSS.
Level 3	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell, I will..."	Destroying property Biting Physical cruelty Assaulting with a weapon Making "hit lists"	Frightening the victim with threats Challenging in public Harassment by verbal means while breaking the law	Ostracizing Destroying personal property or clothing Harassment by any means while breaking the law	Threatening total group exclusion Threat of hazing	Arranging public humiliation Total group rejection/ ostracizing Hazing	***Level 3* Consequences** **Minimum:** ISS, OSS, refer to law enforcement officials (when necessary) and ongoing counseling **Optional:** The same as for Level 2, plus complete the school's Bully Prevention Program which includes up to 6 counseling sessions and writing a reflective paper with parents.

* Administration may impose Level 2 or Level 3 consequences for any Level 1 or Level 2 offense if he/she believes an escalated consequence is appropriate under the particular circumstances.

OUR PLEDGE OF SAFETY TO
FULTON ACADEMY OF SCIENCE AND TECHNOLOGY

Every school possesses its own characteristics which are carried within the fabric of its student body. Fulton Academy of Science and Technology (FAST) is composed of students, staff, and families, who host a variety of interests, talents, ideas, and gifts. By taking this pledge, you are agreeing to display a commitment to the acts of kindness, generosity, empathy, and accountability. As a student, family member, and/or staff member of FAST you are pledging to support a culture and community of safety, friendship, and honesty throughout your educational and academic experience at our school.

To keep FAST a place of safety where students are able to display their ability as innovative thinkers, I pledge to be (check if you agree):

Friendly: Show kindness to others of all ages. Yes___ No___

Appreciative: show respect to my peers and staff at FAST. Yes___ No___

Self- Disciplined: give it my all and strive for the best. Yes___ No___

Trusting: help provide a safe environment for my peers and I. Yes___ No___

Student: _____ Date: _____
Grade:_____ Signature:_____

Self-Checklist for Bullying

ARE YOU EXPERIENCING ANY OF THE FOLLOWING?

1. Are other students making hurtful comments about you (ex. mean teasing, name-calling, racial slurs, insults)?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

2. Do others imitate you or make fun of your appearance?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

3. Do you feel isolated or alone at school?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

4. Are others spreading rumors or false information about you?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

5. Are you ever afraid to go to work, school, or places where you feel hurt or excluded? ___Never ___Rarely ___Sometimes ___Often ___Very often

6. Do others physically hurt you (ex. hitting, kicking, spitting, pinching, pushing, and excessive touching) or damage your possessions?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

7. Are you being harassed online or do others post mean things about you?
   ___Never ___Rarely ___Sometimes ___Often ___Very often

If you are experiencing any of the signs listed above or if you have witnessed any of the above:

SEE SOMETHING AND SAY SOMETHING
Please notify a staff member, adult, or administrator

FAST Bullying Checklist

Please Read Before Using This Checklist

To determine whether an act of bullying or cyberbullying has occurred by law, proceed down the checklist and circle each true statement. If any identified section does not receive at least one check mark, then the act is not considered bullying according to Georgia Code §20-2-751.4.
This check-list is intended to provide a guideline for determining if bullying has occurred.

Georgia Code §20-2-751.4 expands authority to school districts, allowing public and charter schools to address cyberbullying off-campus and outside of school-related or school-sponsored activities based on specific criteria. In order to address this statutory change, this checklist will help parents, educators, and administrators determine if a student at our school has been bullied according to the legal definition. Please follow the conditional 'yes/no' logic for the questions regarding the use of electronic communication devices in possible bullying scenarios.

IS IT BULLYING ACCORDING TO GEORGIA STATE CODE 20-2-751.4?

1. Was it a single significant act? Yes or No
2. Was it a pattern of acts by one or more students directed at another? Yes or No
3. Did the situation display an imbalance of power?
    a. Through physical contact? Yes or No
    b. Using verbal expression? Yes or No
    c. Using written expression? Yes or No
    d. Using electronic means? Yes or No
    e. Physically harms a student Yes or No
    f. Manipulation of property? Yes or No
4. Did the situation create
    a. Reasonable fear of harm to student Yes or No
    b. Damages to their property? Yes or No
    c. Intimidating educational environment? Yes or No
    d. Threatening the learning process? Yes or No
    e. Abusive educational environment? Yes or No
5. Did the situation materially and substantially disrupt or infringe upon the
    a. Educational process or operation of school? Yes or No
    b. Rights of the victim at school? Yes or No
6. Did the situation take place under school jurisdiction
    a. On school property Yes or No
    b. During a school-sponsored/related activity? Yes or No
    c. On school bus or vehicle used to transport students Yes or No

2. FAST/FULTON COUNTY SCHOOLS CODE OF CONDUCT

Fulton County Schools Code of Conduct

Part 1: Disciplinary Rules

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus (see Rule 21). The decision to charge a student for violation of this Code of Conduct shall be made by the administration of FAST.

Definitions:

- **"Administrator" means the principal or other designated person to whom authority has been delegated.**
- **"Board" means the Fulton Academy of Science and Technology Governing Board.**
- **"Expulsion" means suspension or expulsion of a student from school beyond the current school quarter or semester.**
- **"Disciplinary Hearing Officer or Hearing Officer" means the individual(s) appointed to conduct a Disciplinary Hearing.**
- **"Long-Term suspension" means the suspension of a student from school for more than ten (10) school days, but not beyond the current school quarter or semester.**
- **"Parent" means the student's natural parent or court approved legal guardian.**
- **"Permanent expulsion" means expulsion from all Fulton County Schools for the remainder of the student's eligibility to attend school pursuant to Georgia law.**
- **"President" means the chair or president of the Governing Board or another member of the Board who has been designated as acting chairman or president for the purpose of these rules.**
- **"School property" includes, but is not limited to:**
    1. **The land and improvements which constitute the school;**
    2. **Any other property or building, including school bus stops, wherever located, and where any school sponsored/sanctioned function or activity is conducted;**
    3. **Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Fulton Academy of Science and Technology and Fulton County School District and privately-owned vehicles used for transportation to and from school activities;**
    4. **En route to and from school (Prior to imposing discipline regarding incidents occurring en route to and from school.)**
- **"School technology resources" includes, but is not limited to:**
    1. **Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and**
    2. **The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.**
- **"Short-Term suspension" means the suspension of a student from school for ten (10) school days or less.**
- **"Superintendent" means Fulton's Superintendent or chief administrative officer or other designated person to whom disciplinary authority has been delegated.**
- **"Teacher" means a classroom teacher, counselor, school assistant, substitute teacher or a student teacher who has been given authority over some part of the school program by the principal or a supervising teacher.**

- **"Detention", including Saturday school, by a teacher or an administrator requires a student to be at school for a limited period of time other than normal school hours or days. The student's parent or legal guardian should be notified at least on the day prior to the serving of detention or Saturday school.**
- **"Local school interventions" include the use of student and/or parent conferences, student court, mediation, detention, in-school suspension, bus suspensions, Saturday school, out-of-school suspension, and forfeiture of the privilege of participation in extracurricular activities. (See also "Part III: Tiered Offenses and Disciplinary Responses)**
- **"Timeout" includes the removal of a student from his/her class by the principal or a designee. The timeout is served in a cool-down location supervised by appropriate school personnel in a room on the school premises other than the student's classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the student.**
- **"In-school suspension" is the removal of a student from his/her class for at least half a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A student assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register. If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. A copy of the written notice ("suspension letter") must also be sent to the Exceptional Children Department if the student has an Individual Education Plan (IEP) and the visiting teacher/school social worker should be sent a copy of all suspension letters. The letter should clearly 11 indicate that the suspension is "in-school." The administrator should make every effort to have a conference with the parent(s) and student before, or at the time the student returns to regular classes.**

Disciplinary Rules (Related Character Trait)
The following behaviors are a violation of this Code of Conduct:

Rule	Description
1	Disruption and Interference with School
2	Damage, Alteration, or Theft of School Property or Private Property
3	Unauthorized Entry/Trespassing
4	Assault or Battery to a School Employee
5	Assault or Battery by a Student to any Person Other than a School Employee
6	Harassment, Bullying and other Derogatory Behavior
7	Insubordination
8	Misrepresentation
9	Honor Code Violation
10	Weapons and Dangerous Instruments/Hazardous Objects/Unauthorized Items
11	Alcohol and Other Drugs/Psychoactive Substances
12	Attendance

13	**Dress and Grooming**
14	**Tobacco Use/Cigarette Products**
15	**Gambling**
16	**Sexual Harassment**
17	**Sexual Misconduct/Sexual Offenses**
18	**Technology Offenses**
19	**Gang Related Activity**
20	**Interference with School Bus**
21	**Off-Campus Misconduct**
22	**Encouraging violations of the code of conduct**

Rule 1. Disruption and Interference with School (Responsibility/ Respect/ Citizenship)

A. **Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds so as to deprive others of access;**
B. **Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may cause, or attempts to cause the disruption of any mission or function of the school or poses a threat to the health, safety and/or welfare of students, staff or others;**
C. **Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event. The local school police officer must be notified of such incidents;**
D. **Pull a fire alarm without authorization or without the belief that a true emergency exists. (See Rule 8 for false fire alarm report)**
E. **Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact;**
F. **Engage in amorous kissing or similar public or other displays of affection (PDA).**

Rule 2. Damage, Alteration, or Theft of School Property or Private Property (Responsibility/ Respect/ Citizenship)

A. **Cause or attempt to cause damage to or deface school or private property;**
B. **Alter or attempt to alter school or private property**
C. **Set fire to or attempt to set fire to school or private property;**
D. **Steal or attempt to steal school or private property;**
E. **Steal or attempt to steal anything of value under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear; or**
F. **Possess or distribute school or private property without appropriate authorization. (Severity of consequences may be based upon value of property at issue)**

Rule 3. Unauthorized Entry/Trespassing (Citizenship/ Respect)

A. **Unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft);**
B. **Entering or remaining on a public school campus or school property without authorization or invitation;**

Rule 4. (Physical or Verbal) Assault or Battery to a School Employee (Responsibility/ Respect/ Caring)

A. **Intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21. (Battery) Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Rule 4b, below.**

Elementary School Discipline:

- **1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion.**
- **If expelled, upon recommendation of the hearing officer, an elementary school student may be readmitted to a traditional school for grades 9-12. If there is not an alternative education program for students in elementary school, then the student may be permitted to re-enroll in the elementary school as permitted by the hearing officer. (O.C.G.A. § 20-2-751.6).**

Middle and High School Discipline:

- **10 days OSS with a hearing referral and a minimum recommendation for permanent expulsion.**
- **The hearing officer may allow an expelled student to attend the alternative education program under strict academic, attendance and behavior requirements**
- **Upon recommendation of the hearing officer, a middle school student may be readmitted to a traditional school for grades 9-12. (O.C.G.A. § 20-2-751.6).**

B. **Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3- 21. (Battery);**
C. **Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury (Coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact made); or If a student commits a violation of 4a, 4b, or 4c, a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee and the student's parent/guardian/student age 18 or older. If the employee is not available, the school principal may waive the hearing on the employee's behalf.**

Rule 5. (Physical or Verbal) Assault or Battery by a Student to any Person Other Than a School Employee (Responsibility/ Respect/ Caring)

School administrators will use discretion in determining acts of intentional physical contact as opposed to other prohibited activities, such as horseplay/rough or boisterous activities (Rule 1e).

Offenses are cumulative at the elementary, middle and high school levels.

A. **Intentionally make physical contact of an insulting or provoking nature with another person. (Battery) Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury;**
B. **Mutually participate in a physical altercation (Fight);**
C. **Attempt to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury. (Coded as assault if**

reasonable apprehension of immediately receiving a violent injury is present, but no contact is made); or

D. **Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, piercing).**

At the discretion of FAST administration, the student and the parent may be referred to attend a violence prevention program. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school, as a result of the student's behavior.

Rule 6. Harassment, Bullying, and other Derogatory Behavior (Respect/ Caring/ Fairness/ Courage)
Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. Staff members should report instances of behaviors referenced in this rule to school administration within a reasonable time period so that administrators may review them in a timely manner.

It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying or "cyberbullying" in the community may contact their local police department for action, as the school may have no jurisdiction to discipline (OSS, ISS, etc.) for events in the community. (See Rule 21)

A. **Harassment is strictly prohibited. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:**
    - **Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability;**
    - **Racial, sexual, or ethnic slurs; Derogatory comments, insults, and jokes;**
    - **Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures.**
    - **Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.**

B. **Bullying: Bullying is strictly prohibited. Bullying includes the following:**
    - **Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or**
    - **Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm;**
    - **Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:**
        - **Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;**
        - **Has the effect of substantially interfering with the victim student's education;**
        - **Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or**

- **Has the effect of substantially disrupting the orderly operation of the school.**

Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:

1. **is directed specifically at students or school personnel,**
2. **is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, AND**
3. **creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.**

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system. (See also Rule 18 Technology Offenses)

No student shall bully another student or students. Parents/guardians/persons that have control of charge of students who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the school principal or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

Upon a finding by a Disciplinary Hearing Officer that a student in grades six (6) through twelve (12) has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative education program. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school, as a result of the student's behavior.

C. **Use of abusive words, profane or vulgar language (written or oral) or gestures (if directed at or towards a school employee then may result in increased consequences);**
D. **Possessing, displaying, or distributing profane, vulgar, pornographic, obscene, or ethnically offensive materials; or**
E. **Forcefully abduct, transport and/or detain a person against his/her will.**

Rule 7. Insubordination (Responsibility/ Respect/ Perseverance)
Failure to comply with local school rules, and/or reasonable directions or commands of teachers, student teachers, substitute teachers, school assistants, administrators, school bus drivers or other authorized school personnel, including refusing to identify one's self upon request of any School District

employee/designee; or engaging in verbal altercations with another person (if verbal altercation is disruptive then violation of Rule 1b).

Rule 8. Misrepresentation (Honesty)
Knowingly and willfully make false reports or statements, whether orally or in writing (e.g., making false calls to emergency services and making false fire alarm or emergency reports which must be reported to the local school police officer, falsely accusing others of wrong actions, falsifying school records, forging signatures, etc.).

Rule 9. Honor Code Violation (Honesty)
The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:

- **copying or "borrowing" from another source and submitting it as one's own work**
- **seeking or accepting unauthorized assistance on tests, projects or other assignments fabricating data or resources**
- **providing or receiving test questions in advance without permission**
- **working collaboratively with other students when individual work is expected**

Rule 10. Weapons and Dangerous Instruments/Hazardous Objects/Unauthorized Items (Responsibility/ Caring)

Prohibition:
A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/unauthorized item, either concealed or open to view, on school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The disposition of items prohibited under this rule should be determined by FAST administration, in conjunction with law enforcement. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16-11-127.1; or 16-11-132 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the local police and the FAST Governing Board.

There is no exception for students who have a valid legal license to carry a weapon.

NOTE: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Category I Weapon: Firearm/Dangerous Weapon
Any loaded or unloaded firearm or a dangerous weapon.

A firearm includes a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

A dangerous weapon includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.

Discipline for First and Additional Offenses:

- **Loaded or Unloaded Firearm or Dangerous Weapon: The discipline for any student possessing a loaded or unloaded firearm or dangerous weapon on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided in Georgia law and may include permanent expulsion.**
- **The FAST Governing Board has the authority to modify these expulsion requirements on a case-by-case basis.**
- **The local police department must be notified of such incidents.**

Category II Weapon: Hazardous Object
Any pellet gun, paint pellet gun, or BB gun, antique firearm, nonlethal airgun, stun gun, taser, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); boxcutter; any bludgeon (e.g. billy club, PR-24, night stick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nun chuck, nun chahka, shuriken, or fighting chain, 18 etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.
In addition to the above, Category II weapons include any item defined as a weapon or hazardous object as defined by O.C.G.A. § 16-11-127.1 and 20-2-751, with the exception of firearms and dangerous weapons (See Category I).

- **The local police officer must be notified of such incidents.**
- **Notify the FAST administration and Governing Board**

Category III Weapon:
Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or slingshot.

- **The FAST administration must be notified of such incidents.**

Dangerous Instruments/Unauthorized Items:
Students shall not possess ammunition, BBs, paint pellets, CO2 cartridges fireworks (other than "snap its", "poppers", or "pop-its" which may be addressed as a disruptive behavior), matches, lighters, stink bombs, pepper spray, mace or similar instruments /items. These instruments/items are disruptive to the function of the school and may pose a safety risk.

Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item
Any individual wishing to bring a weapon, look-alike weapon or dangerous instrument/unauthorized item to school or use a Category I or II type weapon for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the

principal which includes a description of the weapon(s) and/or dangerous instrument(s)/item(s) authorized and the time period during which the weapon(s) and/or dangerous instrument(s)/item(s) may be on campus.

Transport of the weapon, look-alike weapon or dangerous instrument/item to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the weapon or dangerous instrument/item from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the weapon, look-alike weapon or dangerous instrument/item in a secure location when it is not being used in the above approved classroom activities. The weapon or dangerous instrument must be unloaded and must not contain any explosive material.

Rule 11. Alcohol and Other Drugs/Psychoactive Substances (Responsibility/ Citizenship)
Offenses are cumulative at the elementary, middle and high school levels.

A student shall not:

A. **Possess, consume (eaten, digested, injected, inhaled, etc.), transmit, store, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs (e.g. bath salts) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this rule. First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.**
B. **Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell, or otherwise distribute any drug-related paraphernalia, which may include vaporizers (For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products).**
C. **Falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs or alcohol.**
D. **Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act.**
E. **Sniff or be under the influence of inhalants and/or other substances.**
F. **Over-The-Counter Medication: Possession of all over-the-counter medication on school property must be pursuant to Medication Administration and Storage Guidelines. A student is prohibited from selling, distributing, or possessing with intent to distribute any over the-counter medication. Over the counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. For electronic cigarettes, see Rule 14, Tobacco Use/Cigarette Products.**
G. **Prescription Drugs: Possess prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with written parent authorization and adherence to Medication Administration and Storage Guidelines. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of Paragraphs A through E above.**

Rule 12. Attendance (Responsibility/ Citizenship/ Perseverance)

A. **"Skipping" or missing any class or activity or any portion of a class or activity, or being tardy for a class or activity for which he or she is enrolled without a valid excuse;**
B. **Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school principal or designee. Students must follow the established procedures for checking in or out of school.**
C. **Failure to attend detention, Saturday school or ISS**

It should be noted that O.C.G.A. § 20-2-690.1 states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five (5) unexcused absences during one school year will be deemed to have violated Code section 20-2-690.1 and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties. (See also Attendance section, above.)

Rule 13. Dress and Grooming (Responsibility/ Respect)
Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress; shoelessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.
***See FAST Dress Code and Uniform Policy for further clarification.**

Rule 14. Tobacco Use/Cigarette Products (Responsibility/Citizenship)
Possess, distribute, or use, cigarettes, electronic cigarettes (a.k.a., e-cigarettes, e-cigs), or related tobacco products of any kind, including cigarette wrapping paper or containers for such products. First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate.

Rule 15. Gambling (Responsibility)
Gamble or participate in gambling activity, or solicit others to gamble or participate in gambling activity. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching or other games of chance for money and/or things of value.

Participating in a raffle or bingo game sponsored by a school-related support group such as a PTO or booster club will not violate this rule when the student is accompanied by his or her 21 parent or guardian or by another parent who has permission in writing from the student's parent or guardian to supervise that student at the fundraiser.

Rule 16. Sexual Harassment (Respect/ Caring)
A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of, or encouraging/participating in the display of, sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.

The local police officer must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and

molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval.

Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner.

Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual harassment/misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at FAST.

Rule 17. Sexual Misconduct/Sexual Offenses (Respect/ Caring)
The Georgia General Assembly requires the District to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law, or parts B through C below, must be immediately reported to the local police and FAST Administration who will notify the FAST Governing Board.

Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the principal's approval. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

As used in this Rule, "intimate body parts," as defined in Georgia law, O.C.G.A. § 16-6-22.1 include "the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female."

A. **General Misconduct:**
    1. **Willing participation in any form of sexual activity. (The local police officer must be notified of such incidents.)**
    2. **Expose one's intimate body parts or "moon" in public.**
B. **Sexual Battery:**
   Sexual battery is defined as a student intentionally making physical contact with the intimate body parts of another person without the consent of that person. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.
    - **The local police officer must be notified of such incidents, in addition to the FAST administration who will notify the Governing Board.**
C. **Sexual Molestation**
   Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts.

   No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.
    - **The local police officer must be notified of such incidents, in addition to the FAST administration who will notify the Governing Board.**

   Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at FAST.

Rule 18. Technology Offenses (Respect/ Honesty/ Citizenship)

The school is not responsible for personal electronic devices on school property or at school sponsored events. Electronic devices may be confiscated by the school administrator or designee. See Rule 20, for specific rules relating to the use of electronic equipment, including cellular phones, and other items while on the school bus.

A. **Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources;**
B. **Copy computer programs, software or other technology provided by the school for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises;**
C. **Attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (The local police officer may be notified of such incidents.);**
D. **Use or participate in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following (See Rule 6b for bullying using technology):**
   - **Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;**
   - **Advocates illegal or dangerous acts;**
   - **Causes disruption to FAST, its employees or students;**
   - **Advocates violence;**
   - **Contains knowingly false, recklessly false, or defamatory information; or**
   - **Is otherwise harmful to minors as defined by the Children's Internet Protection Act. (The local police officer must be notified of such incidents.)**
E. **Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission of a school administrator (including but not limited to the FAST Technology Honor Agreement).**

***Use of recording devices to record misbehavior or to violate the privacy of others may also result in a violation.**

Rule 19. Gang Related Activity (Responsibility/ Caring/ Fairness)

A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in "criminal gang activity" as described in O.C.G.A. 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).

A. **A student shall not engage in criminal gang activity.**
B. **A student shall not hold himself or herself out as a member of a gang, which may include, but is not limited to, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.**
C. **A student shall not recruit or solicit membership in any gang or gang-related organization.**

Rule 20. Interference with School Bus (Responsibility/ Respect/ Citizenship)
All code of conduct rules apply on school provided transportation and at school bus stops. Students may not violate any direction of the school bus driver. Students may not disrupt the environment of the bus or bus stop in any manner, including but not limited to: loud or boisterous behavior; failure to remain silent at railroad crossings; using emergency exits improperly; riding an unauthorized bus; disembarking at an unauthorized stop; throwing objects in the bus, or into or out of the bus; extending body parts or objects

outside of the bus; drinking/eating/chewing gum; interference with FAST recording equipment; and failure to remain seated.

Additionally, students are prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. These items include but are not limited to cell phones; pagers; audible radios; tape or compact disc players without head-phones; mirrors; lasers, or flash cameras. (Consequences may include confiscation of device.) Cell phone use will not be allowed during the operation of the bus because it interferes with the operational technology. However, cell phones may be used with the special permission of the principal, supervising teacher, or bus driver while the student is on the bus waiting to depart the starting location or when the bus returns to its final destination after athletic events, fields trips, or other special situation deemed appropriate by the principal, supervising teacher, or bus driver. (See also FCS Bus Conduct Policy)

Rule 21. Off-Campus Misconduct (Responsibility/ Citizenship)
Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
The FAST administration must be notified, and the local police officer may be notified of such incidents.

Rule 22. Encouraging Violations of Code of Conduct (Responsibility/ Respect/ Caring)
Incite, urge, encourage, advise, or counsel other students to violate any Rule of this Code of Conduct or conspire to violate any Rule of this Code of Conduct. O.C.G.A. § 20-2-751.5(a)(11).

Part 2: Disciplinary Hearing and Appeal Process

A. Discipline Team Meeting (DTM)
When a Principal recommends a long-term out of school suspension/expulsion, and the disciplinary hearing may potentially be waived, a Discipline Team Meeting (DTM) will be offered to the parent/guardian within 5 school days of the first day of suspension. The student may be invited where practicable. The principal/designee will notify the office of the Student Behavior Specialist, or superintendent's
designee, as soon as practicable after the investigation of the occurrence. The principal/designee should furnish the following documents to the Student Behavior Specialist or Superintendent's designee, before or at the time of the DTM: witness/student statements; a current copy of the student's permanent record; a copy of the student's test record card; current status of the student's academic and conduct grades in all
classes (progress reports); days present and absent (excused and unexcused absences); number of tardies and class cuts; detention assignments with reasons; anecdotal report citing discipline, attendance and academic records, and interventions offered at the local school including SST referral, counseling sessions and parent/guardian conferences with dates, reasons, and results; copy of police report; special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST reports; copy of the currently approved suspension letter that includes the school administration's recommendation for consequences, and any other information or evidence relevant to the incident.

The purpose of this meeting is for the team to discuss the investigation completed by the school, the discipline procedures afforded, and any information provided by the student and/or the parent/guardian. As this is a parent conference, the student's or parent's legal counsel may not attend. The FAST Administration and Governing Board may set a reasonable time limit for the DTM, and may end the

DTM if it is evident that resolution is not imminent. If the parent/guardian and school are able to reach an agreement about the disciplinary outcome and the parent/ guardian waives the hearing in writing, then the hearing will be canceled. If the parent/ guardian disagrees with the disciplinary outcome and the end result of the DTM, or the parent/guardian does not attend the DTM, then the hearing will proceed as scheduled.

A. Disciplinary Hearing

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension/expulsion/ alternative school will result in a hearing being scheduled for a student. The hearing should be held within ten (10) school days after the first day of suspension.

Any confiscated drugs, weapons or other criminal evidence should be transferred to the Chief of the Fulton County School Police for use during a disciplinary hearing and/or criminal case.

Group Hearing:

When students are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all students, a group hearing may be conducted for them if the FAST Administration believes that the following conditions exist:

(a) A single hearing will not likely result in confusion and

(b) No student will have his/her interests substantially prejudiced by a group hearing.

Any student who objects to participation in a group hearing should notify the FAST Administration in writing no less than 48 hours before the hearing. If during the disciplinary hearing, the hearing officer finds that a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student.

Written Notice of Hearing:

When long-term suspension/expulsion and/or alternative school is recommended by the school, a disciplinary hearing is required. The school shall provide written notice of the relevant procedures to the student's parent/guardian/student age 18 or older. The notification shall include the following:

A. **A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.**
B. **The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.**

C. **A copy of this document.**
D. **The date, time and place of the hearing.**
E. **The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.**
F. **A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.**
G. **A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.**
H. **A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.**

Delivery of Notification:

The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known

address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

Continuance:

If good and sufficient cause exists, the FAST Administration may reschedule a hearing. Upon rescheduling, written notice of the rescheduled date and time of the hearing will be sent to the student's parent/guardian/representative/attorney/ student age 18 or older either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.

The student's parent/guardian/representative/attorney/student age 18 or older may request a continuance of the hearing from the FAST Administration. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the FAST Administration for approval. If a continuance is requested or caused by the parent/guardian/student age 18 or older/student's representative, the student will continue to serve his/her recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and FAST Administration and Governing Board has rendered a decision.

Waiver of Hearing:

If the student's parent/guardian/representative/ attorney/student age 18 or older waives the hearing, they may do so by requesting a waiver from the school prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the student's parent/guardian/ representative/attorney/ student age 18 or older, the hearing will be held as scheduled, whether or not the student/parent/guardian/representative/attorney chooses to participate.

Record of Proceedings:

A. **A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by the Governing Board. Parents/guardians/student's legal counsel may request a copy of the recording.**

B. **A written transcript will be prepared by the District if the Board so requests; or if the decision of the Board is appealed to the State Board of Education. If a written transcript is not prepared by the District, the parent/guardian/ student may obtain a written transcript at their own expense.**

Burden of Proof:

The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

Legal Representation/Involvement of an Attorney at the Disciplinary Hearing:

If the student is represented by an attorney, the Board attorney may be present. The Board attorney shall advise FAST as necessary. The student/parent/guardian must notify the FAST Administration not less than 48 hours prior to the hearing if the student may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

Presentation of Evidence:

The evidence for the school and student/student representative (if present) shall be presented to the Hearing Officer. The administrator representing the school, the Board attorney, the student's representative, the Hearing Officer, and the Hearing Facilitator are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Hearing Officer or Hearing Facilitator has the authority to limit unproductively long or irrelevant questioning.

Procedural Objections:
Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the FAST Administration no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

Hearing Officers and Hearing Facilitators:
Disciplinary Hearings may be conducted by a Student Discipline Hearing Officer or Hearing Facilitator.

The Hearing Officer will serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing, if no Hearing Facilitator is present. A Hearing Facilitator, if *present,* may serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing.

The Disciplinary Hearing Officer after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine what, if any, disciplinary action shall be taken. Such action may include, but is not limited to, assignment to an alternative school, short-term suspension, long-term suspension, expulsion or permanent expulsion.

Appeals:
Any party may appeal the hearing decision to the Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal should be addressed to the attention of the Principal and delivered to the FAST Administration. Appeals via email alone may be accepted but appealing parties must confirm receipt with the FAST Administration within the 20 calendar day appeal timeline. Appeals by administration must be approved by the Governing Board. The Principal shall have the authority to suspend the decision of the disciplinary hearing officer, during the period of appeal to the Board. Upon the appeal of a decision of the disciplinary hearing officer to the Board, the Board will render its decision within 10 days, excluding weekends and public and legal holidays, from the date the Board receives notice of the appeal, unless all parties agree to a different date. The decision shall be in writing and a copy shall be provided to the student/parent/guardian, and the Principal.

The Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal. The Board's review will be based solely on the record and written arguments submitted by the student and the FAST Administration, if briefs are submitted. The Board shall not hear any oral arguments as part of any appeal nor shall it consider any evidence that was not presented at the disciplinary hearing. The Board may take any action it deems appropriate. Either party may appeal the Board's decision in accordance with state and local laws and regulations.

Students with Disabilities
Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990.

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the disciplinary hearing officer to have violated any of the rules, regulations or laws as alleged, shall be referred to an IEP or Section 504 committee. The IEP or Section 504 committee is responsible for determining if the student's conduct is a manifestation of his/her disability and whether such conduct warrants a change in placement or amendments to the Individual Education Plan (IEP) or 504 Plan.

If the IEP or Section 504 committee determines that the student's conduct is a manifestation of the student's disability, the discipline ordered by the disciplinary hearing officer will not be carried out.

If the IEP or Section 504 committee determines that the student's conduct is not a manifestation of the student's disability, it shall determine what services the student shall receive during the student's discipline as determined by the disciplinary hearing officer. If the Section 504 committee determines that the student's conduct is not a manifestation of the student's disability, the student's 504 Plan will be implemented at the new location of educational services if the Disciplinary Hearing Officer recommends alternative school placement. The IEP or Section 504 committee shall also have the authority to consider, recommend and implement any changes in the student's IEP or 504 Plan or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

Part 3: Tiered Offenses and Disciplinary Responses

Tiered Offenses:

The responsibility cycle included in the code of conduct covers discipline for some more commonly known infractions of the student behavior code. However, parents and school administrators should refer to the remainder of the student code of conduct for more information about specific offenses, and should contact the FAST Administration with questions or concerns.

This cycle cannot anticipate all possible misbehaviors. Unique, serious or multiple offenses may result in more severe consequences. If a student's behavior is a violation of more than one rule, the student may face more severe or "stacked" discipline to reflect these multiple offenses.

Schools should implement positive behavioral supports, as discussed in this code of conduct, and local interventions designed to improve the learning environment by improving student behavior and discipline. Fulton Academy of Science and Technology grants autonomy to teachers in maintaining a healthy and positive classroom environment. Teachers are given the authority to handle minor behavior infractions disrupting the learning environment.

Where appropriate, local interventions may include the following:

- **Classroom interventions (assigned seats, etc.)**
- **Teacher/student conference**
- **Restorative Practices**
- **Timeout for students**
- **School/parent contact**
- **School/parent conference**
- **Guidance Counselor intervention**
- **Social Worker intervention**
- **Counseling with School Police Officer and/or other staff**
- **Student Support Team**
- **Referral to administrator**
- **Principal involvement**
- **Verbal reprimand**
- **Withdrawal of privileges**
- **Behavior, Attendance and Academic Contract/Plan for School or Bus**
- **Before or after school detention (parent responsible for transportation)**
- **Saturday School (parent responsible for transportation)**
- **Participation in a school-service project**
- **Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)**
- **Conflict mediation**

- **Peer mediation**
- **Confiscation (The school is not responsible for electronic devices on school property or at school sponsored events)**
- **Administrative referral to student services or outside agencies**
- **Referral to Insight Drug Intervention Program for first time drug or alcohol violations – Middle and High School**
- **Referral to Stopping Acts of Violence Through Education Program (SAVTE) – Middle and High School**
- **Suspension from the bus. Students must attend school and the parent(s) must provide transportation**
- **In-school suspension that includes behavior supports and interventions**

Tier I: Minor Acts of Misconduct
Tier I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. The school employee involved should intervene in the misconduct. If further action is necessary, the school employee should refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members as needed and doing any other investigation deemed necessary, the administrator will decide on disciplinary action.

Tier II: Intermediate Acts of Misconduct
Tier II offenses are intermediate acts of misconduct that may include repeated acts of misconduct from Tier 1, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple offenses may result in the offense being considered a Tier III offense.

Tier III: Moderate Acts of Misconduct
Tier III offenses are moderate acts of misconduct that place students or staff at serious risk of emotional or physical harm which may include threats to the health, safety, and/or property of others; and other acts of moderate or repeated misconduct. Depending on the severity, the consequences can include a disciplinary hearing referral for long-term suspension/expulsion/ alternative school (except for students in grades K – 2).

Tier IV: Serious Acts of Misconduct
Tier III acts of misconduct are the most serious. These acts may be grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for long-term suspension, expulsion and/or assignment to an alternative education program.

Fulton County Schools Student Responsibility Cycle
Abbreviations: TO (timeout) SST (Student Support Team) OSS (Out of School Suspension) AD/SS (Administrative Detention / Saturday School ISS (In School Suspension)

<u>TIER 1 MINOR ACTS OF MISCONDUCT</u>

Acts that interfere with the orderly operation of the classroom, school function, extracurricular / co-curricular program or approved transportation.

SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES:
The principal or designee should select at least one supportive discipline management techniques for Tier 1 violations. For repeated Tier 1 violations occurring during the same school year, in addition to conferencing with the student, contacting the parent and selecting at least one supportive discipline management technique, the following *consequence ranges* may be considered.

K-2: Supportive Discipline Management Techniques up to timeout
3-5: Supportive Discipline Management Techniques up to 3 days ISS
MS and HS: Supportive Discipline Management Techniques up to 5 days ISS

RULE AND OFFENSE		SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES
1f	PDA (*Public Display of Affection*)	• Conference with teacher and student • Reminders and Redirection • School/parent contact • Confiscation of devices (the school is not responsible for electronic devices on school property or at school sponsored events. *Note: school issues personalized devices will not be confiscated as a consequence for behavior infractions* • Replacement or payment for any damage property (if appropriate) • Reflective essay or other reflective activity • Written apology • Teaching of expectations and skills • Participation in a school-service project • Role Play replacement behavior • Conference with student, caregiver(s), and staff • In class time out • Classroom interventions (assigned seats, etc.) • Social worker referral • Removal from class where the infraction occurred to a supervised time out in another classroom • Change in class schedule • Peer mediation • Conflict mediation
6a	Teasing and Taunting	
6c	Profane Language or Gestures *(not directed at or toward an employee)*	
7	Insubordination *Failure to follow school rules or reasonable directions or commands of school staff* Verbal Confrontation with another person Failure to Identify self to school employee	
9	Honor Code Violation	
12a	Skipping/Unexcused Absences/Tardies *Class cuts, Unexcused tardies (Starts over every 9 weeks)*	
12c	Failure to attend detention, Saturday school, or TO/ISS	
13	Dress Code Violations	
14	Smoking/Tobacco Products	
15	Gambling	
18e	Technology Offenses (*refusing to comply with staff directives on use of technology)*	

		• **Participation in counseling/mentoring session related to the infraction** • **Creation of review of a Tier II academic / behavior plan**

TIER II: INTERMEDIATE ACTS OF MISCONDUCT

Acts of misconduct that may include repeated acts of misconduct from Tier 1, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of the school order. Unique, serious, or multiple offenses may result in the offense being considered a Tier III offense.

SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES:
The principal or designee should select at least one supportive discipline management techniques for Tier II violations. For serious and/or repeated Tier II violations occurring during the same school year: in addition to conferencing with the student, contacting the parent and selecting at least one supportive discipline management technique, the following *consequence ranges* may be considered.

K-2: Supportive Discipline Management Techniques up to 3 days ISS
3-5: Supportive Discipline Management Techniques up to 3 days OSS
MS and HS: Supportive Discipline Management Techniques up to 5 days OSS

RULE	Offense & Description	Consequence Range
1a	Occupy or block building	• Reminders and redirection • Confiscation of devices (the school is not responsible for electronic devices on school property or at school sponsored events. Note: school issued personalized devices will not be confiscated as a consequence for behavior infractions • Replacement or payment for any damage property (if appropriate) • Reflective Essay or or other reflective activity • Written apology • Teaching of expectations and skills
1b	Disruption	
1e	Horseplay	
2a 2b 2d 2f	Theft and Vandalism *(criminal charges may also cause or attempt to cause damage to or deface school or private property* Vandalism/damage/alteration of school or private property Theft or attempted theft of school or private property Posses or distribute school or private property without appropriate authorization	
3a,b	Unauthorized Entry/Trespassing	
5b	Fight (without harm) *Mutually participate in a physical altercation*	
5d	Consensual hazing, initiation or bodily modifications	
6c	Profanity towards an Employee/Verbal abuse of an employee	

8	**Misrepresentation** ***Making false reports or statements (i.e. false emergency calls, false name, forgery, falsely accusing others of wrong actions, falsifying school records,*** ***alteration or unauthorized possession of school, county, state or federal forms/records etc.***	• **Participation in a school-service project** • **Role Play replacement behavior** • **Conference with student, caregiver (s), and staff** • **Saturday School** • **Conference with the school police officer** • **Before or after school detention** • **Restorative practices** • **In class time out** • **Classroom interventions (assigned seats, etc)** • **Removal from class where infraction occurred to a supervised time out in another classroom** • **Change in class schedule** • **Revocation of privilege to participate in social/extracurricular activities** • **Peer mediation** • **Conflict mediation** • **Participation in counseling/mentoring session related to the infraction** • **Creation or review of a Tier II/Tier III academic/behavior plan** • **Refer to Stopping Actions of Violence Through Education-SAVTE (Middle and High School students only)** • **Suspension from the bus. Students must attend school and the parent(s) must provide**
10	**Weapons (Criminal Charges may also apply)** ***Possession of a category II weapon without intent to harm or use for protection.***	
10	**Dangerous Instruments/Unauthorized Items** ***Possession of matches, lighters, stink bombs, pepper spray, mace, ammunition, BBs, paint pellets, CO2 cartridges, fireworks, or similar instruments/items***	
12b	**Leaving campus without permission from parent <u>AND</u> principal/designee**	
16	**Sexual Harassment**	
17a (1), (2)	**Sexual Misconduct/Sexual Offenses(Criminal Charges may also apply)** ***Sexual acts/offenses (without the use of force)/indecent exposure***	
18a, b, c, d,	**Technology Offenses**	
20	**Interference with School Bus** ***Use of prohibited items which may interfere with bus safety.***	
22	**Encouraging Misconduct** ***Provoking a fight/Encouraging violations of the code of conduct***	

		transportation • **Modification of FBA/BIP/IEP if applicable** • **Referr to outside agency/provider** • **In-school suspension (ISS) that includes behavior supports and interventions**

TIER III: MODERATE ACTS OF MISCONDUCT

Acts of misconduct that place students or staff at serious risk of emotional or physical harm which may include threats to the health, safety, and/or property of others; and other acts of moderate or repeated misconduct. Depending on the severity, the consequences can include a disciplinary hearing referral for long-term suspension/expulsion/alternative school (except for the students in grade K-2).

SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES:
The principal or designee should select at least one supportive discipline management techniques for Tier III violations. For serious and/or repeated Tier III violations occurring during the same school year: in addition to conferencing with the student, contacting the parent and selecting at least one supportive discipline management technique, the following *consequence ranges* may be considered.

K-2: Supportive Discipline Management Techniques up to 3 days OSS
3-5: Supportive Discipline Management Techniques up to 8 days OSS
MS and HS: Supportive Discipline Management Techniques up to 10 days OSS

RULE & OFFENSE		SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES
1c	**Bomb Threat**	• **Reminders and redirection** • **Replacement or payment for any damage of property (if appropriate)** • **Reflective Essay or or other reflective activity** • **Written apology** • **Teaching of expectations and skills** • **Participation in a school-service project** • **Role Play replacement behavior** • **Conference with student, caregiver (s), and staff**
1d	**False Fire Alarm**	
2c	**Arson or attempted arson of school or private property.**	
2e	**Theft or attempted theft by: force, threat of force, violence or fear**	
5a, b	**Group Fight (Criminal Charges may also apply) with serious injury (3+participants)**	
5 a	**Battery (Criminal Charges may also apply)** ***Intentionally make physical contact which to another person (with our without harm)***	
5b	**Fight (with harm)**	

	Mutually participate in a physical altercation	**• Saturday School • Conference with the school police officer • Before or after school detention • Restorative practices • In class time out • Classroom interventions (assigned seats, etc) • Removal from class where infraction occurred to a supervised time out in another classroom • Change in class schedule • Revocation of privilege to participate in social/extracurricular activities • Peer mediation • Conflict mediation • Participation in counseling/mentoring session related to the infraction • Creation or review of a Tier II/Tier III academic/behavior plan • Refer to Counselor/Social Worker/Psychologist for risk protocol • Refer to Stopping Actions of Violence Through Education-SAVTE (Middle and High School students only) • Suspension from the bus. Students must attend school and the parent(s) must provide transportation • Modification of FBA/BIP/IEP if applicable • Refer to outside agency/provider • In-school suspension (ISS) that includes behavior supports and interventions**
5c	**Assault** ***Attempt to cause physical injury, threaten bodily harm or commit an act which places a person in reasonable apprehension of immediately receiving physical injury***	
6a	**Harassment/Bigotry (Criminal Charges may also apply)**	
6b	**Bullying** ***See rule for mandatory discipline on third offense***	
6e	**Forcefully abduct, transport, and/or detain a person against his or her will**	
10	**Weapons (Criminal Charges may also apply)** ***Possession of Category III/dangerous Instruments with intent to harm or use protection***	
11a	**Alcohol/Drugs/Paraphernalia** ***Possession or use of drugs or alcohol***	
11b	**Drug Paraphernalia**	
11c	**False Drugs**	
11e	**Inhalants**	
11f	**Over-the-counter medication**	
11g	**Prescription Drugs**	
17b	**Sexual battery** ***(must also be reported to School Police, Student Discipline and Area Superintendent)***	
19a	**Gang Activities (Criminal Charges may also apply)** ***A student shall not engage in criminal gang activity***	
19b	**A student shall not hold himself or herself out as a member of a gang (see Rule 13 for dress code violations)**	
19c	**A student shall not *recruit* or *solicit* membership in any gang**	

TIER IV: SERIOUS ACTS OF MISCONDUCT

Acts of misconduct that are the most serious. These acts may be grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for long-term suspension, and/or assignment to an alternative education program.

SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES:
In addition to conferencing with the student,the following *consequence ranges* shall be imposed:

K-2: 1 day OSS up to 10 days OSS and Hearing Referral
3-5: 10 days OSS and Hearing Referral
MS and HS: 10 days OSS and Hearing Referral
If appropriate, the principal or designee may also select at least one supportive discipline management technique

RULE AND OFFENSE		SUPPORTING DISCIPLINE MANAGEMENT TECHNIQUES
4a	**Battery of an Employee (Physical and Verbal) (Criminal Charges may also apply)** ***Intentionally make physical contact which causes physical harm to a school employee, unless such physical harm was in defense of himself or herself***	• **Reflective Essay or other Reflective Activity** • **Written apology** • **Conference with student, caregiver(s)** • **Restorative Practices** • **Guidance Counselor/Social Worker Intervention** • **Conference with School Police Officer** • **Refer to SAVTE or INSIGHT (Middle & High School students only)** • **Participation in counseling/mentoring session related to the infraction** • **Creation of review of a Tier II/Tier III academic / behavior plan** • **Refer to the Counselor/Social Worker/Psychologist for risk protocol** • **Modification of FBA / BIP/ IEP (if applicable)** • **Refer to outside agency/provider**
4b	**Intentionally make physical contact of an insulting or provoking nature with a school employee**	
4c	**Assault** ***Attempt to cause physical injury, threaten bodily harm or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury***	
5a, b	**Group Fight (Criminal Charges may also apply) with serious injury (3+ participants)**	
10	**Weapons:** **Category 1-Firearm (Recommendation for expulsion for at least one (1) calendar year)** **Category II with intent to harm or use for protection** **Category III / Dangerous Instrument** ***Actual use of a Category III weapon or Dangerous instrument***	
11d	**Alcohol/Drugs/Paraphernalia (Criminal Charges may also apply)** ***Sale, attempted sale or distribution of alcohol, controlled substance, prescribed medication, look-alike drug or paraphernalia***	

17c	**Sexual Molestation (Criminal Charges may also apply)** ***(must also be reported to School Police & Area Superintendent)***	
21	**Off Campus Felonious Misconduct**	

3. FAST Family Partnership Agreement

*must be signed and returned

Fulton Academy of Science and Technology

Creating and nurturing the next generation of innovators, problem solvers, and leaders

2020-2021 Family Partnership Agreement

At Fulton Academy of Science and Technology, our mission and core values extend to include our commitment to nurturing relationships and enhancing the community. Positive and strong family partnerships are vital to our success in achieving and sustaining the mission and vision of our school. By signing this partnership agreement, we celebrate a shared commitment to creating and nurturing the next generation of innovators, problem solvers, and leaders.

Parent /Guardian Pledge:

- I will support and uphold the mission and core values of Fulton Academy of Science and Technology
- I will ensure my child arrives to school on time each day prepared to learn.
- I will ensure my child's health remains a priority, and that my child is properly groomed and dressed according to the guidelines established in the Fulton Academy of Science and Technology handbook.
- I will support my child's learning and value the learning process by ensuring all assignments are completed on schedule.
- I will help my child develop positive organizational skills and time management routines.
- I will attend requested conferences with parents or administration in support of my child's growth and learning.
- I will take responsibility for the behavior of my child during the school day and in school sponsored extracurricular activities.
- I will support my child's passions and encourage participation in after school events and clubs.
- I understand that it is my responsibility to stay informed of announcements and upcoming events through the school's official modes of communication : email, the school website, and the school's official Twitter and Facebook accounts.
- I understand that Fulton Academy of Science and Technology is governed by a Governing Board, which includes some parents/guardians of students enrolled in the school.
- I understand that Fulton Academy of Science and Technology has the right to suspend or expel a student from the school if their behavior and actions violate the established FAST Code of Conduct set forth in this handbook, and I commit to take responsibility for my child's actions and to collaborate with the school to correct any behavior in violation of the FAST Code of Conduct.

Acknowledgement: *Please sign below and hand in to your child's homeroom teacher by August 10, 2020*

I/We have read the Fulton Academy of Science and Technology Parent Student Handbook. I/We have reviewed the Code of Conduct and the Parent/Guardian Partnership, and we pledge to abide by these tenets. I/We agree to support Fulton Academy of Science and Technology through engaging in volunteering and leading enrichment activities to the degree possible, and we agree to communicate consistently with teachers when appropriate. I/We recognize that learning is a journey, and I will support the school's growth mindset policy, promoting positive educational practices at home.

Parent/Guardian: _____ **Date: _____**

I, _____, have read and reviewed the policies and guidelines established in the Fulton Academy of Science and Technology Parent Student Handbook. I agree to abide by the FAST Code of Conduct and the tenets set forth in the handbook.

Student Signature: _____ **Date: _____**

4. FAST Parent and Family Communications & Escalation Policy

Policy Statement and Purpose:

The Fulton Academy of Science and Technology ("FAST") believes that open communication between parents and Families ("FAST Families") and staff / administration is at the heart of FAST.

FAST also believes that communication and escalations should be handled in a clear, accessible and documented manner that gives FAST Families a voice that is heard, addressed and ultimately where concerns and issues are resolved in the most productive, efficient, fair and timely manner..

This Policy is to formalize the process for communication for FAST Families. In doing so, the Policy provides clear access to the proper chain of communication for addressing Fast Families' concerns.

FAST remains committed to working closely with our families and approaching problem-solving through the most constructive and appropriate means.

To that end, FAST and FAST Families should follow the Policy and Escalation Matrix ("Exhibit A").
The hope is for problems to be solved by the right person.

FAST is further committed to:

- Respecting the privacy of FAST Families and discretion regarding sensitive matters
- Providing a clear and concise process for FAST Families who are desiring to escalate complaints and concerns at FAST
- Following the process in order that FAST Families are heard, understood, and have a timeline in order to know what to expect
- Creating a committee within the administration and Governing Board that addresses escalated matters of concern (an "Escalated Matter")
- Providing factual representations and responses to the questions and concerns, and if necessary, the same on social media and in social media forums where questions are raised (Privacy of FAST Families will be held and respected)
- Following-through with the Escalated Matter until a resolution is reached

FAST Families shall be committed to:

- Following the process outlined herein and abiding by the process as documented in order to provide the most streamlined, fair and reasonable resolution of matters
- Understanding that a timeline is created for the purpose of allowing the staff, administration and Governing Board to thoroughly investigate and provide a response to FAST Families
- Understanding the chain of communications and abiding by the same for the most effective communications with FAST and resolution of matters

Scope of Policy:

This Policy applies to all FAST families and parents who have children currently enrolled at FAST. The Policy further extends to the staff, teachers, administration and the Governing Board.

Definitions:

Escalated Matter: A matter in which the appropriate channels have been followed and exhausted in the communication chain as set forth herein, but the FAST Family involved with the matter is not satisfied and would like counsel with the Governing Board.

FCS Charter Schools Escalated Matter: In the event that the Escalated Matter is not addressed and a resolution reached within a reasonable time after all Communication avenues are exhausted herein and after FAST Family has followed the proper channels, then the FAST Family should reach out to Fulton County Schools (FCS) via the *Charter Schools Coordinator*. *Please note that a FAST Family must follow the proper escalation set forth herein prior to contacting the FCS Charter Schools Coordinator.*

Escalation Matrix & Contacts

General Inquiries, Comments or Suggestions for FAST:

Should anyone in our community desire to make a comment or suggestion for FAST, please utilize the virtual comment box via: info@fastk8.org

Student and School-Level Matters:

Should anyone in our community seek a remedy to a concern regarding student performance and/or school level matters, the following steps should be taken, in this order:

1) FAST Family works with/contacts the Homeroom Teacher. *This allows the Teacher to escalate to proper staff member if the matter is outside of the classroom.*

If there is no resolution then >

2) FAST Family works with/contacts the Assistant Principal.

If there is no resolution then >

3) FAST Family works with/contacts the Principal.

If there is no resolution then >

4) FAST Family completes Exhibit B, Grievance Form, and submits to Governing Board as required herein.

*Exceptions are Escalated Matters, as defined above

Contact Matrix

Who	Online Information	Contact List
Staff and Teachers	http://www.fastk8.org/wp-content/uploads/2018/03/FAST-STAFF-2017-2018.pdf	http://www.fastk8.org/wp-content/uploads/2018/03/FAST-STAFF-2017-2018.pdf
Assistant Principal, Grades 4-8	http://www.fastk8.org/about-us/administration/	peter.epstein@fastk8.org
Assistant Principal, Grades K-3	http://www.fastk8.org/about-us/administration/	mary.miller@fastk8.org
Principal	http://www.fastk8.org/about-us/administration/	stan.beiner@fastk8.org
Governing Board	http://www.fastk8.org/about-us/governing-board/	governance@fastk8.org
Fulton County Schools Charter School Coordinator*	Ms. Andrea Cooper-Gatewood	gatewooda@fultonschools.org

*NOTE: The Charter Schools Coordinator *must* be contacted before *any* other contact at Fulton County Schools.

If the FAST Family has not gone through the proper channels and exhausted all communication avenues through this Policy, the FCS Charter Schools Coordinator or other FCS member will refer the matter back to FAST for proper escalation. Fulton County Schools respects the autonomy of Charter Schools and will not become involved in school level matters unless there is a serious issue such as a health or safety concern, federal or civil rights compliance issues, or evidence of criminal wrongdoing.

The FCS Charter Schools Coordinator is Ms. Andrea Cooper-Gatewood, gatewooda@fultonschools.org.

EXHIBIT A

FAST GRIEVANCE FORM

The grievant must initiate a grievance on a completed Grievance Form prior to escalation to the Governing Board and after all communication channels have been exhausted.

The form must state the claim, detailed statement of the facts in support of the claim, and the relief requested. Attachments may be used. (FAST Parent and Family Communications and Escalations Policy).

In this document, please provide a description of your complaint. Include all relevant information, including name, dates and times. Attach copies of any and all written correspondence and summaries of phone conversations. Please include names of any other parents or staff members who may have witnessed the event. What would you suggest as a possible resolution to your complaint/concern?

You may use the back of this form or attach additional pages as needed. Once complete, a copy of this form should be provided to the Principal and to the Governing Board.

A conference will be scheduled within five (5) business days of receipt of this form.

Submit all documentation to governance@fastk8.org.

Description of Incident/Claim:

Additional Information:

Relief Requested:

Date/Time of Incident:

Date Form Completed:

Parent Name(s):

Email:

Phone:

COMMITTEE USE ONLY

Date Received: Date Closed:

5. FAST Technology Honor Agreement

Fulton Academy of Science & Technology

Creating and nurturing the next generation of innovators, problem solvers, and leaders

2020-2021 FAST Technology Honor Agreement

The students, faculty, parents, and Governing Board of Fulton Academy of Science and Technology agree to abide by the following Technology Honor Agreement, which establishes the accepted use of technology both in and away from school. While we value student autonomy and believe students should be empowered to make wise choices when using technology as a learning tool, we also value the safety and security of others and our learning environment. It is not acceptable for the use of technology to infringe on others' privacy, impede the safety and security of the learning environment, or allow access to inappropriate information.

Please be advised that violations of the FAST Technology Honor Agreement are a serious breach of trust and disciplinary consequences will be issued by the FAST administration. See the FAST Code of Conduct for more information.

Student Pledge:

Security

1. I agree to provide any passwords I have set to protect files on my devices to appropriate FAST staff if requested.
2. I will make no attempt to access secure school information, including login and passwords.
3. I will not download or install additional software without approval from the Technology Department.
4. I take responsibility for securing and maintaining my laptop computer or other technological devices provided, including notifying my teacher of any damage.

Technology on Campus

1. I will use the internet at FAST only for school-related research and approved surfing.
2. I will not attempt to circumvent the school firewall and content filtering system or use internet proxy sites and proxy software.
3. I will not seek, use, download or store inappropriate information while at FAST.
4. I will not download non-school related music or video files through the school network.
5. I will not use messaging apps (or services) and electronic media devices (e.g. phone, SMART watches, iPad, Kindle Fire, etc) while at school unless approved by a teacher.
6. I understand information, including images, found on the internet is generally copyright protected and I will make every effort to correctly attribute anything I use for school papers and projects from the internet.
7. I will only play educational games on electronic devices or over the internet while at school with my teacher's or principal's permission.
8. I will not damage school technology, through misuse or inattention, and will be financially responsible for any repair or replacement required, as determined by the school.

Social Media

1. I will not use electronic social networks (Facebook, etc.) during class hours without my teacher's or principal's permission.
2. I will never use social media to harass, embarrass, bully or otherwise harm another student.
3. I will not attempt to gain or use the credentials of any other person's internet-based accounts on Social Media or other websites.

Acknowledgement: *Please sign below and hand in to your student's homeroom teacher by August 10, 2020*

I, _____, in conjunction with my parents, teachers, and administration of Fulton Academy of Science and Technology agree to abide by the FAST Honor Agreement. I have read and reviewed the policies and guidelines established, and I also understand that violating this agreement will result in disciplinary or financial consequences as issued by the FAST administration.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

To be filled out by students who are issued a single laptop/ chromebook

Any changes in condition from receipt to return that can not be attributed to regular wear and tear will be the responsibility of the student's family at the discretion of Fulton Academy of Science and Technology, as noted in the signed Acknowledgement.

Barcode & computer ID on bottom:

Condition of Laptop upon Receipt
(Note any marks, defects, or otherwise)

Case (scratches, missing/ broken pieces, etc) :

Screen (scratches, etc):

Keyboard (wear, etc):

Other notes:

Condition of Laptop upon Return
(Note any marks, defects, or otherwise)

Case (scratches, missing/ broken pieces, etc) :

Screen (scratches, etc):

Keyboard (wear, etc) :

Other notes:

6. FERPA Directory Information Opt-Out

The Fulton County School district has changed their publicity waiver to a Directory Information Opt-Out. If you wish to opt-out of disclosing designated "directory information", you must return the Directory Information Opt-Out form to FAST.

Click to view the Fulton County Schools 2019-2020 Student Code of Conduct & Discipline Handbook page 65 to read the entire FERPA statement. The "directory information" section of the FERPA statement is shown here:

(5) The District may disclose appropriately designated "directory information," for educational and legal compliance purposes, to governmental agencies and offices (including the US Armed Forces) to non-profit entities for school or District support purposes, or to educational technology providers as deemed appropriate by the District o access educational services, without written consent, unless you have advised the District to the contrary in accordance with the below District procedures.

The District also may include personally identifiable information in school or District publications such as a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports event 66 publications, such as a football game program.

District teachers, District schools and the District may also display directory information on school, personnel, classroom or District websites, blogs, or social media (such as Facebook, Twitter, Instagram or similar) for the purposes of recognizing student achievement or informing the community about school, classroom or District activities and events. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

Directory information includes a student's name, address, email addresses, phone number(s), date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph/peripheral student images or audio (see information below), participation in school activities and sports, as well as weight and height of members of athletic teams, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems (subject to the District's determination that this information cannot be used to access education records without a PIN, password, etc.--a student's SSN, in whole or in part, cannot be used for this purpose) or similar information.

The District records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school/District/personnel publications and websites, blogs, or social media. In many cases, recordings contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class and attending to classroom or school activities.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or District or school rule, procedure, or policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis.

Parents/Guardians of students under 18 years of age or a student 18 year of age or older objecting to the release of this information should request a form from the Assistant Principal in order to place their objection in writing to the student's Assistant Principal, no later than August 31 of each school year or within ten calendar days of the student's enrollment. Objections must be renewed each school year.

Directory Information Opt-Out

I understand that the Family Educational Rights and Privacy Act (FERPA) allows my school or school district to disclose designated "directory information" to certain third parties unless I submit this form to the Assistant Principal by August 31 or within 10 calendar days of enrollment.

By submitting this form, I understand:

- ✓ I have read the FERPA Directory statement in the Fulton County Schools Code of Conduct;
- ✓ Signing this form effects all forms of directory information;
- ✓ I/My student may not appear in the student yearbook;
- ✓ I/My student may not appear in public acknowledgements of student achievement;
- ✓ You may be asked to sign separate permission forms for the student to use certain resources; and
- ✓ This form is only effective for THIS school year. You must resubmit each school year.

Parent or guardian name: _____

Student name: _____

Student grade: _____

School name: _____

Date: _____

Parent/Guardian signature (*if student is under 18*)**:** _____

Parent or guardian email address: _____

Student signature (*if student is over 18*)**:** _____

Student email address: _____

For School Use Only

Assistant principal should provide this document to school data clerk for upload into Infinite Campus.

Uploaded Date: _____

Data Clerks must update Student Privacy tab with FERPA opt-out date.

Student Privacy Updated: _____ Date: _____