



Furlow Family Handbook

All Grades

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A full and up to date directory for advisors can be found on the school's website.

Chain of Command

Discipline	Curriculum	Sports/Extra-Curricular
Advisor	Advisor	Advisor Sponsor/Coach
Assistant Principal	Assistant Principal	Athletic Director
Principal	Principal	Principal
Governing Board	Governing Board	

CALENDAR & BELL SCHEDULES

2023-2024 School Calendar

2023-2024 Furlow Charter School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						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					
August 2023						
Su	M	Tu	W	Th	F	Sa
		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		
September 2023						
Su	M	Tu	W	Th	F	Sa
					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
October 2023						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			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		
December 2023						
Su	M	Tu	W	Th	F	Sa
					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						

July						

2023-2024 Bell Schedule (Middle School and High School)

*subject to change

Middle School

8:00 am- 9:05 am	First Period
9:07 am- 10:12 am	Second Period
10:14 am- 11:19 am	Third Period
11:20 am- 11:52 am	Lunch
11:57 am- 1:00 pm	Fourth Period
1:02 pm- 2:07 pm	Fifth Period
2:07 pm- 2:59 pm	Bridges
3:01 pm – 3:29 pm	Reading / Intervention

High School

8:00 am- 8:58 am	First Period
9:00 am- 9:54 am	Second Period
9:56 am- 10:50 am	Third Period
10:52 am- 11:46 am	Fourth Period
11:46 am- 12:01 pm	Reading
12:03 pm- 12:57 pm	Fifth Period
1:02 pm- 1:32 pm	Lunch
1:37 pm- 2:31 pm	Sixth Period
2:33 pm- 3:27 pm	Seventh Period

Lunch Schedule

10:40 am-11:10 am	Kindergarten
10:45 am-11:15 am	1 st Grade
11:20 am-11:50 am	7 th Grade
11:22 am-11:52 am	8 th Grade
11:50 am-12:20 pm	2 nd Grade
11:52 am-12:22 pm	3 rd Grade
11:55 am-12:25 pm	4 th Grade
12:25 pm-12:55 pm	5 th & 6 th Grade
1:02 pm-1:32 pm	High School

2023-2024 Early Release Schedule

**Please note there is no Falcon's Nest on Early Release days. **

Elementary and Middle School will release at 11:20, High School will dismiss at 11:30.

INTRODUCTION

On behalf of the Furlow Governing Board, administration, faculty, and staff, we would like to welcome you. We are a community of people who, together, can create a school environment that will foster an atmosphere of respect and caring conducive to learning.

Please review this handbook carefully. It contains essential information about our programs, policies, and procedures. Some policies are currently under review by the Furlow Governing Board and may result in further policy changes.

This handbook has been prepared to answer some of the questions most frequently asked about Furlow Charter School. It is by no means exhaustive, but includes academic, social, and general information helpful to each scholar and parent. Both scholars and parents should familiarize themselves with the rules and regulations contained in this handbook.

Our Governing Board and staff solicit parent and scholar support and assistance in making our programs more responsive to the needs of all. Parents are welcome to visit the school and become better acquainted with the staff members and the programs we are providing for our scholars. In addition, parents are encouraged to volunteer time, services and/or resources to the school community.

Our goal is to work with you so that every scholar has a successful experience at Furlow Charter School. We strive to help all scholars become productive and responsible members of our learning community now and our society in the future. Please feel free to call us with any questions or concerns that you might have. We look forward to working with you this year.

Charter Schools

Charter schools are unique public schools that are allowed the freedom to be more innovative while being held accountable for advancing scholar achievement. Because they are public schools, they:

- Are open to all children;
- Do not charge tuition; and
- Do not have special entrance requirements.

Charter schools were created to help improve our nation's public school system and offer parents another public school option to better meet their child's specific needs. The core of the charter school model is the belief that public schools should be held accountable for scholar learning. In exchange for this accountability, school leaders should be given freedom to do whatever it takes to help scholars achieve and should share what works with the broader public school system so that all scholars benefit.

In the early 1990s, a small group of educators and policymakers came together to develop the charter school model. Minnesota's legislature passed the first charter law in 1991, and the first charter school opened in 1992.

Why Charter Schools?

Every child deserves a chance to succeed in college, careers, and life, which starts with a great education. All children should have the opportunity to achieve at a high level, and public charter schools are meeting that need:

- Charter schools are some of the top-performing schools in the country.
- Charter schools are closing the achievement gap. They are raising the bar of what's possible—and what should be expected—in public education.
- A higher percentage of charter scholars are accepted into a college or university.

How Do Charter Schools Work?

Charter schools foster a partnership between parents, advisors, and scholars. They create an environment in which parents can be more involved, advisors are allowed to innovate, and scholars are provided with the structure they need to learn. Some specific examples of how charter schools are working to improve scholar achievement include:

- **Adjusting curriculum to meet scholar needs.** A charter school can break up the day to provide scholars with more time on the core subjects they need most. Charter school advisors have a say in the curriculum they teach and can change materials to meet scholars' needs.
- **Creating a unique school culture.** Charter schools build upon the core academic subjects by creating a school culture or adopting a theme. For example, charter schools may focus on Science Technology Engineering or Math (STEM)

education, performing arts, project-based learning, college preparation, career readiness, language immersion, civic engagement, classical education, global awareness, or meeting the needs of scholar with special needs — just to name a few.

- **Developing next generation learning models.** Charter schools are rethinking the meaning of the word “classroom.” In Hawaii, scholars learn biology with the sky as their ceiling and the ocean as the classroom. Online schools, which don’t have a physical building, use technology to change the dynamics of the classroom. Other schools combine online classroom time with classroom time in a physical school building. In either case, scholars can learn from experts located anywhere in the world. Excellent charter school networks like KIPP and Uncommon Schools are codifying how to create an excellent advisor.

What Makes Furlow Charter School Unique?

Furlow is authorized by Georgia’s State Charter Schools Commission (SCSC), though we have our own Governing Board. In exchange for a broad flexible waiver, the school promises to close the achievement gap for our scholars and is obligated to make efforts to exceed other comparable public schools.

The contract between the State Charter Schools Commission and Furlow Charter School outlines the following goals/expectations:

- In each year of the five-year charter, FCS shall meet the standards of the SCSC’s performance framework, which includes the areas of academics, finances, and operations.
- FCS will seek grades 8-12 accreditation within the first 3 years of the SCSC charter and retain accreditation thereafter.
- FCS will increase access to educationally disadvantaged scholars, facilitated in part by the implementation of a weighted-lottery.
- The Charter School shall promote a positive school experience that engages scholars, parents, and advisors.

Furlow has committed to the following innovations:

- Project-based learning
- Looping
- Service Learning
- Small School Size
- Extended Day

PHILOSOPHY AND GOALS

The staff, scholars, and parents of the Furlow Family share responsibility in the educational process. The staff is dedicated to high expectations for scholars, while acknowledging the scholars’ diverse backgrounds, distinct capacities, and varied interests. Scholars must commit themselves to learning, to appropriate educational standards, and self-discipline. Parents will provide support so that their children can achieve their educational goals. By promoting an atmosphere conducive to and supportive of individual attainment and maturation, the staff challenges the scholars to maximize their potential.

Furlow Charter School encourages self-development, fosters cooperation with the group, and promotes life-long learning. The individual should continually determine and assess personal values and goals in the context of society’s values and expectations. It is the responsibility of Furlow Charter School to provide the proper curriculum, personnel, facilities, and atmosphere to realize these ends.

The following goals have been established in keeping with Furlow’s philosophy:

The Staff of Furlow Charter School:

- Will articulate expectations and encourage scholars to fully develop their individual gifts and talents
- Are committed to high expectations for all scholars
- Are professionals and scholar-oriented
- Recognize diverse socio-economic backgrounds and abilities
- Are an integral component in the design and implementation of curriculum and other issues
- Are provided opportunities for professional growth.
- Are provided parental and community support to foster educational programs.

- Will treat parents as partners in the children's education.

The Furlow Charter School curriculum will provide:

- A program of skill development and mastery in all subject areas suited to the scholars' needs and abilities, as well as opportunities to participate in rigorous and challenging academic programs.
- Opportunities for appropriate intellectual, artistic, and practical challenge.
- Encouragement of scholar attitudes which enhance the pleasure of learning.
- A diversity of teaching methods and materials, providing a stimulating learning atmosphere with the necessary flexibility to meet individual scholar needs.
- Activities which expand the basic curriculum: social, athletic, and artistic programs and events; field trips, career and educational seminars; contact with community resources; opportunities for participation in school and community service programs; and linkages to colleges and universities.

Furlow scholars will:

- Attend school regularly and be punctual.
- Be respectful to adults and fellow scholars at all times.
- Obey the expectations of the school, its advisors and staff and all adults representing Furlow.
- Be honest in all that they say and do.
- Complete all assignments to the best of their ability.
- Not engage in behavior that disrupts or injures others at Furlow or elsewhere.
- Show pride in themselves and Furlow by dressing neatly and being well-groomed.
- Show pride in Furlow by taking care of the facility, books, furniture, and all instructional materials.
- Work well with others and if problems occur, seek advice, or help from others.
- Protect the learning environment against all interruptions by reporting to their advisors or the administrators when problems arise.
- Always treat everyone at Furlow with respect and courtesy.

PARENTS AS PARTNERS

Our goal is to create the strongest possible partnership between home and the school and to nourish and facilitate the individual abilities of each child. The parents and guardians of our scholars should prepare to:

- Ensure that the scholar completes homework, projects, and class work in a timely manner as established by the advisor
- Comply with the school attendance policy and ensure that the scholar attends school unless sick or is out due to an excused absence as defined by Furlow's attendance policy
- Treat Furlow leadership and staff respectfully
- Review and where necessary sign communication or other notices from the school
- Pay school fees in a timely manner (e.g., non-sufficient funds, lost books, etc.)
- Comply with Furlow's visitor policy
- Comply with school policies and procedures
- Monitor scholar's dress in compliance with the Dress for Success guidelines
- Attend conferences related to academic progress and behavior
- Comply with the published parent involvement expectation

Parent/Advisor Communications

Parent/Advisor communication is vital to the educational success and experience of your child. Together we form a team that focuses on your child's needs, concerns, and growth. We invite you to participate in the process with your inquiries. We will also communicate with you through the following:

- Homework folder communications or Wednesday couriers (K-5) (will vary by advisor)
- Scheduled parent/advisor conferences
- Report Cards
- Newsletters
- Notes or telephone calls to parents
- Board meetings

- E-mail and voice-mail boxes

Please do not hesitate to contact the school or classroom advisor with questions you may have. Advisors are expected to respond to phone calls and emails within one working day.

The community of Furlow Charter School expects reciprocity between the school and community it serves. Our relationship with the community will include:

- Respect for and attention to values and expectations of the community.
- Opportunities for the contributions of interested community members to school activities.
- Involvement in public relations through the news media and community organizations.
- Awareness of community resources relevant to our scholars.

Individual Needs

Parents of Furlow Scholars should also prepare to collaborate with Furlow advisors and staff to best meet the individual needs of their scholar(s) through the following:

- Attend meetings called to discuss your scholars academic and behavior gains and concerns. These meetings can be held due to advisor or parent request.
- Advocate for your scholar's individual needs while recognizing that Furlow Charter School must follow State and Federal mandated procedures and rules to offer school and system offered services (Early Intervention Program, Special Education, Gifted Education, Speech Services, English Speakers of Other Languages, etc....).

Furlow's Vision and Mission Statement

The vision of the organization is to enrich the community by empowering scholars to achieve academic excellence.

Furlow Charter School's mission is to offer an innovative approach to public education by encouraging critical thinking and multi-disciplinary learning through a project-based education. Furlow Charter School is committed to fostering academic excellence, cultural awareness, and social responsibility through family and community involvement in the development of life-long learners.

INSPIRE

Furlow's character education is reflected in the acronym INSPIRE as follows:

Inquire (always seeking knowledge)
 Negotiate (compromise in collaboration)
 Serve (human kindness and compassion)
 Pledge (to do our part – responsibility)
 Influence (to be leaders)
 Reflect (always rethinking to continually improve)
 Envision (always imagining)

Scholars in grades K-8 will be graded on their fulfillment of these ideals with the following scale: Rarely, Sometimes, Often.

These ideals will be reinforced throughout the day across curricular subjects.

PBIS (Positive Behavior Intervention and Supports)

What is PBIS?

Positive Behavior Interventions and Supports is a process for creating school environments that are more predictable and effective for achieving academic and social goals. PBIS will enhance our current systems and practices and change our culture for the better.

How does it work?

A key strategy of the PBIS process is prevention. The majority of scholars follow the school's expectations, but are never acknowledged for their positive behavior. Through instruction, comprehension, and regular practice, all advisors will use a consistent set of behavioral rules. We will view it as an opportunity for reteaching, not just punishing.

What about scholars that are disruptive?

When problem behavior occurs, scholars are provided a full continuum of supports to address behaviors, such as re-teaching the expected behavior. If scholars do not respond, the intensity of the support increases. Most problem behaviors either have an academic or social base. Properly addressing the root cause of behavior can prevent scholar failure later in life.

How is PBIS different from other school behavior programs?

- This program is focused on acknowledging scholars for consistent positive behavior.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language with respect to appropriate school behavior are consistent throughout the school.
- Problem behavior will be responded to with consistent consequences that are focused on re-teaching the expected behavior.



Remember to **SOAR** like a Furlow Falcon!

Expectations	Café Furlow	Restroom	Hallway
S Safe	<ul style="list-style-type: none">• Keep hands and feet to yourself	<ul style="list-style-type: none">• Report unsafe behaviors to an advisor immediately	<ul style="list-style-type: none">• Keep hands and feet to yourself
O On Time	<ul style="list-style-type: none">• Pay attention to the lunch line	<ul style="list-style-type: none">• Walk quickly to and from the restroom	<ul style="list-style-type: none">• Go straight to your destination
A Accountable	<ul style="list-style-type: none">• Only talk when the music is off• Immediately pick up what you drop	<ul style="list-style-type: none">• Clean up your own mess• Put paper towels in the trash can	<ul style="list-style-type: none">• Walk on the right side• Use a hall pass
R Respectful	<ul style="list-style-type: none">• Say "thank you" to the cafeteria workers	<ul style="list-style-type: none">• Stay in your own stall	<ul style="list-style-type: none">• Silent in designated quiet areas

ENROLLMENT POLICIES

Furrow Charter School shall abide by the provisions stated in Federal and State law regarding enrollment and forbids discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. As such FCS will adhere to the following enrollment provisions:

Official Attendance Zone

The official attendance zone of FCS shall include Sumter County, Georgia, as has been duly approved in the charter by authorizing agencies.

Enrollment Eligibility/Criteria

Any scholar who resides with a parent/legal guardian, is an unaccompanied minor, or meets the federal definition of homeless, within the official attendance zones and provides timely and valid evidence of proof of residency within the official attendance zone or Migrant Education Program eligibility shall be considered eligible for enrollment except as set forth herein.

Age Requirements: Scholars five years of age on or before September 1 are eligible for entrance to kindergarten. Scholars who are six years of age on or before September 1 are eligible for entrance to first grade.

The enrollment criteria above notwithstanding, a scholar shall be restricted from enrolling when FCS determines that:

1. The scholar is currently subject to a disciplinary order in another school or school district, including a short-term suspension, long-term suspension, or expulsion; and
2. The offense which led to the suspension or expulsion in the other school or school district was an offense for which suspension or expulsion could be imposed pursuant to FCS's Code of Conduct.

Such enrollment restriction shall remain in place for the time remaining on the existing disciplinary order.

Moreover, if upon receipt of an enrolling scholar's disciplinary record or other evidence from the scholar's prior school or school district, FCS determines that the scholar's prior conduct:

1. May constitute a violation of FCS's Code of Conduct for off-campus behavior.
2. Could result in the scholar being criminally charged with a felony; or
3. Makes the scholar's continued presence at school a potential danger to persons or property at the school or disrupts the educational process,

FCS shall enroll the scholar but shall hold a disciplinary hearing in accordance with its tribunal policy to determine whether a violation of the Code of Conduct has occurred and, if so, the appropriate sanction will be applied.

FCS shall not have any other enrollment criteria.

Pre-Enrollment Process

In January of each year, Furrow Charter School will accept pre-admission applications. The dates and times for this open enrollment period shall be established by the school's administration. If there are more applications than seats available, the school will hold a public lottery in February. Applications for the lottery will be available for submission from January 1 of each year and will be due February 14 by 4:00 p.m. The lottery will be held the first Saturday after February 14.

All scholars currently enrolled at the time of the deadline for applications will automatically be placed for the following school year. All other applicants will be enrolled if their grade has sufficient space for all applicants. Otherwise, applicant enrollment will be based on a random lottery to be held in accordance with the provisions set in FCS's Lottery policy. After the lottery date, enrollment for the current school year will not be permitted if the appropriate cohort has already been filled for the subsequent year. I.e., a grade that is currently under-enrolled will not accept new scholars if the lottery date has passed and the subsequent grade the following year is fully enrolled.

Enrollment Priority

As allowed by law, FCS may give enrollment priority to applicants in any of the following categories, as prioritized in the Charter:

1. Currently enrolled scholars, so long as the scholar remains eligible according to the eligibility criteria.
2. Any scholar whose parent or guardian is a full-time teacher, professional, or other employee at the charter school or a member of the FCS governing board;
3. A sibling of a scholar enrolled in the charter school;

In order to clarify the above general terms, set out in the Charter, and to fairly and consistently provide for priorities, which are statutorily authorized exceptions to the lottery's uniform and fair method of assigning enrollment placements, the Governing Board finds that the following definitions are in the best interests of FCS and shall control in the interpretation of the Charter's specified enrollment priorities.

Siblings: For the purposes herein, to facilitate the maintenance of a stable family unit within the same household and to foster and facilitate an effective and productive home learning environment, it is the goal and policy of PCA to define a sibling as follows:

A sibling is defined as:

1. Biological siblings that share parents;
2. "Half" siblings that share a single parent;
3. "Step" siblings that share a parent or parents through marriage;
4. Children who share a parent or parents through adoption or guardianship; and
5. Foster children awaiting permanent placement during their tenure in the same household.

Governing Board, Teacher, or Other Employee: For the purposes herein, to facilitate the maintenance of a stable family unit within the same household, to foster and facilitate an effective and productive home learning environment, and to support regular service to the school, it is the goal and policy of FCS to define a member of the governing board of the charter school, a full-time teacher, professional, or other employee of FCS as follows:

1. An appointed member of the Furlow Charter School Governing Board;
2. A full-time teacher with the school;
3. A full- or part-time teaching assistant or paraprofessional working with and under a full-time teacher;
4. Personnel holding a regular, full- or part-time position, hired for the performance of professional, administrative, after school, athletic, or secretarial services;
5. Full-time janitorial or maintenance staff;
6. A full- or part-time, regularly-scheduled school nurse or other medical professional; and
7. Other employees, under contract, who hold regularly-scheduled part-time jobs at FCS.

All the foregoing board members, teachers, and other employees must currently be serving in that capacity to be eligible for enrollment priority under this policy. Members of Committees of The Board who are not also members of the FCS Governing Board are not eligible for the enrollment priority. Additionally, the following are not deemed to be employees of FCS for the purposes of the Enrollment Priority Policy:

1. Contractors or subcontractors;
2. Long-term or short-term substitute teachers
3. Persons employed by other school districts that provide regular or intermittent services to FCS;
4. Volunteers; and
5. Other vendors or service providers

Upon the parent or guardian's separation of employment with FCS or termination of membership on the Governing Board, the established Enrollment Policies will govern the enrollment of future scholars but shall not impact the enrollment status of any current scholar.

Enrollment Lottery and Waiting List

In accordance with Furlow's Lottery Policies and Procedures, a random lottery process will be implemented to fill scholar vacancies in cases where the number of enrollment applications exceed the capacity of any FCS program, class, grade level, or building. Applications for the lottery will be available for submission from January 1 of each year and will be due February 14 by 4:00 p.m. The lottery will be held the first Saturday after February 14. Enrollment is provisional until all documentation is received to confirm the following:

- residency,
- grade level, and
- that there is no discipline history that would prevent enrollment pursuant to the policy set forth herein.

Siblings: Once a scholar is enrolled, a sibling of that scholar has priority for enrollment provided there is space available in the grade level needed. Alternatively, this sibling will be placed on the sibling preference waitlist which is filled before the non-sibling waitlist. See lottery policy for details.

Notification of Acceptance: Parents/guardians will be notified of their child's acceptance or placement on a waiting list by an official email from the Registrar following the conclusion of the lottery.

Acceptance of Seat Policy: After notification of acceptance, a scholar registration packet must be completed and submitted by the date set by the Registrar, otherwise the scholar's name goes to the end of the waiting list. Newly enrolled scholars must be present on the first day of school otherwise their seat may be assigned to the next scholar on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school.

Waiting List Policy: A waiting list will be established using the lottery system whenever capacity is exceeded, and the scholars on the list will be contacted if and when openings occur during the current school year only until the closing of enrollment. The waiting list does not roll over to the following school year. A new application must be completed during open enrollment each school year to be included in the lottery.

Wait list positions will not be secured from year to year. Every reasonable effort shall be made to contact the next person on the waitlist if a slot becomes available. However, if contact or a decision is not made within 72 hours the next scholar on the list may be extended the offer.

Enrollment Cut-Off: Scholars will be selected from the waitlist as spaces become available, until the beginning of the subsequent year's enrollment cycle, which is typically the day scholars return to school from winter break. For the 2023-2024 school year, we will pull from the waitlist until January 8, 2024.

Enrollment

Once a scholar has been accepted through the lottery or otherwise, they will be required to complete a comprehensive enrollment packet with all the necessary documentation needed for public school enrollment. This will include an Affidavit of Residency with two proofs of residency to ensure the scholar lives within the attendance zone.

Withdrawal

If a scholar withdraws from Furlow Charter School, a parent/guardian must complete withdrawal paperwork with our Registrar. Once withdrawn, the scholar cannot be re-admitted without going through the enrollment/lottery process again.

ARRIVALS AND DISMISSALS

Punctuality and timeliness are important concepts for everyone.

Drop off: Scholars may enter the building at 7:30 a.m.

At 7:30, scholars in grades K-5 must report to the cafeteria. Scholars in grades 6-12 will report to the gym via the sidewalk.

At 7:45 a.m., scholars will be released to their classrooms.

Scholars should be in their classroom and seated when instruction begins at 8:00 a.m. High school scholars will no longer have a 10 minute homeroom in the morning. They will begin first period at 8:00 a.m.

Pick up: K-8 Scholars will be released each day at 3:29 p.m. Parents will note signage located at the beginning of the driveways and leading up to the drop-off/pick-up areas directing them where to drive to drop-off or pick-up their child. At the open house you will receive a name card with your child's name on it. This name card must be hanging from your car visor or rearview mirror so that advisors may call you child's name for pick up. **All scholars must be picked up by 3:45 p.m. If you are unable to get your child by that time, you will need to enroll him or her in the Falcons' Nest.**

Furlow First to Go: We will not offer First-to-Go in the 2023-2024 school year. The participation rate has been very low and scholars (over time) are losing too much instructional time.

Early Release: On Early Release Days, scholars will be dismissed at 11:20 a.m. for K-8, and 11:30 a.m. for high school. **On Early Release Days, there is no Falcons' Nest.**

Tardiness: Instruction will begin at 8:00 a.m. Anyone coming in after that time will be marked tardy. When scholars are tardy, they miss critical instruction time. **Parents who arrive after 8:00 a.m. will need to park, come in the building and sign in their child. This will be strictly enforced in the 2023-2024 school year.**

We also remind parents that we ask you not to go down the hallways to speak to advisors during the morning hours unless you have a pre-scheduled meeting. Furlow's advisors tutor, prepare for the day, or have duty in the morning. When a parent "drops in" the advisor cannot give his/her full attention to the issue before them. Please be respectful of this procedure.

Flowers/Balloons/Deliveries for Scholars

Deliveries should be made to the front office. The school is not responsible for any mix-ups related to delivery of flowers/balloons. We will notify scholars when flowers have been delivered to the school. Scholars are responsible for picking up flowers after school. Scholars should not have food delivered to the school campus.

Car Rider Procedures

Parents are asked to familiarize themselves with the car rider procedures prior to the first day of school. School personnel will direct traffic, but for the process to flow effectively, parents need to place their scholars' name cards hanging from the driver's seat visor. Parents are also asked to remember the following:

- When arriving, do not pass cars that are unloading. The line will proceed promptly as cars are unloaded.
- Please pull around to the farthest cone or follow the car in front of you until it stops.
- Please refrain from doing anything that distracts your attention from watching for your child or other children. This would include talking on cell phones, texting, reading, etc.
- Please remember that Furlow Charter School is a Smoke Free Campus. No smoking is allowed on our campus!
- The speed limit while on campus is 5 miles per hour.
- See policies concerning scholar driving/parking under Transportation and Walker Policy.

Specific information regarding drop-off and pick-up locations will be provided and discussed prior to the first day of school.

During drop-off and pick-up times, Furlow faculty is focused on ensuring the safety of all scholars. We ask that parents NOT call the school during these times. Arrangements for transportation need to be made in advance. We cannot deliver messages to scholars after 2:30 p.m.

If you would like to speak to your child's advisor, the drop-off/pick-up lines are not the place to do this. Please contact the advisor by email and arrange a meeting.

Please do not leave your car in a drop-off/pick-up lane and come into the building and do not park in front of the building. Remember you will not be able to come into the building and meet with your child's advisor during drop-off or pick-up; you will need to schedule a meeting with the advisor.

Please have your scholar/s' name card on your driver's-side visor so that Furlow Faculty will recognize your car. If you have made arrangements for someone other than yourself to pick up your child, they must have your Furlow name card on the driver's side visor.

We will not release any child to anyone other than those authorized to pick them up. Failure to display the name card will result in the parent/guardian parking and coming into the school with government issued identification.

Scholar Parking on Campus

The operation and parking of a vehicle on campus is a privilege granted by the school to scholars who have a valid driver's license. Scholars should remember that they are directly responsible for every item in their vehicles, and vehicles are subject to random search at any time.

All scholars are expected to observe traffic regulations. Scholars will park in assigned spaces only.

The school reserves the right to suspend and/or revoke campus parking privileges of any scholar who violates parking rules and/or regulations or is not in good academic or behavioral standing in the school. Scholars whose permits are revoked will not be reimbursed any portion of the parking fee. The administrator has the right to revoke parking privilege due to academic or behavioral standing.

If you are illegally parked, your car will be towed at your expense. If another car is in your assigned parking space, you should report it immediately to an administrator.

If your car is used to skip school or leave campus without permission, your parking privileges may be revoked for the entire year.

All vehicles must be registered if they are parked on campus during the school day. The registrant of a motor vehicle is held responsible for the proper use, all contents, parking, and operation of his/her vehicle.

All vehicles must have a visible parking permit while on school property. No parking permit is to be transferred, sold, loaned, or given to another scholar. Parking permits can be purchased in the front office before or after school. *Replacements for lost permits may be purchased for \$5.*

Scholars must bring the following items with them to purchase their parking permits in the front office:

1. Driver's license
2. Insurance card
3. License plate number
4. \$50/year, \$25/semester, \$12.50/9 weeks -- cash, money order or check payable to Furlow Charter School
5. Permission form from parents

Walker Policy

Furlow's primary transportation method will be parent/guardian drop off and pick-up of scholars to and from school. The school will accept or release scholars from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

The Furlow Walker Policy has been developed to give parents of Furlow children in grades 4 and up (younger scholars can walk with older scholar/sibling with guardian permission) the option to authorize the release of their child to walk home.

To help assure the safety of the child, a release must be initialed, signed, and on file for each child. The release is available in the office. Parents should not have scholars walk off campus to meet their vehicle/s. Walker forms will only be

approved for scholars walking to their primary residence or the home of an emergency contact or approved pickup. Forms must be approved and on file BEFORE the scholar(s) are able to leave campus by walking.

Early Checkouts

In the event that a parent needs to take his or her child out of school before the end of the school day, the parent should come to the office and sign him/her out. Your child will be called to the office at that time. For the safety of our scholars, parents are not allowed to go directly to a classroom to pick up their child. We ask that ALL parents abide by this policy. **Scholars will not be allowed to check out after 2:45 p.m. without a doctor's note.** If your child has a medical/dental or any appointments late in the afternoon, please sign him/her out at least 35 minutes before school ends. **Scholars will NOT be sent to the office for dismissal until the parent is present for check-out.** Please do not call or email requesting that scholars be released.

Please remember that early dismissals are documented just as absences or tardies. We ask that these be kept to minimum. High school scholar attendance is calculated by class period. Frequent early checkouts could cause a failing grade for attendance. For more information parents should refer the section of the handbook entitled "Attendance."

Visitors

Visitors, INCLUDING PARENTS, are not permitted to go to classrooms unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all scholars, all visitors (including parents) must present a valid, government issued picture ID to the front office personnel to obtain a Visitor's Pass. Visitors must sign in and out, state with whom they are visiting, and the purpose of the visit, before obtaining a pass. Visitors are not allowed to randomly visit classrooms because this disrupts the instructional work being done. Advisors will be in contact with parents on a routine basis and will be available to meet with parents. Cooperation will enable the school to provide a safe and orderly learning environment for all scholars.

Visitors Sign-In Upon Entering Schools – ([O.C.G.A. § 20-2-1180](#))

Georgia law requires that visitors, with the exception of scholars, school system employees, law enforcement officers, or other public safety officials in the performance of an emergency call, shall sign in at the designated location, as stated on posted signs of any school building, between the official starting and dismissal times and provide a reason for their presence at the schools.

The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person, who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation, may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Celebrations

In K-5 only, parents may arrange appropriate in-class treats with advisors in advance to celebrate birthdays or other special events. Scholars from other classes may not be pulled to participate.

ATTENDANCE

The Official Code of Georgia Annotated (O.C.G.A) statute section [20-2-690.1](#), titled “Compulsory School Attendance Law,” mandates, under the penalty of criminal punishment, that all children age 6 through their 16th birthday attend school daily. School success is defined as the ability of all scholars to perform at high levels of proficiency, graduate from high school, and obtain post-secondary education and training. The amount of time spent in the classroom is a good indicator of ultimate scholar success. Every time a Scholar is tardy or absent, the scholar loses an opportunity to learn. Because of the rigorous amount of classroom work, it is imperative that a scholar not miss school.

Furlow parents will have access to their child’s attendance information online via Parent Portal/Infinite Campus. Please email Furlowic@furlowcharter.org with you and your scholars’ names to gain access to Infinite Campus. We ask that parents check the information for their child routinely to ensure accuracy. If an error is found, please report that to the school immediately. It becomes difficult to correct errors in attendance after several grading periods have passed. Advisors and counselors will make contact with parents regarding excessive absences, but it is the responsibility of the parent to ensure that their child attends school each day.

We want to remind parents that a very important part of our Charter Contract is the **Performance-Based Goals and Measurable Objectives** section, and part of this section relates to attendance. These goals must be met on a yearly basis in order for us to maintain our charter as well as for our charter to be continued at the end of the first 5 years. *(This is unlike the regular public system. A charter school cannot operate without a charter, and scholar attendance is one part of the criteria for continuing to have our charter.)* When we report our scholar attendance to the state DOE each year, **we need all scholars to be present more than 90% of their days enrolled at Furlow.** More importantly, if our scholars are not at school, they are not getting the information they need to learn!

ABSENCE FROM SCHOOL

For **elementary and middle school scholars**, scholars arriving after 12:00 p.m. will be considered absent. Scholars checking out before 12:00 p.m. will also be considered absent.

Attendance is different for **high school scholars**. In high school, attendance is taken in EACH and EVERY class. Please be mindful of signing your child in late or checking him/her out early. You could potentially have your child fail only 1st or 7th periods due to this. There can be no more than 10 unexcused absences in EACH class for the scholar to pass and/or receive credit. On the 11th unexcused absence, the scholar fails the course.

Scholars must return to school with documentation as to why they missed school. The following will be excused:

- Serious illness or hospitalization;
- Serious illness or death in the immediate family, which would reasonably necessitate absence from school;
- Special and recognized religious holidays observed by the scholar’s faith (administration must be notified two weeks prior to the holidays for this to count as an excused absence);
- Court orders or mandates by order of governmental agencies;
- Conditions rendering attendance impossible or hazardous to scholar health or safety.
- Dismissal from school according to the school nurse’s authority.

Only the following documents will be accepted for excused absences and must be presented within three days upon the scholar returning to school

- Note from medical doctor
- Obituary or funeral program
- Court order
- Note from parent (We may only accept 6 notes from parents in TOTAL for the year—for absences **and** tardies.)
- Dismissal from school by the nurse due to his/her diagnosis.

[If the excuse is not presented within three days, the absence remains unexcused. We will NOT accept documentation after 3 days.](#)

Any absence in excess of 3 consecutive days MUST be accompanied by medical documentation. A parent note will not be considered as documentation to excuse this absence. Scholars who accumulate 10 or more unexcused absences will be in danger of retention based on absences. Letters requiring parents to come in for conferences with administrators within ten days of receipt of the letter will be sent when a scholar has 10 unexcused absences.

- Scholars who accrue additional unexcused absences after the parent meeting will be assigned to after school detention for one day for each subsequent unexcused absence. These scholars are at risk of retention if additional unexcused absences occur. These scholars would also be ineligible to participate in extracurricular activities such as field trips, after- school clubs and sports.
- If scholars continue to accrue additional unexcused absences, parents will be given the choice of withdrawing their scholars prior to promotion review meetings. Furlow will exercise its right to retain scholars who have excessive unexcused absences.
- Furlow will follow state guidelines reporting scholar truancy to local officials which will, potentially, result in court hearings for parents

Family Trips: Family trips are not considered an excused absence. There are several week-long holidays throughout the school year during which families can plan vacations.

Absences Resulting from Disciplinary Suspensions: Any project assigned prior to a suspension must be turned in immediately upon the scholar's return to school and any test scheduled prior to the suspension must be taken immediately upon returning to school. Scholars are entitled to make-up all work during absences due to disciplinary consequences.

Tardiness: When a Scholar is late to school or class, it creates an interruption in instruction and is disruptive to the entire class. We understand that scholars do have issues that will require them to be late periodically. Our tardy policy is as follows:

- **Parents arriving after 8:00 a.m. will need to park and bring their child to the office to sign in.** Scholars who drive themselves or walk to school that arrive after 8:00 a.m. will call their parents from the front office.
- A child is considered tardy if he or she is not in class by 8:00 a.m.
- Scholars arriving late or leaving early for reasons other than those listed as excused will have unexcused absences.
 - Please see above information regarding unexcused/excused absences. No more than 6 parent notes (for the year) for absences, tardies, and/or early checkouts will be accepted.
 - Documentation of excused absences should be turned into the office upon return to school.
 - Parents must come into the office to sign scholars in late or sign scholars out early. Do not go to your child's classroom.

Parents of scholars with ten (10) or more **unexcused tardies** will be sent letters requiring that they come in for a conference with administrators within ten days of receipt of the letter. Additionally, these scholars would be ineligible to participate in extracurricular activities such as field trips, after-school clubs, and sports.

Scholars in middle and high school must arrive to each class in a timely manner. If scholars are not seated in the classroom ready to learn when class starts, then they are tardy. Being more than five minutes late to class without a note from an advisor or administrator will result in the scholar being written up for skipping class.

College Days

Seniors are allowed to take two (2) college days to visit potential colleges. Notification of intent to visit a college campus and the date of the visit must be submitted to the front office via a parent/guardian at least two weeks prior to the visit. To avoid an unexcused absence, an administrator must approve the date of the visit in advance.

ACADEMICS

Morning Routing

Each day we will all stand for the recitation of the Pledge of Allegiance ([§20-2-310](#) (2005) followed by Moment of Silence (Moment of Silence [O.C.G.A. § 20-2-1050](#)) to reflect upon the anticipated activities of the day. Scholars are reminded that the word “**silence**” is important during these 60 seconds as well as during any announcements being made. If parents/scholars/visitors/staff are in the hall when this takes place, we ask that you stop, and either participate or remain in place and silent. If a religious reason prohibits your child from participating in these activities, please communicate this privately with your child’s advisor. We do however, ask that ALL children stand and be silent even if they are not reciting. Scholars, faculty, parents/guests should stand quietly in halls during announcements.

Honor Code

I. Honor Code Statement

Furlow Charter School (Furlow) scholars will build a community based on integrity, trust, respect, and responsibility.

II. The Honor Code

1. I will be honest in all my actions.
2. I will complete all assignments with academic integrity by neither giving nor receiving unauthorized help on any assignments.
3. I will involve my parents/guardians in my education and report my progress to them frequently.
4. I will exhibit a sense of pride in all school activities and programs.
5. I will extend kindness and respect to my fellow scholars, advisors, administration, and to all living things.
6. I will treat our school building and other people's property with care.
7. I will have the courage to report any violations of the Honor Code.
8. I will uphold this Honor Code and exhibit these same behaviors when I represent our school off campus.

When in doubt about a situation I will ask myself the following questions:

- Do my actions mislead or deceive?
- Do my actions give others or me an unfair advantage?
- Do my actions deprive another person of his/her rightful property?
- Do my actions hurt or disrespect another person?
- Do my actions bring discredit to Furlow Charter School’s community or reputation?

III. The Pledge

“On my honor, I hereby promise to uphold the Furlow Charter School Honor Code.”

Grading

Progress reports will be sent home every four and a half weeks. Report cards will be sent home every nine weeks.

Report cards (with final grades) for kindergarten – 8th grade will be sent home on the last day of school. Report cards (with final grades) for 9th – 12th will be prepared after the state returns the end of course scores for applicable classes. The report cards may be picked up in the office. Any report cards not picked up by July 1 will be mailed to the scholar’s permanent address.

Scholars in kindergarten through twelfth grade will be assessed on the following scale:

- A: 90-100
- B: 80-89
- C: 70-79
- F: 0-69

Parents and scholars are reminded that advisors will give specific due dates for work given.

Homework

Homework is an extension of classwork and might be a prelude to what a scholar will be working on in class. Homework should be completed neatly and brought back to class. **Homework is the scholar's responsibility**. Scholars and parents must understand that advisors assign homework to reinforce the work the scholar is doing in class. Failure to complete homework undermines the level of work a scholar is expected to do in class.

Parents are asked to support the efforts of the advisor and the scholar in homework and can do so in the following ways:

- Show an interest in the work your child is doing both in class as well as outside of class.
- Establish a place and time for your child to do his/her homework that is quiet and free of distractions.
- Review your child's work and encourage neatness and completeness in the work.
- Help your child when needed by drilling spelling words, math facts, etc.
- If you have concerns about the quantity or quality of your child's homework, discuss them with the advisor rather than with your child.
- Remember that homework is for the child to complete, not the parent.
- In addition to assigned homework, your child should be reading at home a minimum of twenty minutes a day. Please prompt your child to do so and ask your child questions about what he or she is reading.

Make-up Work

Scholars are required and expected to make up assignments, assessments, and projects missed when absent or otherwise not in school. Scholars have a number of days equal to the number of days absent to complete the missed assignments, assessments, and/or projects. If a scholar has been absent for an extended period, s/he should request the assistance of his/her advisor in creating a schedule to complete the missed work.

Graduation Pathways

- [Fine Arts](#)--Visual Arts (Drawing/Painting, Photography, Sculpture, Video and Filmmaking)
- [CTAE](#)--Business (Entrepreneurship, International Business) Marketing (Sports and Entertainment Marketing)
- [World Languages](#)—Spanish

Graduation Requirements

Subject/Content	Furlow Diploma	Furlow Diploma with Distinction
English/Language Arts 9 th Grade Literature and Composition 10 th Grade Literature and Composition American Literature British Literature	4 units	4 units
Mathematics Algebra I Geometry Algebra II AMDM	4 units	4 units
Science Biology Physical Science Chemistry Environmental Science	4 units	4 units
Social Studies World History U.S. History American Government/ Economics	3 units	3 units
Health and Personal Fitness	1 unit	1 unit
Modern Language	3 units	3 units
Fine Arts or CTAE Electives (pathway required)	3 units	3 units
Community Service/Learning	2 units	2 units
Membership in a national honors and/or civic group, 20 hours of pre-approved community service, and completion of at least 2 Dual Enrollment courses.	N/A	Required
Senior Capstone Project	Required	Required
TOTAL UNITS REQUIRED TO GRADUATION	24 units	24 units

Graduation Requirements for high school transfer scholars may be adjusted, depending on the courses taken at the scholar's previous school(s). All core requirements for core classes will remain the same for transfer scholars. Transferring tenth graders will have to earn a minimum of three credits in Foreign Language and three credits in Fine Arts; transferring eleventh graders will be required to earn a minimum of two credits in each area; transferring seniors will be required to earn a minimum of one credit in each area. All Furlow high school scholars will be required to earn Service-Learning credits. Scholars who transfer in for their senior year may have one unit of Service-Learning credit waived.

Early Graduation

With the growth of dual enrollment and the highly motivated scholars, some scholars may accelerate their academic progress. If a scholar intends to graduate before their planned date, administration must be notified by May 31 of their second high school year. This must be done via letter to the principal stating:

- When the scholar would like to finish their high school credit requirements
- The reasoning behind graduating early
- Statement of understanding that if the request is granted, then it will not be reversed

All requests will be reviewed by the principal and administrative team. Once approved, the scholar will be referred to the guidance counselor. Availability of courses for scholars following the required 4-year school graduation track will take precedent over accelerated requests. The scholar will work with the guidance counselor during a scheduled time in the summer before their 3rd high school year to map out the plan to early graduation. This map must be approved by the principal. Once approved and accepted by the scholar and their family, the accelerated pathway must be finished in its entirety and on time. If you have any questions, please contact Hannah Smith, the school counselor.

State Mandated Testing

Grades 3-8

The EOG (End-of-Grade-Assessment) is administered in the spring. Scholars must meet state testing requirements to be eligible for promotion.

Grades 9-12

EOC's (End of Course Assessment) will be administered at the end of the following courses and are worth 20% of the final average of the course.

- Algebra I
- US History
- American Literature
- Biology

Course Exams

High School

Each non-EOC high school course will have a midterm and final exam or culminating project worth 20% of the final grade. The below courses will have State-mandated End of Course (EOC) exams, which are required to count as 10% of a scholar's final grade.

- Algebra 1
- Biology
- U.S. History
- American Literature

Non-EOC Final Exam Exemptions

Grades 9-12 – Scholars must meet the following criteria to be eligible to exempt a final exam in a non-EOC class at the end of the semester.

- 95% or higher cumulative class average
- 5 or fewer unexcused absences in the course, or, for scholars who enter during the school year, no more than 10% of days enrolled at FCS
- No cell phone violations, dress code infractions, or discipline referrals for the class **and** no out-of-school suspension for the school year.

OR

- 90% or higher cumulative class average
- 3 unexcused absences, in the course, for the school year and no more than 10% of days enrolled at FCS unexcused in the course.
- No cell phone violations, dress code infractions, or discipline referrals for the class **and** no out-of-school suspension for the school year.

Scholars that are exempt from an exam may still attend the class for which they are exempt but will not be required to take the exam. If a scholar does not return an exemption form, does not meet the criteria to exempt an exam, and does not attend school on exam day, that scholar will receive a grade of "0" for that exam. Parents/guardians should be aware

Middle School

Grades 7 and 8 will have a culminating project or exam each semester. Scholars in middle school cannot exempt final exams or projects.

Plagiarism and Scholar Work

Plagiarism is the act of claiming the work of others (ideas or words) as your own. It is academic dishonesty and, like other forms of cheating, hurts the scholar who engages in it. Also, it diminishes the efforts of scholars who did the hard work of learning and creating to then have their ideas and words stolen. Scholars must always cite their source material. When advisors are concerned that scholars have committed plagiarism, they may submit scholar work to an anti-plagiarism website such as Turnitin.com.

At Furlow, scholars must write original papers, letters, articles, poetry, scripts, and any other assigned written communication. Any writing assignments from any class (not just ELA) must be at least 67% original and contain no more than 33% cited material. Any work turned in which contains paraphrased or quoted material must have the proper citations using MLA or APA guidelines. Failure to adhere to these guidelines may result in no academic credit and additional disciplinary action. The minimum penalty for plagiarism is a zero for the work. Advisors may request resubmission of the assignment with original work.

Scholars who willfully disregard the plagiarism policy may be disciplined subject to the discipline schedule. Repeated offenses over the scholar's academic career may result in further actions by the administration. All instances of plagiarism will be recorded in Infinite Campus.

Cheating will not be tolerated at Furlow; scholars who cheat will be disciplined subject to the discipline schedule.

Promotion / Retention

Retention can often be a very difficult discussion to have with parents and scholars. Research can be shown that suggests both sides of the argument for and against retention. At Furlow, we understand this can be painful, but we also know that for far too long, scholars— particularly in the lower grades—are moved on when they are not academically ready to be successful in the work required in the next grade level. At Furlow, retention and promotion decisions are highly data driven and an appeals process is in place should a parent disagree with a retention decision. For scholars with IEPs retention decisions will be made in an official IEP meeting.

Furlow scholars must meet specific criteria in order to be promoted to the next grade. At Furlow, we expect scholars to work hard, and in the process, to learn.

Furlow policies require the following for a scholar to be promoted:

Elementary School

- Scholars must have no more than 10 unexcused absences for the school year
- For Kindergarten only- GKIDS assessment data will also be taken into consideration
- Must pass the Reading/English Language Arts state assessment in grades 3 and 5*
- Must pass the Math state assessment in grade 5*
- Must pass the Reading course for the year (must have a final grade of at least P or 70%) in grades Kindergarten-5
- Must pass the English Language Arts course for the year (must have a final grade of at least P or 70%) in grades Kindergarten-5
- Must pass the Math course for the year (must have a final grade of at least P or 70%) in grades Kindergarten-5
- Academic promotion requirements for scholars with disabilities will be determined by the IEP Committee based on
- IEP goal attainment

Middle School

- Scholars must have no more than 10 unexcused absences for the school year
- Must pass the Reading/English Language Arts state assessment in grade 8*

- Must pass the Math state assessment in grade 8*
- Must pass the English Language Arts course for the year (must have a final grade of at least 70%) in grades 6-8
- Must pass the Math course for the year (must have a final grade of at least 70%) in grades 6-8
- Must pass the Science course for the year (must have a final grade of at least 70%) in grades 6-8
- Must pass the Social Studies course for the year (must have a final grade of at least 70%) in grades 6-8
- Academic promotion requirements for scholars with disabilities will be determined by the IEP Committee based on IEP goals

**Passing performance levels for the current state assessment, Georgia Milestones Assessment System, are: 2-Developing Learner, 3-Proficient Learner, and 4-Distinguished Learner.*

High School

- Scholars must have no more than the equivalent of 10 unexcused absences for the school year
- To enter 10th Grade: Scholars must have earned 5 Carnegie Units
- To enter 11th Grade: Scholars must have earned 11 Carnegie Units
- To enter 12th Grade: Scholars must have earned 17 Carnegie Units
- To Graduate: Scholars must have earned 24 Carnegie Units in the Required Areas

Scholars with significant cognitive disabilities may graduate with a Georgia Alternate Diploma with 23 units of instruction in the required areas, along with other requirements outlined in the Georgia Alternate Diploma Policy.

Any scholar not meeting the criteria listed above will be retained or not receive a credit for their course. Parents or teachers wishing to appeal a retention should do so in writing to the Principal within ten (10) calendar days of notification of the retention. The Principal will convene a retention review committee consisting of no less than a parent, teacher, and administrator to determine if retention is in the best interest of the scholar. If the committee determines retention is not in the best interest of the scholar, the scholar will be placed in the next grade. The committee must agree on the outcome. If the committee cannot agree, the Principal will have ultimate discretion for final placement. The determination of the retention review committee or Principal is final.

Special Education and 504

Furlow Charter School advocates that all scholars with an Individualized Education Program (IEP) or a 504 plan are entitled to a free appropriate public education (FAPE). All scholars will be provided an education that includes access to the Georgia curriculum and addresses the unique needs of the individual scholar and his or her disability. More information related to Parents' Rights and other procedural safeguards available under the Individuals with Disabilities Education Act (IDEA) and Section 504 can be accessed in the Special Education Policies, Procedures, and Practices Handbook on the school's website or contacting: Director of Scholar Services, (229) 931-8667.

Child Find

What is Child Find?

Child Find is a process required by the Individuals with Disabilities Education Act (IDEA) to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities and may need early intervention or special education services. It is an ongoing process of public awareness activities and evaluations to ensure children with special needs can receive the help they need to succeed as early as possible.

How are children identified and located?

Anyone concerned about a child's speech, learning, behavior, or development can make a Child Find request. A multidisciplinary evaluation team will meet with the family within a timely manner to decide if an evaluation is needed. If so, written permission from the child's parent is required before an evaluation is conducted.

What is a multidisciplinary evaluation?

A multidisciplinary evaluation will involve a series of observations and tests with the child and interviews with caregivers conducted by two or more specialists such as a speech language pathologist, a school psychologist, or a special educator. A written summary of this evaluation will be provided to the family and a meeting will be held to determine if the child needs special services.

Who should I contact about making a Child Find request?

For a childbirth through age two, contact your local Health Dept.

For a child three to twenty-one years, who goes to Furlow Charter School, contact the Director of Scholar Services at 229-931-8667.

What should I bring to the meeting to determine if a multidisciplinary evaluation is necessary?

Although you do not have to bring anything with you, any records or information you have that can assist you in describing your concerns about your child would be helpful.

For more information contact the Furlow's Director of Scholar Services:

Crystal Lingefelt

229-931-8641

clingefelt@furlowcharter.org

Summer School Program

Eligibility

First priority will be given to scholars who have retention appeal meetings. Remaining spots will be designated based on Milestones/MAP Growth scores in reading and math in grades K-8, and credit repair/recovery in grades 9-12.

Attendance

Due to the concentrated nature of summer school, regular attendance is crucial. More than two unexcused absences may lead to dismissal from the program. More than 2 tardies will count as 1 absence.

Assessment

Scholars who did not pass the Milestones based on the Promotion and Retention Policy will be assessed on the Milestones in the respective content area(s) at the conclusion of the program. Scholars repairing/recovering courses requiring End of Course Milestones will be administered the assessment if they finish the course during the timeframe of the program.

Discipline

During summer school, all school rules apply as outlined in the Family Handbook. Scholars are subject to disciplinary action and removal from the summer school program for inappropriate behavior. The dress code is also in effect for summer school. Scholars in violation of the dress code may be sent home for the day if alternate clothing is not available. Scholars who have had multiple disciplinary infractions during the school year may be placed on a behavior contract for the duration of the summer program. Violation of the behavior contract will result in immediate dismissal from the Summer Program.

Arrival/Dismissal

Arrival and dismissal times for summer school will be established each year. Correspondence will be sent out prior to the end of the school year for scholars who are required or recommended to attend summer school.

Class Sizes

Summer classes are typically smaller than during the school year. We try to cap classes at 15 scholars.

Academic After-School Program

Primary Goal: To provide opportunities for high school scholars to recover/repair credits previously not received. This will support our goals of improving our graduation rate.

Secondary Goal: Provide middle and high school scholars with an opportunity to receive interventions in the areas of need based on MAP and EOG/EOC data.

Time Frame: Starting at the end of August and continuing until April: Tuesday, Wednesday, and Thursdays 3:30-4:30

Attendance: Due to the concentrated nature of the After School Program, regular attendance is crucial. More than three unexcused absences may lead to dismissal from the program. You will need to notify the school in writing (paper or email) or by phone call (229-931-8667) of any absences for your scholar to be counted as an excused absence.

Discipline: During the After School Program, all school rules apply as outlined in the Family Handbook. Scholars are subject to disciplinary action and removal from the program for inappropriate behavior. The dress code is also in effect. Scholars in violation of the dress code may be sent home for the day if alternate clothing is not available.

Dismissal: Families will pick up their child(ren) in the front of the building from 4:30 - 4:45 PM. Anyone picked up after 4:45 PM will need to sign a late pick-up form. The second late pick up may result in dismissal from the program.

Recess and Physical Education

Recess: Scholars in K-5 will have recess daily.

Physical Ed: The physical education program is designed to enhance the development of skills, attitudes, and behaviors necessary to participate in physical activities. Scholars participate in fitness experiences, modified team sports, basic skills, games, and movement activities. All scholars are required to participate in physical education activities. Scholars who are excused from activities for an extended period of time (more than five days) should have a medical doctor's statement to justify this exemption.

Credit Repair

Credit Repair is an option for scholars to repair a failing grade to a 70 without taking the entire course again or completing credit recovery. In order to qualify for credit repair, a scholar must have a final grade of a 60-69 for the course.

Scholars interested in credit repair must request the credit repair option from the advisor of the course. If the credit repair option is granted, the advisor will assign standards from the failed course which the scholar must show mastery of to repair the failed credit, as well as timeline for completion. If credit repair option is not granted, the scholar will have to complete the course via Credit Recovery through GA Virtual Learning or Edgenuity or retake the course at Furlow.

Upon successful completion of the content assigned for credit repair, the advisor will submit a Change of Grade form for the final grade of the course to be changed to a 70. Documentation of assignments completed by the scholar to repair credit must be submitted with the Change of Grade Form before the administrator can approve a grade change to 70.

Credit Recovery

Credit Recovery is traditionally defined as a way to "recover" credit for a course that a scholar was previously unsuccessful in earning credit towards graduation. The purpose of this program is to assist scholars in staying on track for graduation. Online credit recovery is designed for scholars to complete with limited assistance from an advisor/facilitator.

To qualify for the Credit Recovery, scholars must have at least a final grade of *50 or higher*. This credit recovery opportunity is available to Furlow Charter School Scholars and offered at no cost through Edgenuity. Behavioral problems and lack of motivation will not be tolerated. Please note that participation in Furlow Charter School's Credit Recovery Program is a privilege, not a requirement.

If you have any questions in regards to the Credit Recovery program, please contact Nichole Walker, Assistant Principal, at 229-931-8667.

Gifted Education

A scholar is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements in one of the following categories (I or II):

I: Mental ability test-total score of 96th percentile to 98th percentile and minimum achievement test score of 90th percentile in total reading, math, or battery in grades 3-12.

II: Multiple criteria (grades K-12)

AND meets criteria in three out of the four following categories:

- A. Mental ability - 96th percentile total score on a mental ability test.
- B. Achievement - 90th percentile total score in total reading, total math, or total battery on an achievement test.
- C. Creativity - 90th percentile minimum score on a creativity test.
- D. Motivation - 3.5 academic Grade Point Average on a 4.0 Scale (over two years), or 90th percentile score on an observational characteristics rating scale.

The State Board of Education determines eligibility criteria for placement in this program. Advisors, counselors, administrators, parents or guardians, peers, self, and other individuals may make nominations during the Fall Scholar Search Process.

For a summary of eligibility criteria or for further information about Furlow Charter School's Program for Gifted Scholars, please contact the school.

Dual Enrollment

The Dual Enrollment (DE) Program provides for participation in Dual Credit Enrollment for eligible High School scholars. These scholars earn postsecondary credit hours while simultaneously meeting their high school graduation requirements. State revenues provide funding for this program in accordance with the Dual Enrollment Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year. Effective Summer term 2019 (FY2020), GSFC publishes the approved annual award rates for Tuition, Mandatory Fees and Books. Effective Summer term 2020 (FY2021), eligible high school scholars, enrolled in 10th, 11th and 12th grades, may receive Dual Enrollment funding for eligible core courses in English, math, science, social sciences and world (foreign) languages, or Career, Technical, and Agricultural Education (CTAE) career pathway courses at eligible participating postsecondary institutions, up to the 30 semester or 45 quarter hours program.

General Eligibility

1. An Eligible High School is any private or public secondary educational institution physically within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690 and completes the program participation agreement.
2. A scholar who does not live in Georgia may participate in the Dual Enrollment Program if the scholar is enrolled and physically attending a participating high school in Georgia and meets all other eligibility requirements.
3. An eligible scholar must be enrolled in an approved eligible core academic area course(s) in English, math, science, social sciences and world (foreign) languages, and Career, Technical and Agricultural Education (CTAE) career pathway course(s) listed on the Dual Enrollment Course Directory.

Grade Level Eligibility

1. A scholar must be a 10th, 11th or 12th grade scholar at an Eligible High School, subject to the limitations set forth in these program regulations.
 - a. Scholars in the 11th or 12th grade may enroll in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, CTAE or private).
 - b. Scholars in the 10th grade may enroll in approved Career, Technical and Agricultural Education (CTAE) courses at a participating CTAE institution only.
 - c. Scholars in the 10th grade with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, taken prior to the term of enrollment and in the GSFC Dual Enrollment system, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution.

d. Scholars that were 9th graders during the 2019-2020 school year and participated in Dual Enrollment funding Program during the 2019-2020 (FY 2020) year may enroll as 10th graders in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, CTAE or private) for the 2020-2021 year.

e. Public high school scholars, designated by their high school, pursuing High School Graduation Option B (SB2) as of Spring term 2020, may enroll in any approved Dual Enrollment courses at a CTAE, USG or private eligible participating postsecondary institution pursuant to their Option B program.

Enrollment Status

1. A scholar must be approved and classified, by the Eligible High School or Home Study program at which he or she is enrolled, as a Dual Enrollment scholar.
2. A scholar must be admitted and classified as a Dual Credit Enrollment scholar by an Eligible Postsecondary Institution through the last day of the Eligible Postsecondary Institution's drop/add period in order to be eligible for Dual Enrollment program funding payment.
 - a. If a scholar officially or unofficially withdraws or drops out prior to the postsecondary institution's drop/add period, he or she is ineligible to receive Dual Enrollment program funding payment for that school term. Scholars that drop out during the drop/add period are subject to the provisions in accordance with Section 1612.
3. A scholar may enroll at two or more Eligible Postsecondary Institutions during a single term. An Eligible Dual Enrollment scholar cannot receive Dual Enrollment funding for hours which exceed the 15 semester or 12 quarter hours per term limit, regardless of the number of Eligible Postsecondary Institutions in which the scholar is enrolled.
4. Prior to participating in the Dual Enrollment funding Program and as part of the application process, the scholar and scholar's parent/guardian must sign a scholar participation agreement (SPA) acknowledging an understanding of the responsibilities assumed by the scholar while participating in Dual Enrollment.
5. A scholar must abide by the rules of the Eligible High School or Home Study program and the Eligible Postsecondary Institution the scholar is attending, and a scholar can be denied participation at any time in the Dual Enrollment Program for violations of such rules.

Funding Caps

1. A scholar must not have already received a high school diploma, a High School Equivalency diploma or completed a Home Study program.
2. Effective Summer term 2020 (FY2021), the Dual Enrollment Program has a 30 semester or 45 quarter hours Funding Cap and a 15 semester or 12 quarter hours per term limit. a. For the term in which a scholar reaches the Dual Enrollment program Funding Cap of 30 semester or 45 quarter Paid Hours, the scholar can be paid for hours up to the Funding Cap. However, a scholar who will reach the Funding Cap with a fraction of an hour remaining can be paid for a full hour.
3. Eligible scholars who received Dual Enrollment funding for 18 semester or 28 quarter hours or less, paid for terms through Spring term 2020 (FY2020), may receive funding up to the 30 semester or 45 quarter Paid Hours program Funding Cap, for enrollment Summer term 2020 (FY2021) or later. a. The paid hours for Spring term 2020 (FY2020) and prior are included in the Funding Cap calculation.
4. Eligible scholars who received Dual Enrollment funding for 19 semester or 29 quarter hours or more, paid for terms through Spring term 2020 (FY 2020), may receive funding for an additional 12 semester or 18 quarters hours of enrollment Summer term 2020 (FY2021) or later.
5. Scholars designated by their public high school, as of Spring term 2020, as pursuing the High School Graduation Option B (SB2) pathway for high school graduation, may enroll in any approved Dual Enrollment courses and are not subject to the program Funding Cap.
6. Eligible High Schools and Home Study programs may not adjust a scholar's enrollment or graduation plans or records in order to extend a scholar's Dual Enrollment eligibility. Doing so may result in loss of state program eligibility and responsibility for repaying Dual Enrollment state funds.
7. GSFC retains the right to limit or deny participation in the event of inappropriate program use.
8. All postsecondary coursework must be completed prior to the scholar's high school graduation or Home Study completion date in order to receive Dual Enrollment funds. In no case shall Dual Enrollment funds be awarded for postsecondary coursework scheduled, per the Eligible Postsecondary Institution's calendar, for a term in which a scholar may not be awarded Dual Credit toward graduation and not listed on the high school academic transcript from the Eligible High School or Home Study program.

Course Withdrawals and Retaking a Course

1. A scholar becomes ineligible to continue receiving Dual Enrollment program funding after his or her second (2nd) course withdrawal from an approved Dual Enrollment course(s), occurring summer term 2020 or later, regardless of the total Paid Hours or Funding Cap calculation.
 - a. Lab component co-requisite courses, when withdrawn in the same term as the lecture/classroom course, is considered as one course withdrawal.
2. A scholar is ineligible to receive Dual Enrollment funding to repeat or retake a Dual Enrollment course for which Dual Enrollment funding was received summer term 2020 or later, regardless of the total Paid Hours or Funding Cap calculation, unless an Exception is granted in accordance with Section 1615.2.

Satisfactory Academic Progress

1. A scholar must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.

Dual Enrollment and AP Course Conversions

The intent of this policy is to reward scholars who successfully test into dual enrollment and complete the college courses. This policy will also apply to AP courses as herein described.

Scholars who have completed dual enrollment college classes will have their grades (4.0, 3.0, 2.0, etc.) initially converted to a 100-point scale. The conversion will be as follows: A = 95 points, B = 85 points, C = 75 points, D = 65 points, F = 55 points. Subsequently, scholars who earn credit for dual enrollment courses will have five (5) additional points added to this point total.

For scholars who take AP classes, their final grade(s) will be augmented in the same manner.

This policy is fashioned based upon the GA Hope GPA Calculations as noted at <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/eligibility/hope-gpa-calculation/>

Field Trips

Often field trips provide scholars with an excellent opportunity for extended learning. There may be times during the school year that advisors plan field trips. Parents may be asked to serve as chaperones on these trips. Parents who serve as chaperones may not have other children or adults accompany them. Parents may count the time involved as volunteer hours.

Prior to a field trip, information will be sent home to parents, including a form or forms for the parent to complete and return to the advisor within a specific period of time. Please remember that a scholar's participation in a field trip is a privilege. Scholars on field trips serve as representatives of the school and as such must exhibit excellent behavior and conduct during the trip just as they do at school.

- Disciplinary Infractions may result in scholars not being allowed to participate in field trips.
- Scholars may be required to wear a Furlow Charter School t-shirt and/or other specified attire on field trips. Scholars will not be allowed to attend field trips if they come to school out of dress code.
- There are often fees associated with these trips, so parents are urged to understand this when giving approval for their child to participate in the trip. **There will be NO refunds for field trip fees.**
- Written information and permission paperwork will be sent home to a scholar's parents prior to the trip. Money required for the trip as well as the permission forms should be returned to a designated advisor (not the main office) by the established deadline.

- In the event that the field trip is cancelled, money will be returned to the parent in the form of a school check. In the event the scholar fails to attend the field trip, for any reason, the money will not be returned to the parent.
- Scholars attending field trips are responsible for missed assignments. Scholars must make arrangements with all of his/her advisors prior to missing class and be prepared to turn in assignments upon returning.

Supervision and Chaperone Selection

Volunteer chaperones must be at least 21 years old to supervise scholars in grades 6-8, 25 years old for scholars in grades 9-12.

Administration must assign the proper ratio of supervisors to scholars based on school policies and evaluation of individual field trips. There may be certain instances when school personnel should increase the ratio of supervisors to scholars because of the specific field trip activity.

Also, a higher number of chaperones may be required for elementary school age scholars compared to middle and high school scholars. Base the number of chaperones (school employees vs. volunteer chaperones) on an evaluation considering the number of scholars, age and maturity of the scholars, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).

There should be a minimum of two adults supervising a during the day field trip. Recommended minimum supervision ratios (adults to scholars) are as follows: elementary school age - 1:10; middle/high school age - 1:20. The building administrator and field-trip sponsor should agree upon the ratio for each field trip.

Additional selection criteria will need to be considered for specific field trip activities. For example, chaperones trained in lifeguarding skills may be necessary for field trips involving water. Overnight trips will require gender specific chaperones. When traveling out of the country chaperones who speak the native language of the area would be invaluable. Chaperones qualified to deal with children with behavioral, mental or physical challenges will be needed to assist scholars with special needs. All chaperones must also be at least 21 years of age and in some instances may be required to undergo a background check. The school must take all measures to provide adequate supervision for their scholars.

Chaperone Responsibilities for Field Trips

- The field trip supervisor must be a faculty member of the institution taking the trip.
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a Furlow Charter School registered volunteer.
- Chaperones must assume a 24-hour day responsibility for scholars from the time they leave until the time they return. (applies to overnight field trip)
- The level of scholar supervision of scholars while on a field trip is no less than the level of supervision of scholars required when scholars are on campus, participating in class, or participating in other school or school board activities.
- Chaperones are expected to be familiar with the Scholar Code of Conduct and Discipline and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may not discipline a scholar, staff member and/or another chaperone.
- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Chaperones may not retire until all scholars are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the scholars are secure. (applies to overnight field trip)
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating scholars or other persons on a field trip.
- Parents or scholar relatives who are not chaperones or scholar participants in a field trip will not be permitted to join a field trip at its destination; unless they are approved volunteers by FCS. These volunteers must also be authorized by FCS to participate in the designated field trip.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined by the scholar dress code.
- Medical release waivers for each scholar shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A scholar's permission slip shall be attached to the scholar injury incident report which is required with an accident.
- Chaperones are required to report any illness of scholars to the field trip supervisor/sponsor immediately.

- For the protection of both the scholar and the chaperone, chaperones should not place themselves in situations in which they are alone with a scholar.
- Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol; may not use tobacco in the presence of, or within the sight of, scholars; may not possess any weapon; may not administer any medications, prescription or nonprescription, to scholars.

SCHOLARSHIP

Honors Day

Furlow Charter School will hold Honors Day(s) near the end of the school year. The final average in each course will be used to determine award recipients.

Principal's Award: Scholars who have earned an "A" in every subject on their report card for every quarter will receive the Director's Award.

A Honor Roll: Scholars who have earned a yearly (final) average in all classes of 90 or higher will receive the A Honor Roll award.

A/B Honor Roll: Scholars who have earned a yearly (final) average in all classes of 80 or higher will receive the A/B Honor Roll award.

Perfect Attendance: Scholars who have no absences (excused or unexcused) will receive the Perfect Attendance award. Each quarter, one scholar per grade will be chosen for each of the following awards:

The Einstein Award for academic achievement;

The Carter Award for citizenship and philanthropy;

The Hill Award for teamwork, cooperation, and athleticism; and

The Falcon Award for school spirit.

Scholars may not receive more than one award per quarter, but may receive different awards in different quarters.

At the end of each academic year, two additional awards will be given.

The INSPIRE Award will be given to **one scholar per class for K-5** and for **one scholar per grade for grades 6 - 12**. This award is based on the scholar's consistent representation of Furlow's INSPIRE habits of scholarship throughout the school year.

The Scholar Growth Award will be given to **one scholar per class for K-5** and for **one scholar per grade for grades 6 - 12**. This award is not based on any specific score but of their overall growth based on the teacher's observations.

High School End-of-Year Awards

Junior Marshals

Junior Marshal is an honor bestowed upon the top academic scholars from the high school junior class. Junior Marshals attend the Senior Awards Ceremony/Baccalaureate and Graduation in an honorary and service capacity. Current selection is based primarily on class ranking. Junior Marshals are required to attend all practice sessions held in association with the above-mentioned events.

STAR Scholar

In the final quarter of the academic year, the STAR scholar will be awarded to the scholar with the highest SAT scores during the final awards night. The STAR scholar will also choose a STAR Teacher to recognize as an educator that has had a significant impact on their academic success.

International Skills Diploma Seal Star Scholar (ISDS)

A plaque is given to the scholar with the most exemplary ISDS capstone project during the final awards night. A gold International Skills Diploma Seal is placed on the diploma of graduates who have at least three years of the same world language, four or more extra-curricular activities and experiences with a global theme or context, 20+ hours of global/cross-cultural service projects, AND four or more high school courses with an international focus.

Mattie J.T. Stepanek Peacemaker Award

A plaque is given to a scholar who has been chosen as a change maker and an instrument of peace at Furlow and in their community and is given during the final awards night.

Graduation Cords

- A white and green cord is worn by graduates who earned Service with Distinction by completing 30 or more hours of community service above their service-learning courses.
- A black and gold cord is worn by graduates who were invited to Beta based on academic excellence. Inductees remain in Beta when they meet and maintain the criteria set by Furlow's Chapter. Beta promotes the ideals of academic achievement, character, services, and leadership. A gold seal has also been placed on the diploma of graduates who remained in Beta as a Senior.
- A red cord is worn by graduates who have donated blood at least three times through the American Red Cross during their high school career.
- A gold cord is worn by graduates who have achieved the Advanced Academic Pathway.
- A red and gold cord is worn by graduates who have achieved the Spanish Pathway.
- A black and white cord is worn by graduates who have achieved the Journalism Pathway.
- A rainbow cord is worn by graduates who have achieved the Visual Arts Pathway.
- A red, white, and blue cord is worn by graduates who have achieved over 200 service hours in their communities. This cord is awarded by the Georgia Department of Community Affairs.

Valedictorian and Salutatorian Information

Each year, our honor graduates including our Valedictorian and Salutatorian, are determined at the end of the third nine weeks by calculating the cumulative numeric grade average (CNGA). The CNGA represents the average of all grades earned in high school, grades 9-12. Honor graduates are scholars whose CNGA is 90 or higher. No rounding is permitted—a CNGA of 89.5 will not qualify one to be an honor graduate. The scholar with the highest CNGA will be named the Valedictorian. The scholar with the second highest CNGA will be named Salutatorian. Administration will announce the honor graduates no more than fifteen workdays after the end of the third nine weeks.

- Class ranking shall be determined by the Cumulative Numerical Grade Average (CNGA) of graduating seniors at the completion of the third nine weeks of the 12th grade year.
- The scholar with the highest class-ranking shall be recognized as the Valedictorian. The scholar with the second highest class ranking shall be recognized as Salutatorian.
- Scholars, including Dual Enrollment scholars, must be enrolled in Furlow Charter School for a minimum of four (4) consecutive semesters immediately prior to graduation to be named Valedictorian or Salutatorian. Transfer credit used for calculation of cumulative numerical grade averages for determination of class ranking for Valedictorian and/or Salutatorian

shall be accepted only from high schools or colleges accredited by regional accrediting agencies recognized by the Georgia State Department of Education.

In the event of a tie in class ranking for Valedictorian, each scholar will be publicly acknowledged. A Salutatorian will not be publicly recognized in the event of a tie for Valedictorian. After determining there is not a tie in class ranking for Valedictorian, if a tie in class ranking for Salutatorian exists, each scholar will be publicly acknowledged.

Criteria for Breaking Ties for Scholarships

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian, those individuals will be identified, and that determination will be double checked by another individual. If there is a tie and the scholarships or grants cannot be shared among the scholars tied for Valedictorian and/or Salutatorian, the following criteria will be used in turn to break ties in class rankings:

Valedictorian:

1. Cumulative numerical grade averages. If a tie shall exist;
2. Number of dual enrollment classes taken. If a tie still exists;
3. Scholastic Aptitude Test (SAT) Scores or American College Test (ACT) Scores, Math, and Verbal: Given that different scholars may take one or both of these tests, the first tiebreaker at this stage will be comparable SAT Scores; the second tiebreaker will be comparable ACT Scores; and the third tiebreaker, if necessary, will be based on SAT/ACT equivalency.

After using tie-breaking criteria, the scholar with the highest-class ranking would receive any scholarship awards for Valedictorian.

After using tie-breaking criteria, the scholar with the second highest class ranking would receive any scholarship awards for Salutatorian.

Salutatorian

1. Cumulative numerical grade averages. If a tie shall exist;
2. Number of dual enrollment classes taken. If a tie still exists;
3. Scholastic Aptitude Test (SAT) Scores or American College Test (ACT) Scores, Math, and Verbal: Given that different scholars may take one or both of these tests, the first tiebreaker at this stage will be comparable SAT Scores; the second tiebreaker will be comparable ACT Scores; and the third tiebreaker, if necessary, will be based on SAT/ACT equivalency.

After using tie-breaking criteria, the scholar with the highest class-ranking would receive any scholarship awards for Salutatorian. If ties cannot be broken by the means listed, the principal of the school will select a committee to determine the recipients of any scholarships or grants.

FURLOW SCHOLAR CODE OF CONDUCT

Expectations and Responsibilities

Furlow charter school has constructed school discipline policies that are aimed at creating a positive school climate, supporting the social and emotional development of scholars, and teaching non-violence and respect for all members of the school community. Our approach to discipline reflects our desire to understand and address the causes of behavior, resolve conflicts, repair harm done, restore relationships, and successfully reintegrate scholars into the school community. The incorporation of expectations and responsibilities in our discipline framework creates transparency for stakeholders to embrace the expectations and responsibilities that are unique to them.

What scholars can expect:

- To receive a free high-quality public education
- To be safe at school
- To be treated courteously and respectfully
- To bring complaints or concerns to the school principal or assistant principal for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, and discuss issues

Scholar Responsibilities:

- To read and become familiar with this Code of Conduct
- To attend school daily, prepare for class, and complete class and homework assignments to the best of the scholar's ability
- To know and follow school rules and instructions given by the school principal, assistant principal, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

What parents/guardians may expect:

- To be actively involved in their scholar's education
- To be treated respectfully by the school principal, teachers, and other staff
- To access information about the Furrow Charter School policies and procedures
- To be notified promptly if their scholar is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken by the scholar disciplinary hearing officer
- To receive information about their scholar's academic and behavioral progress

Parent/Guardian Responsibilities

- To read and become familiar with this Code of Conduct
- To make sure their scholar attends school regularly, on time, and to notify the school before the school day begins if their scholar is absent
- To give the school accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school administration, advisors, and other staff to address any academic or behavioral concerns regarding their scholar
- To talk with their scholar about the behavior expected in school
- To support their scholar's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and scholars
- To respect other scholars' privacy rights

Introduction

The purpose of the Furlow Scholar Code of Conduct is to assist scholars, parents/guardians, advisors and administrators in promoting and maintaining a positive teaching and learning environment. The Family Handbook, which includes the Furlow Scholar Code of Conduct, is given to each scholar in grades kindergarten through twelve, at the beginning of each school year. If a scholar enrolls after the beginning of the year, they will be given the handbook at the time of enrollment.

All scholars, regardless of age or grade level, are required to know the contents of the Furlow Code of Conduct and abide by it and any other rules of conduct imposed by Furlow Charter School. Scholars who misbehave are subject to disciplinary action, which could include suspension, expulsion, or alternative school assignment. The alternative school assignment would be available through a virtual platform in a supervised setting.

A scholar whose words or actions are uncivil to fellow scholars or school staff and/or interferes with scholar access to a public education and/or a safe environment, will be subject to disciplinary action.

Extracurricular activities, such as clubs and athletics, may impose their own standards of conduct, violations of which may not be a violation of the Code of Conduct but may result in extracurricular penalty or removal from the activities. Violations of these standards of behavior that are also violations of the scholar Code of Conduct may also result in disciplinary actions being taken against the scholar, including but not limited to suspension, expulsion and/or the scholar being removed from participation in extracurricular activities, or exclusion from school honors, such as participation in commencement exercises.

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of advisors and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the scholar's age and grade level, the frequency of misbehavior, the scholar's attitude, whether the scholar was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the scholar engaged in the conduct, and requirements of law (e.g., IDEA, 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case-by-case basis.

All violations of the Code of Conduct will be part of a scholar's disciplinary record and may be used in a scholar disciplinary hearing pursuant to Furlow Charter School's progressive discipline process.

Suspension of a scholar from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/guardians may contact the principal and/or assistant principal to discuss their scholar's discipline.

The scholar Behavior Code provides examples of offenses that may occur and is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

1. **LOCATION OF VIOLATIONS:** Except as otherwise provided herein, the following code provisions apply to offenses that scholars commit while on school property or while using school technology resources at any time. As used in this Code of Conduct:

School property includes, but is not limited to:

- The land and improvements which constitute the school,
- Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted,
- Any bus or other vehicle used in connection with school functions and activities, but not limited to, school buses, buses leased by FCS and privately owned vehicles used for transportation to and from school activities,
- Personal belongings, automobiles or other vehicles which are located on school property,
- Off campus and not at a school event or function if the behavior meets the definition of an off-campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school, and
- En route to the scholar's home from school.

School technology resources include, but are not limited to:

- Electronic media systems such as computers, electronic networks, messaging, and website publishing, and
- 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.

2. **INVESTIGATION OF MISCONDUCT:** When a scholar code of conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. School police and other support staff may be utilized for their expertise as determined by the circumstances of the matter.

At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately. The principal or his/her designee should also immediately inform parents/guardians when scholars are removed from the school setting by emergency medical or law enforcement personnel.

Searches:

An administrator may search a scholar if there is reasonable suspicion the scholar is in possession of an item that is illegal or against school rules. Scholars are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus.

School computers and school technology resources are not private and open to school review at any time. Scholar lockers, desks and all school and classroom storage areas are school property and remain at all times under the control of the school. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without scholar consent.

If a search yields illegal or unauthorized materials, such materials will be turned over in person to the school resource officer (SRO).

In the event there is a Threat Assessment Plan for a scholar, and routine searches are a part of the plan, an administrator may search a scholars' belongings at any time while they are on campus.

The determination of whether a scholar has violated the Furlow Scholar Code of Conduct will be made based solely on a preponderance of the evidence. In other words, it is more likely to be true than not true, based on the evidence, that the scholar did violate the rule. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process. Repeated Level 2 disciplinary violations and Level 3 violations may result in a scholar being referred to a disciplinary hearing.

3. **SCHOLAR QUESTIONING BY OFFICIALS:** The Principal and Assistant Principal have the responsibility and authority to question scholars for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents/guardians about issues of concern, parental/guardian consent and notification is not required prior to the questioning of scholars.
4. **PROGRESSIVE DISCIPLINE:** Progressive discipline is designed to aid scholars in correcting their misconduct, and it encourages scholars to be responsible citizens of the school community. Progressive discipline should promote positive scholar behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the scholar's age and grade level, the scholar's previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help scholars resolve issues that may be contributing to violations to the scholar code of conduct. These resources may include, but are not limited to, scholar Support Team, positive behavioral supports, restorative practices, counseling with school counselor, behavior, attendance and academic contracts and plans.

The offenses have been organized into three (3) levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (intermediate) offenses, and Level 3 discipline (major) offenses.

If a scholar has been found to have engaged in acts in the school or while in transit to or from a school event, that repeatedly disrupt the school environment, are violent in nature, involve bullying or physical threats, the scholar's parent/guardian may be required to meet with the principal or designee to execute a behavior contract.

4.1 Level 1 Discipline: Level 1 discipline is used for minor acts of misconduct that interfere with orderly school operations. Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. After utilizing appropriate advisor level intervention, scholars may be referred to an administrator.

Example Level 1 Discipline

	Minimum Discipline	Maximum Discipline
Elementary	Classroom-based interventions and support Alternatives to suspension	Classroom-based interventions and support (1-3) days of in-school suspension
Middle/High	Classroom-based interventions and support Alternatives to suspension	Classroom-based interventions and support (1-3) days of In-School-Suspension

4.2 Level 2 Discipline: Level 2 discipline offenses are intermediate acts of misconduct. Level 2 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major Infractions are addressed by administrators. Repeated (3 or more) violations of any Level 2 offense can result in that violation being considered a Level 3 offense which may result in long term suspension or referral to a disciplinary hearing.

Example Level 2 Discipline

	Minimum Discipline	Maximum Discipline
Elementary	(1) day of In-School Suspension Classroom-based interventions and support Alternatives to Suspension	(2) days of Out-of-School Suspension Classroom-based interventions and support
Middle/High	(1) day of In-School Suspension Classroom-based interventions and support Alternatives to Suspension	(3-4) days of Out-of-School Suspension Classroom-based interventions and support

4.3 Level 3 Discipline: Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Level 3 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident and may result in the immediate removal of a scholar from the school. Administrators will notify the appropriate Associate Superintendent, district personnel, school resource officers, Safety and Security personnel, and law enforcement agencies as deemed appropriate or required by law.

Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the scholar from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations. In addition to possible suspension, scholars who commit these offenses may be recommended for long-term suspension or a disciplinary tribunal hearing.

Example Level 3 Discipline

	Minimum Discipline	Maximum Discipline
Elementary	(3) days of Out-of-School Suspension School-based interventions and support	(7-10) days of Out-of-School Suspension School-based interventions and support
Middle/High	(5) days of Out-of-School Suspension School-based interventions and support	(10) days of Out-of-School Suspension School-based interventions and support
A level 3 discipline response may include a disciplinary hearing referral. Scholar disciplinary hearing responses can include long-term suspension, expulsion, permanent expulsion and/or assignment to an alternative education program. A combination of classroom and school-based interventions and supports may also be necessary.		

4.4 School and Classroom Based Interventions & Alternatives to Suspension: Below is a suggested list, not all-inclusive, of interventions and supports that may be used as alternatives to suspension. A combination of these

interventions and alternatives appropriate to the situation and scholar needs may be used in conjunction with a discipline response when scholars commit Levels 1-3 disciplinary offenses.

1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
2. Teacher/scholar conference
3. School/parent contact
4. School/parent conference
5. Restorative practices (practices that repair harm, scholar circles, peace groups, restorative conference, mediation)
6. Determine root causes and functions of scholar misbehavior and respond appropriately
7. Teach, model, practice, and reinforce positive replacement behaviors
8. Provide special work assignment
9. Provide movement breaks between low-energy activities for individual scholar as deemed appropriate
10. scholar warning
11. Encourage the scholar to complete a written reflection of incident and/or an apology for misbehavior
12. Provide scholar with an opportunity to process through the misconduct and to develop a plan for how better choices can be utilized in the future
13. Provide choices for learning activities and behavior
14. Use scholar behavior strategies, progress reports, behavior contracts, and/or point sheets to assist scholar in recognizing misbehavior and understanding targeted appropriate behavior
15. Use goal setting paired with acknowledgment of improved behavior for individual scholar
16. Assign scholar an adult buddy supporter
17. Assign scholar a peer buddy supporter
18. Mentoring
19. Escort to and from class/change of class
20. Schedule change
21. Invitation for parental shadow
22. Require scholar to return property
23. Assign scholar to an approved supervised school service (school service activity, character education programming)
24. Exclude the scholar from participating in extracurricular/co-curricular programs or activities (temporarily or permanently)
25. Utilize community and agency partners to provide additional support and resources to scholar to help improve behaviors
26. Refer parent and scholar to wrap around services
27. Recommend peer mediation support
28. Recommend conflict resolution support
29. Withhold or revoke scholar privilege(s), freedoms, or choices
30. Assign detention
31. Small group character-building, emotional management, decision making, and social skills training
32. Refer scholar to scholar support services staff (Counselor, Social Worker)
33. Refer scholar to response to intervention (RTI) Specialist
34. Refer scholar to scholar support team (SST)
35. Give scholar a timeout with adult supervision
36. Develop and implement, or review and revise, a 504 plan for eligible scholar, including behavioral accommodations as deemed necessary
37. Conduct functional behavioral assessment (FBA) and, if scholar is eligible, develop a behavior intervention plan (BIP)
38. Review and revise a scholar's existing BIP
39. Refer eligible scholar to individual education program (IEP) team
40. Develop and implement IEP for eligible scholar
41. Include behavior interventions, supports, or strategies as supplementary aides and services in the scholar's IEP if deemed necessary by the IEP team
42. Saturday School (if offered)
43. Mini courses or skill modules
44. After school or lunch detention

45. School-based or home-school contingency contract
46. Process break or walk with an adult
47. Other school-based discipline response
48. Mindfulness Practices (meditation, relaxation techniques, peace corner)
49. Community Service as approved by the Office of scholar Discipline
50. Role Playing of Social Emotional Learning Competencies

4.5 Confiscation of Property: Scholars who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. Furlow Charter School assumes no responsibility for the theft, loss or damage of items possessed by scholars on school property or held by school officials during the confiscation period. Furlow Charter School employees will not be responsible for searching for lost or stolen scholar property. Items confiscated that are illegal in nature, will be turned into the SRO for reporting to local authorities.

- 5. SCHOLAR OFFENSES:** A Scholar shall not violate any of the following rules of Furlow Charter School. The disciplinary levels below correspond to the progressive discipline levels detailed above (Levels 1, 2, and 3). However, in the event of a major or serious offense, the principal or designee may use a higher level of progressive discipline. The Furlow Scholar Code of Conduct provides examples of offenses that may occur, but it is not intended to be an all-inclusive list of offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

ACADEMIC DISHONESTY				
It is the responsibility of every scholar and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Scholars who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. 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; or working collaboratively with other scholars when individual work is expected. Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. Additionally, any violation will result in a grade of zero (0) on the test or quiz, or other assignment.				
Academic Dishonesty with a Device: It is the responsibility of every scholar to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. Additionally, any violation will result in a grade of zero (0) on the test or quiz, or other assignment.				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
2nd Offense	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
3rd Offense +	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, disciplinary hearing

ACCESSORY				
When a scholar causes someone else to commit a violation, helps in the commission of a violation, or advises, encourages, hires or procures acts in concert with another to commit a violation.				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Scholars who are an accessory to a violation face the same consequences as the scholars who are actively involved in the violation.			
2nd Offense				
3rd Offense +				

ALCOHOL / ILLEGAL DRUGS / INHALANTS/VAPING (UNDER THE INFLUENCE):				
No scholar shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non- alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act , or any substance believed by the scholar to be alcohol or an illegal drug. This includes CBD vapes with or without THC. Legal intoxication is not required for violation of this Code of Conduct.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day OSS / School based Interventions	3 day OSS / School based Interventions	1 day OSS / School based Interventions	5 day OSS / School based Interventions
2 nd Offense	2 days OSS / School based Interventions	5 days OSS / School based Interventions	3 days OSS / School based Interventions	5-7 days OSS / School based Interventions
3 rd Offense +	3 days OSS / School based Interventions	5 days OSS / School based Interventions	10 days OSS and a hearing referral	
Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (POSSESSION):

No scholar shall possess, consume, transmit, or store alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the **Georgia Controlled Substances Act** or any substance believed by the scholar to be alcohol or an illegal drug. This includes CBD vapes with or without THC. Legal intoxication is not required for violation of this Code of Conduct. Criminal charges may also apply.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day OSS	5-7 days OSS	5 days OSS	10 days OSS and a hearing referral
2 nd Offense	3 days OSS	10 days OSS and a hearing referral	7 days OSS	10 days OSS and a hearing referral
3 rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	

Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school. Criminal charges may apply.

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (SELLING OR PURCHASING):

No scholar shall buy, receive, 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, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, or any other substance listed under the **Georgia Controlled Substances Act**, or any substance falsely identified as such, or is which the scholar purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the **Georgia Controlled Substances Act**. This includes CBD vapes with or without THC. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. Criminal charges may also apply.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day OSS	5-7 days OSS	5 days OSS	10 days OSS and a hearing referral
2 nd Offense	3 days OSS	10 days OSS and a hearing referral	7 days OSS	10 days OSS and a hearing referral
3 rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	

Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school. Criminal charges may apply.

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (COUNTERFEIT OR LOOK-ALIKE):

No scholar shall falsely present or identify a substance to be alcohol or an illegal drug. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports and level 2-3 consequences for this offense.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day ISS / School-based interventions	5 days OSS	3 days ISS	10 days OSS
2 nd Offense	1 day OSS	10 days OSS	3 days OSS	10 days OSS
3 rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	
Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (PARAPHERNALIA):

No scholar shall possess, transmit, store, buy, sell, distribute, or possess with intent to sell any drug-related paraphernalia. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and level 2-3 consequences for this offense. Criminal charges may apply.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day ISS / School-based interventions	5 days OSS	1 day OSS	5-7 days OSS
2 nd Offense	1 day OSS	10 days OSS	3-5 days OSS	10 days OSS
3 rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	
Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (OVER-THE-COUNTER MEDICATION - MISUSE):

Possession of all over-the-counter medication on school property must follow Furlow Charter School's policy regarding the administration of over-the-counter medications. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and level 2-3 consequences for this offense.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School-based intervention & alternatives to suspension	3 days of ISS	1-3 days ISS	3 days of detention or ISS
2nd Offense	1 day of ISS & school-based interventions	3 days of OSS	1 day of OSS and school-based interventions	5 days OSS
3rd Offense +	2 days OSS	5-10 days of OSS	10 days OSS, hearing referral	
Referral to the counselor and local DFCS may be necessary. Parent/guardian conference required prior to the scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS (OVER-THE-COUNTER MEDICATION - SELLING)

A scholar is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on the age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of ISS & School based Interventions	3 days OSS and School based Interventions
2nd Offense	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral	3 days OSS and School based Interventions	5-10 days OSS and School based Interventions; hearing referral
3rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	
DFCS notification may be necessary. Parents must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS (PRESCRIPTION MEDICATION - MISUSE)

No scholar shall possess, consume, or transmit prescription medication not prescribed for the scholar. All prescription medication prescribed for a scholar must follow Furlow Charter School's policy regarding the administration of prescription medications.

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the scholar shall be found in violation of and shall be disciplined according to those regulations.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of ISS & School based interventions	2 days OSS & School based interventions	1 day of ISS & School based interventions	3 days OSS & School based interventions
2 nd Offense	3 days OSS & School based interventions	5 days OSS & School based interventions	5 days OSS & School based interventions	5-10 days OSS & School based interventions; hearing referral
3 rd Offense +	5 days OSS & School based interventions	10 days OSS & School based interventions	10 days OSS, hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS (PRESCRIPTION MEDICATION – BUYING/SELLING)

No scholar shall buy, receive, sell, distribute, or possess with intent to distribute any prescribed medication on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the scholar shall be also found to have violated that section of the Code of Conduct.

THIS IS A LEVEL 2-3 VIOLATION

THIS IS A REFERENCE DOCUMENT				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based interventions & suspension alternatives	3 days of OSS and school-based interventions	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions
2nd Offense	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions	3 days of OSS and school-based interventions	7 days of OSS and school-based interventions
3rd Offense	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions	10 days of OSS and a hearing referral	
+				
DFCS notification may be necessary. Parents must attend a conference prior to scholars returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (STIMULANTS-POSSESSION/CONSUMPTION)

Stimulants: A scholar shall not consume nor possess diet pills, caffeine pills, or other stimulants on school property. This includes CBD vapes with or without THC.

NOTE: If the stimulant is a controlled substance under the **Georgia Controlled Substances Act**, the scholar shall be found to have violated other sections of the Furlow Charter Scholar Code of Conduct

THIS IS A LEVEL 2-3 VIOLATION

THIS IS A REFERENCE DOCUMENT				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day of ISS, school-based interventions & suspension alternatives	3 days of OSS and school-based interventions	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions
2nd Offense	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions	3 days of OSS and school-based interventions	7 days of OSS and school-based interventions
3rd Offense +	3 days of OSS and school-based interventions	5-10 days of OSS and school-based interventions	10 days of OSS and a hearing referral.	
DFCS notification may be necessary. Parents must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (STIMULANTS - SELLING)				
Selling/Distributing/Buying Stimulants: No scholar shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulants on school property. This includes CBD vapes with or without THC. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.				
Note: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the scholar shall be found in violation of other sections of the Furlow Charter Scholar Code of Conduct.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of ISS, school-based interventions & suspension alternatives	3 days of OSS and school-based interventions	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions
2 nd Offense	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions	3 days of OSS and school-based interventions	7 days of OSS and school-based interventions
3 rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions	10 days of OSS and a hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ALCOHOL / ILLEGAL DRUGS / INHALANTS / VAPING (TOBACCO)				
A scholar shall not possess, use, sell, buy, receive, distribute, or possess with the intent to distribute tobacco products, or tobacco product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g., electronic hookahs) are strictly prohibited. This includes CBD vapes with or without THC. VAPING IS STRICTLY PROHIBITED.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of ISS, school-based interventions & suspension alternatives	3 days of OSS and school-based interventions	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions
2 nd Offense	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions	3 days of OSS and school-based interventions	7 days of OSS and school-based interventions
3 rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions	10 days of OSS and school-based interventions	
DFCS notification may be necessary. Parents must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ARSON (INCENDIARY DEVICES)				
Arson with Damage: No scholar shall use fire, explosive, or the equivalent thereof, to damage or knowingly cause, aid, abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on school grounds.				
Arson without Damage: No scholar shall use fire, explosive, or the equivalent thereof, to take part in an act that could result in damage, aid abet, advise, attempt, or encourage damage to school building, school property, personal property, school structure, or vehicle on grounds.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of detention, school-based interventions & suspension alternatives	3 days of detention, school-based interventions & suspension alternatives	1 day of ISS and school-based interventions	3 days of OSS and school-based interventions
2 nd Offense	1 day of ISS and school-based interventions	3 days OSS and school-based interventions	3 days of ISS and school-based interventions	5 days of OSS and school-based interventions
3 rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions, hearing referral	10 days of OSS and school-based interventions, hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

ASSAULT				
Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of detention, school-based interventions & suspension alternatives	3 days of detention, school-based interventions & suspension alternatives	1 day of OSS and school-based interventions	3 days of OSS and school-based interventions
2 nd Offense	1 day of ISS and school-based interventions	3 days OSS and school-based interventions	3 days of OSS and school-based interventions	5 days of OSS and school-based interventions
3 rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions, hearing referral	10 days of OSS and a hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

BATTERY				
Intentionally making physical contact of an insulting or provoking nature with another person. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. 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.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day of detention, school-based interventions & suspension alternatives	3 days of detention, school-based interventions & suspension alternatives	1 day of OSS and school-based interventions	3 days of OSS and school-based interventions
2 nd Offense	1 day of ISS and school-based interventions	3 days OSS and school-based interventions	3 days of OSS and school-based interventions	5-10 days of OSS and possible tribunal hearing
3 rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions, hearing referral	10 days of OSS and a hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

BOMB THREATS				
A bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation. A bomb threat can be communicated via conduct that occurs on or off school property, including but not limited to transmission via email, text, and social media.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day ISS, school-based interventions	10 days OSS	3 days ISS	10 days OSS, hearing referral
2 nd Offense	10 days OSS and hearing referral		10 days of OSS and a hearing referral	
3 rd Offense +	10 days OSS and a hearing referral		10 days of OSS and a hearing referral	
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

BULLETS, BB'S, PAINTBALL (AMMUNITION)				
Scholars may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk.				
THIS IS A LEVEL 2 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day ISS, administrative conference	3 days ISS	1 day ISS	5 days OSS
2nd Offense	3 days ISS	1 day OSS	1 day OSS	5-7 days OSS
3rd Offense +	3 days OSS	1 days OSS	5 days OSS	10 days OSS
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

BREAKING / ENTERING BURGLARY (INCLUDES VEHICLES ON CAMPUS)

No scholar shall enter or attempt to enter Furlow Charter School, building, structure or vehicle with the intent to commit a crime.

THIS IS A LEVEL 2 or 3 VIOLATION

THIS IS A LEVEL 2 OFFENSE				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School-based interventions & suspension alternatives	3 days of detention	3-5 days ISS	1-3 days of OSS
2nd Offense	1 day of ISS, school-based interventions	3 days of OSS, school-based interventions	3-5 days OSS, school-based interventions	5-7 days OSS, school-based interventions
3rd Offense +	3 days OSS, school-based interventions	10 days OSS, hearing referral	10 days OSS and a hearing referral	
DFCS notification may be necessary. Parents must attend a conference prior to scholar returning to school. Criminal charges may apply.				

BULLYING, HARASSMENT, INTIMIDATION, AND THREATS

Harassment: Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No scholar shall engage in harassment, intimidation, or abuse of or toward any other scholar(s), FCS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of scholars or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. Depending on the age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. Bullying is cumulative over time and does not “restart” each year.

Threats: No scholar shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any scholar, FCS employee or non-FCS employee. Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

Terroristic Threats: No scholar shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption. Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

Bullying behavior is defined as:

Furlow prohibits bullying or intimidation at all times. It is very important that information in all situations be weighed and evaluated, but bullying has become a school issue which severely compromises the well-being of the people involved. In the event a person has been accused of or committed the offense of bullying or has been the victim of bullying, the school will notify the parent(s), guardian(s), or other person(s) having control or charge of such person.

We are including below information in this section on bullying, taken from the Georgia Department of Education. It is important for all of us to know and understand just what bullying is as well as the consequences for this act. In every setting – school, work and life in general – people do things to one another that might be construed as bullying. Thus, we believe that by educating everyone regarding Georgia Law concerning bullying, we will all be better informed.

What Is Bullying? (Information taken from GADOE website)

“Bullying” can occur in various forms.

1. If a scholar tries or threatens to injure another scholar, and he has the apparent present ability to do so, that is bullying.
2. If a scholar purposely shows force in a way that gives another scholar reason to fear or expect immediate bodily harm, that is bullying.

If a scholar intentionally uses words (written or spoken) or a physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, those words or physical act are considered bullying if:

- They cause another scholar to experience substantial or visible physical harm;
- They substantially interfere with a scholar’s education;
- They are so severe, persistent, or pervasive that they create an intimidating or threatening school environment;
- They substantially disrupt the orderly operation of the school.

0. Typically, bullying behaviors need to be repeated in order to distinguish bullying behavior from a scholar being mean.

When Can My Child Be Disciplined for Bullying?

Bullying is not limited to acts that occur on school grounds. Your child may be disciplined for bullying that occurs on school transportation (if available), on transportation made available for school purposes, and at school-related functions or activities. With the advent of technology, your child may also be disciplined for “cyber-bullying” that takes place through a computer, computer system, computer network, or other electronic technology of a school system.

Discipline and Punishment

Upon confirming that bullying has occurred, the accused scholar will be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the

circumstances. Scholars in grades six through twelve found to have committed the offense of bullying for the third cumulative incident shall be assigned to an alternative education program or alternative school that meets the requirements set forth in O.C.G.A. § 20-2-154.1(d), through appropriate due process by disciplinary hearing officers, panels, or tribunals. Furlow Charter School will clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

How Can I Help My Child?

The consequences to bullying are serious. You can help your child by reviewing your school's code of conduct to understand what is considered bullying and what is at stake in terms of disciplinary action. Talk to your child to discuss how to avoid engaging in bullying behavior.

You can read more about the Georgia Department of Education's rules on Bullying by going to

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Bullying-Prevention-Toolkit.aspx>

You can also help us by reporting behaviors that you feel are of a bullying nature to your child's advisor immediately. It is important to remember that some behaviors are age-related. Children do tend to pick on one another at various times in the developmental process. Our job as adults is to both teach children who are picking on others how to interact more positively as well as to teach children how to cope with negative situations while at the same time, being able to recognize negative behaviors that have an impact on a child's well-being. In the end, if as a parent, you feel your child is at risk as either a person who treats others negatively or who is treated in a negative fashion, please make us aware of the situation so that we can monitor it here at school.

When should I report bullying?

Repeated instances of bullying behavior should be reported to the scholar's advisor and to the principal or counselor. Bullying incident reports are available online on our website and are available around the school building. Written reports can be submitted through a Bully Box or be given to a trusted adult in the building. Each report will be investigated.

FURLOW will adopt the 4 Step Approach:

1st incident: Give the person the benefit of the doubt. Ignore them and walk away.

2nd incident: Firmly say, "Stop it. I don't like it." Then walk away.

3rd incident: Say, "Stop it or I will go to (Principal/Assistant Principal/Counselor)" Then walk away.

4th incident: Make a report.

These steps should not be used for physical aggression or more serious incidents, which should be immediately reported to Furlow staff.

Scholars who are not the intended victim of the bullying behavior should intervene and may report as well. When bullying behavior is observed, scholars are encouraged to approach the offender and say something like, "We don't treat people that way at Furlow."

THIS IS A LEVEL 2 or 3 VIOLATION

Bullying	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 days OSS	5-7 days OSS
2nd Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3-5 days OSS	5-10 days OSS and a possible hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
3rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	

DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.

CYBERBULLYING / ELECTRONIC BULLYING

Bullying can occur on school property or through school technology resources, but can also occur off-campus 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 scholars or school personnel, AND
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 scholars' 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, photo electronic or photo optical system. This includes pictures or videos being shared via any device to others, distribution will be considered cyber bullying.

THIS IS A LEVEL 2 or 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
2nd Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
3rd Offense +	10 days OSS and a hearing referral		10 days OSS and a hearing referral	

DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.

CELLPHONE VIOLATION (SMART WATCHES, TABLETS, EARPHONES, EARBUDS, OR OTHER SMART DEVICE)

Furlow scholars are not permitted to use cell phone while on campus, unless directly instructed by an Advisor to do so for educational purposes. Cellular phones are to be silenced or off and out of sight at all times. It is recommended that cellular phones be kept in an interior pocket in a scholar's backpack and out-of-view while on campus. Cellular phones cannot be stored in pant pockets, exterior/visible pockets of a backpack or purse, and should not be out in the classroom, bathroom, lunchroom, gymnasium, or any other location on campus.

Audio or Video Recording: scholars shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph, or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the scholar's loss of the privilege of possessing a mobile telephone on school property for one (1) calendar year. **Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**

THIS IS A LEVEL 1 or 2 VIOLATION

	Elementary	Middle / High
1st Offense	Confiscate device. Device will be turned in to administration. Device will only be returned to parent/guardian with an administrative conference.	
2nd Offense	Confiscate device. Device will be turned in to administration. Device will only be returned to parent/guardian with an administrative conference. A fee of \$25 will be required to release the device.	
3rd Offense +	Confiscate device. Device will be turned in to administration. Device will only be returned to parent/guardian with an administrative conference. A fee of \$50 will be required to release the device.	

See device policy on page # 65

COMPUTER / INTERNET MISUSE

Hacking or Altering School Technology: Scholars will not attempt to or disrupt the school technology resources by destroying, altering, or otherwise modifying technology. Scholars will not engage in any activity that monopolizes, wastes or compromises school technology resources. Actual or attempted hacking is strictly prohibited. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

Piracy: Scholars will not copy computer programs, software or other technology provided by FCS for personal use. Downloading unauthorized files is strictly prohibited. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

Access/Distributing Inappropriate Material: Scholars will not use any technology resources to distribute nor display inappropriate material. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

1. Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
2. Advocates illegal or dangerous acts;
3. Causes disruption to FCS, its employees, or scholars; Advocates violence;
4. Contains knowingly false, recklessly false, or defamatory information; or
5. Is otherwise harmful to minors as defined by the **Children's Internet Protection Act**.

THIS IS A LEVEL 2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based Interventions & Alternatives to Suspension	3 days of ISS	School based Interventions & Alternatives to Suspension	3 days of ISS
2nd Offense	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of ISS & School based Interventions	3 days OSS and School based Interventions
3rd Offense +	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral
Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

CONSENSUAL BODILY HARM

Consensual participation in any activity that could cause or results in harm to the body, or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiation, and participation in challenges that may include the ingestion of chemicals, foreign substances, or food/objects that may cause harm.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of ISS & School based Interventions	3 days OSS and School based Interventions
2nd Offense	3 days OSS and School based Interventions	5 days OSS and School based Interventions	3 days OSS and School based Interventions	5 days OSS and School based Interventions
3rd Offense +	7 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral	7 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral

Parent / Guardian must attend a conference prior to scholar returning to school. DFCS notification necessary for any scholar aged 16 and under who has a tattoo, brand, or piercing.

CUTTING / SKIPPING CLASS OR SCHOOL

No scholar, without a valid excuse, shall miss a class or activity for which he/she is enrolled. Scholars shall not leave school grounds during the regularly scheduled school day without the permission of a parent/guardian and the principal or designee. Scholars must follow the established procedures for checking in or out of school.

THIS IS A LEVEL 1- 2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Administrative conference	3 days detention	Administrative conference	3 days ISS
2nd Offense	School-based interventions	1 day OSS	School-based interventions	3 days OSS
3rd Offense +	1 day OSS	3 days OSS	3 days OSS	5 days OSS
Parent / Guardian must attend a conference prior to scholar returning to school. Additional truancy related consequences may apply.				

DEFIANCE / WILLFUL REFUSAL

All scholars shall comply with reasonable directions or commands of all authorized FCS personnel or designees. This may include, but is not limited to, the directions of a staff member to remove themselves from the location of a disruptive situation, and/or the directions of a staff member to identify themselves.

THIS IS A LEVEL 1-2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based school interventions	3 days detention	School based school interventions	3 days ISS
2nd Offense	School based school interventions	1 days OSS	School based school interventions	3 days OSS
3rd Offense +	1 day ISS	2 days OSS	1 day OSS	5 days OSS
Parent/guardian must attend a conference prior to scholar returning to school.				

DISRESPECT TO ADVISOR / STAFF

A scholar shall not use profane, obscene, or abusive language (written or oral) or gestures toward FCS personnel or other adults on school property or at school sponsored events.

A scholar shall not exhibit disrespectful behaviors to advisors or staff including but not limited to: talking back, refusal to follow instructions, yelling, etc.

THIS IS A LEVEL 2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based school interventions	3 days detention	School based school interventions	3 days ISS
2nd Offense	School based school interventions	1 days OSS	School based school interventions	3 days OSS
3rd Offense +	1 day ISS	2 days OSS	1 day OSS	5 days OSS
Parent/guardian must attend a conference prior to scholar returning to school.				

DRESS CODE VIOLATION

- Scholars are encouraged to wear a Furlow shirt on Fridays.
- Pants, shorts, and skirts should be worn properly at the waist and have no holes or patches that show skin above the fingertip rule. Leggings may only be worn as tights under a dress, long shirt or skirt/skort. Dresses, long shirts, skirts/skorts, and shorts must be no shorter than 4" above the top of the knee.
- Shirts must not show the midriff or lower back at any time, sitting or standing. Shirts should not be see through, have shoulder straps that are smaller than three fingers in width, or be cut low in the front, back, or side.
- Proper undergarments must be worn at all times and should not be visible. Belts are required for pants that might reveal the scholar's underwear. Undergarments may not be worn by themselves.
- Sleep attire including bedroom shoes/slippers are not allowed except on designated pajamas dress-up days. On those days, pajamas must follow the dress code.
- Clothing which displays alcohol, drugs, tobacco, illegal substances, or gangs, including symbols, logos, or trademarks thereof, is prohibited.
- Clothing which displays obscene, vulgar, inflammatory, derogatory, or suggestive language, gestures, or pictures is prohibited.
- Sunglasses are not to be worn inside the building.
- Wallet chains and dog collars are prohibited.
- Trench coats and body length coats are not allowed.
- Any tennis shoes, loafers, boots, or closed toe shoes are allowed. Sandals may be worn on days that scholars do not have PE or science labs. Appropriate shoes—closed toed and closed heel shoes like tennis shoes--must be worn for PE.

12. Hats, caps, stocking caps, hooded sweatshirts/shirts, bandanas, and various other types of head coverings are NOT to be worn inside any part of the school building by scholars.
13. FCS will make exceptions to the dress code to ensure that all scholars have an equal opportunity to participate in its educational programs. Individuals may request accommodations to the dress code through FCS's equal opportunity policies and procedures.

NOTE: The FCS administration will make every effort to remedy dress code violations with garments from the Clothes Closet.

THIS IS A LEVEL 1 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	<ul style="list-style-type: none"> • Call home • Clothes closet 	School based interventions and supports	<ul style="list-style-type: none"> • Call home • Clothes closet 	1 day ISS
2nd Offense	<ul style="list-style-type: none"> • Call home • Clothes closet • 1 day detention 	1 day ISS	<ul style="list-style-type: none"> • Call home • Clothes closet 	1 day detention or ISS
3rd Offense +	<ul style="list-style-type: none"> • Call home • Clothes closet • 1 day ISS 	2 days ISS	<ul style="list-style-type: none"> • Call home • Clothes closet • 1 day ISS 	3 days ISS

Parent/guardian must attend a conference in the event there are repeated violations.

FALSE REPORT

No scholar shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other scholars of wrong actions; falsely accuse FCS employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**

No scholar shall knowingly provide false information about their identity, grade level, or parent/guardian contact information.

THIS IS A LEVEL 1-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based Interventions & Alternatives to Suspension	1-3 days of Detention	School based Interventions	1-3 days of ISS
2nd Offense	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of ISS	1-3 days OSS
3rd Offense +	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral	10 days OSS and a hearing referral	

DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

FALSE ALARM (FIRE ALARM OR CALL TO EMERGENCY SERVICES)

False Call to Emergency Services: No scholar shall knowingly make or cause a false call to be made to emergency services. Emergency services include, but are not limited to, Fire & Rescue, 911, Police)

False Fire Alarms: No scholar shall knowingly give or cause a false fire alarm to be given.

THIS IS A LEVEL 1-3 VIOLATION DEPENDING UPON THE CIRCUMSTANCES

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based interventions	1 day OSS	1-3 days ISS	1-3 days OSS
2nd Offense	3 days OSS	5-7 days OSS	3-5 days OSS	7-10 days OSS
3rd Offense +	5 days OSS	10 days OSS and a hearing referral	5-7 days OSS	10 days OSS and a hearing referral

Parent/guardian must attend a conference prior to scholar returning to school.

FIGHTING

Fighting: 2 individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. 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.

Group fighting: 3 or more individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. 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.

THIS IS A LEVEL 2 OR 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	School based Interventions, 1 day ISS	1 day OSS	3 days OSS	5 days OSS
2 nd Offense	3 days ISS	3 days OSS	5 days OSS	5-10 days OSS, and a possible tribunal hearing referral
3 rd Offense	10 days OSS and a hearing referral			

Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

GAMBLING				
No scholar shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. Scholars may not possess gambling devices to be used in gambling activity (e.g., dice, cards).				
THIS IS A LEVEL 2 OR 3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based school interventions	3 days detention	School based school interventions	3 days ISS
2nd Offense	3 days detention	3 days ISS	3-5 days ISS	3 days OSS
3rd Offense +	1 day ISS	3 days OSS	5 days OSS	5-7 days OSS
Parent/guardian must attend a conference prior to scholar returning to school.				

HORSEPLAY				
Scholars shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. The administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.				
THIS IS A LEVEL 1-2 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based Interventions & Alternatives to Suspension	3 days of ISS	1-3 days of ISS	3 days of ISS
2nd Offense	1 day of ISS and School based interventions	2 days OSS and School based interventions	3-5 days of ISS	1 day OSS
3rd Offense +	1 day OSS	3 days OSS	5 days OSS	5-7 days OSS
Parent/guardian must attend a conference.				

CLASS DISRUPTION				
Scholars shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. The administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.				
THIS IS A LEVEL 1 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Classroom/Advisor Interventions	Classroom/Advisor Interventions, Referral to Behavior Specialist	Classroom/Advisor Interventions	Classroom/Advisor Interventions, Referral to Behavior Specialist
2nd Offense	Classroom/Advisor Interventions, Referral to Behavior Specialist	Referral to Behavior Specialist, possible ISS	Classroom/Advisor Interventions, Referral to Behavior Specialist, possible ISS	Referral to Behavior Specialist, possible ISS
3rd Offense +	3 days ISS	3-5 days ISS, Behavior Plan/Contract, parent conference required	3-5 days ISS	5 days ISS, Behavior Plan/Contract, parent conference required
Parent/guardian must attend a conference.				

OFF-CAMPUS OFFENSES

Off-campus misconduct for which a scholar may be disciplined includes, but is not limited to, any off-campus conduct which could result in the scholar being criminally charged with a felony, or felonious conduct for which a scholar has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; **AND** conduct which makes the scholar's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

THIS IS A LEVEL 2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day of ISS, school-based interventions & suspension alternatives	3 days of OSS and school-based interventions	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions
2nd Offense	1 day of OSS and school-based interventions	5 days of OSS and school-based interventions	3 days of OSS and school-based interventions	7 days of OSS and school-based interventions
3rd Offense +	3 days of OSS and school-based interventions	10 days of OSS and school-based interventions	5 days of OSS and school-based interventions	10 days of OSS and school-based interventions
Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.				

PUBLIC DISPLAYS OF AFFECTION

No scholar shall be engaged in amorous kissing, touching, or other inappropriate displays of affection.

THIS IS A LEVEL 1 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Classroom/Advisor Interventions	Classroom/Advisor Interventions, referral to Behavior Specialist	Classroom/Advisor Interventions	Classroom/Advisor Interventions, referral to Behavior Specialist
2nd Offense	1 day of ISS and School based interventions	1-3 days ISS and School based interventions, parent conference required	2 days of or ISS	2-4 days ISS, parent conference required
3rd Offense +	1 day OSS	3 days OSS	2 days OSS	5 days OSS
Parent/guardian must attend a conference.				

PARTIES TO THE OFFENSE

No scholar shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other scholar(s) to violate any section or paragraph of this Code of conduct.

THIS IS A LEVEL 1-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	School based Interventions & Alternatives to Suspension	3 days of Detention School based Interventions & Alternatives to Suspension	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
2nd Offense	1 day of ISS and School based interventions	3 days OSS and School based interventions	1 day of Saturday school, or ISS and School based interventions	3 days OSS and School based interventions
3rd Offense +	3 day OSS and school based interventions	10 days OSS and possible hearing referral	3 days OSS	10 days OSS and possible hearing referral
Parent/guardian must attend a conference.				

SCHOLAR INCIVILITY

Offensive Language:

A scholar shall not use profane, obscene, or abusive language (written or oral) or gestures, obscene or ethnically and culturally offensive language (written or oral) towards other scholars on school property or at school sponsored events.

Offensive Materials: No scholar shall possess, share, or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. (See the technology policy.)

Other violations: disrespectful conduct, refusal to work, failure to report event to advisor/administrator, giving false/misleading information, willful and persistent disobedience.

THIS IS A LEVEL 2 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Classroom/Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Administrative Conference, Admin Calls Home, Referral to Behavior Specialist	Classroom/Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Administrative Conference, Admin Calls Home, Referral to Behavior Specialist
2nd Offense	Classroom/Advisor Interventions, Advisor Calls Home, Referral to Behavior Specialist	Classroom/Advisor Interventions, Administrative Conference, Referral to Behavior Specialist, possible 3-5 days ISS	Classroom/Advisor Interventions, Advisor Calls Home, Referral to Behavior Specialist	Administrative Conference, Referral to Behavior Specialist, possible 5 days ISS
3rd Offense +	Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible 3 days ISS	Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible 3-5 days ISS	Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract 3-5 days ISS	Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, 5-7 days ISS
Parent/guardian must attend a conference prior to scholar returning to school.				

SCHOOL-WIDE DISRUPTION

No scholar shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

Examples include, but are not limited to large fights, food fights, walk outs, actions that disrupt multiple classrooms, actions that disrupt large areas of the school (cafeteria, media center, etc..), or cause a disruption of transportation processes. **Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

THIS IS A LEVEL 2 or 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1-3 days of ISS, Behavior Specialist Referral	3-5 days ISS, Behavior Specialist Referral, Parent Conference	3 days ISS, Behavior Specialist Referral	5 days ISS, Behavior Specialist Referral, Parent Conference, Possible Behavior Plan/Contract
2nd Offense	3-5 days ISS, Behavior Specialist Referral, Parent Conference Possible Behavior Plan/Contract	1-3 days OSS, Behavior Specialist Referral, Parent Conference Possible Behavior Plan/Contract	1-3 days OSS, Behavior Specialist Referral, Parent Conference Possible Behavior Plan/Contract	3-5 days OSS, Behavior Specialist Referral, Parent Conference Behavior Plan/Contract
3rd Offense +	5 days of OSS, Behavior Specialist Referral, Parent Conference Behavior Plan/Contract	7-10 days of OSS, Behavior Specialist Referral, Parent Conference Behavior Plan/Contract, Possible Hearing Referral	5 days OSS, Behavior Specialist Referral, Parent Conference Behavior Plan/Contract,	7-10 days OSS, Behavior Specialist Referral, Parent Conference Behavior Plan/Contract, Possible Hearing Referral
Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.				

SEXUAL BATTERY

Sexual battery is defined as a scholar intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No scholar shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

THIS IS A LEVEL 2-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1-3 days of ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days of ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5 days ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5-7 days ISS, , Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference
2nd Offense	1-3 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days of OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference
3rd Offense +	10 days of OSS and a hearing referral			

DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

SEXUAL HARASSMENT

Sexual Harassment: No scholar shall participate in physical, verbal, or visual conduct of a sexual nature directed towards another person wherein there is a pattern of harassing behavior or a single significant incident of unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs, or posters. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

Examples of Sexual harassment which result in a scholar being disciplined may include, but are not limited to, the following:

- Verbal harassment or abuse; Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually motivated or intentional touching of intimate body parts;
- Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes; Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures; Off-color language or jokes of a sexual nature; Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or scholar's educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

THIS IS A LEVEL 2 or 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1-3 days of ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	1-3 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference
2nd Offense	5-7 days ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference
3rd Offense +	10 days of OSS and a hearing referral			

DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

SEXUAL OFFENSE

1. **Sexual Activity:** No scholar shall consent to and participate in any form of sexual activity with another scholar. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**
2. **Indecent Exposure:** No scholar shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**
3. **Sexual Misconduct:** No scholar shall commit any act of verbal, written, gesture- oriented, or physical sexual misconduct. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**
4. **Sexual Harassment:** No scholar shall participate in physical, verbal, or visual conduct of a sexual nature directed towards another person wherein there is a pattern of harassing behavior or a single significant incident of unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

THIS IS A LEVEL 2 or 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1-3 day of ISS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	1-3 days of OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	1-3 days of OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	3-5 days of OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference
2nd Offense	3-5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference	7-10 days of OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference, Possible Hearing Referral
3rd Offense +	10 days OSS, Behavior Specialist Referral, Behavior Plan/Contract, Parent Conference, Possible Hearing Referral		10 days of OSS and a hearing referral	

DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

THEFT

No scholar shall intentionally steal property belonging to another person or entity. **Depending on age of scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**

THIS IS A LEVEL 1-3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	Classroom/Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Behavior Specialist Referral, Parent Conference	Classroom/Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Behavior Specialist Referral, Parent Conference, Possible 1-3 days ISS
2nd Offense	1-3 days ISS, Behavior Specialist Referral, Parent Conference	3-5 days ISS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	3-5 days ISS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	5-7 days ISS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract
3rd Offense +	1-3 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	5-10 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible Hearing Referral	1-5 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	5-10 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible Hearing Referral

DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.

THREATS (TERRORISTIC)				
No scholar shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.				
THIS IS A LEVEL 2-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	3-5 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	5-7days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract	3-7 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible Hearing Referral	5-7 days OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible Hearing Referral
2 nd Offense	5-7 days of OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Possible Hearing Referral		7-10 days of OSS, Behavior Specialist Referral, Parent Conference, Behavior Plan/Contract, Hearing Referral	
3 rd Offense +	10 days of OSS, Hearing Referral		10 days OSS, Hearing Referral	
DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.				

TRESPASSING				
Scholars shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Scholars also may not enter a school building after hours without express permission. Scholars may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Scholars who have been suspended or assigned to another school for disciplinary purposes may not be on the campus of their previous/home school without the permission of the Principal of that school, except when the scholar is competing/participating in an official event as a member of a team or club at the home school. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.				
THIS IS A LEVEL 1-3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	1 day ISS	3 days OSS	1 day OSS	3 days OSS
2nd Offense	1 day OSS	3 days OSS	3 days OSS	5 days OSS
3rd Offense +	4 days OSS	5 days OSS	5 days OSS	7-10 days OSS, disciplinary hearing
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

UNAUTHORIZED AREA				
Scholars may not be present in an unauthorized area of school property which may include school roofs and custodial areas. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.				
THIS IS A LEVEL 1 or 2 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1-2 days ISS	3-5 days ISS	3 days ISS	5 days ISS
2 nd Offense	3-5 days ISS, Behavior Specialist Referral	5-7 days ISS, Behavior Specialist Referral	5-7 days ISS, Behavior Specialist Referral, Possible Behavior Plan/Contract	1-5 days OSS, Behavior Specialist Referral, Possible Behavior Plan/Contract
3 rd Offense +	1-3 days OSS, Behavior Specialist Referral, Possible Behavior Plan/Contract	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	7-10 days OSS, Behavior Plan/Contract	
DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.				

UNAUTHORIZED ITEM				
Scholars may not bring to school or be in possession of any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that are deemed to be inappropriate by administrators.				
THIS IS A LEVEL 1 or 2 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	Classroom/Advisor Interventions	Classroom Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Advisor Calls Home	Classroom/Advisor Interventions, Advisor Calls Home, Possible Behavior Specialist Referral
2 nd Offense	Classroom/Advisor Interventions, Advisor Calls Home, Possible Behavior Specialist Referral	Classroom/Advisor Interventions, Advisor Calls Home, Behavior Specialist Referral, Behavior Plan/Contract	1-3 days ISS, Behavior Specialist Referral	3-5 days ISS, Behavior Specialist Referral
3 rd Offense +	1-3 days ISS, Behavior Specialist Referral, Behavior Plan/Contract	5 days ISS, Behavior Specialist Referral, Behavior Plan/Contract	1-5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	
DFCS notification may be necessary. Parent/guardian must attend a conference prior to scholar returning to school. Criminal charges may apply.				

VANDALISM				
No scholar shall intentionally damage property belonging to the school district or another person/organization, or knowingly cause damage that requires the use of school district resources to repair or restore property or the school environment to its original state. This can include, but is not limited to, the spraying of a fire extinguisher, or the intentional discharge/placement of bodily waste in any area other than a restroom. Depending on the age of the scholar, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.				
THIS IS A LEVEL 2 or 3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1 st Offense	1 day OSS, Behavior Specialist Referral, Behavior Plan/Contract	5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	5 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	7-10 days OSS, Behavior Specialist Referral, Behavior Plan/Contract
2 nd Offense	3 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	5-7 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	7-10 days OSS, Behavior Specialist Referral, Behavior Plan/Contract	
3 rd Offense +	10 days OSS, disciplinary hearing			
DFCS notification may be necessary. Parent must attend a conference prior to scholar returning to school. Criminal charges may apply.				

VIOLENCE TOWARD SCHOOL STAFF

Physical Harm to an Employee: scholars shall not 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. 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.

Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury, but no contact is made.

MANDATORY DISCIPLINE HEARING

THIS IS A LEVEL 3 VIOLATION

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	10 Days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
2nd Offense	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
3rd Offense +	Not applicable.			

DFCS notification may be necessary. Criminal charges may apply. Mandatory discipline hearing.

WEAPONS

A scholar shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm, or hazardous object, as further defined below. All weapons shall be confiscated and given to the School Resource Officer (SRO). The disposition of confiscated weapons shall be determined by the principal, in conjunction with law enforcement. There is no exception for scholars who have a valid legal license to carry a weapon. The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Any pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, nonlethal air gun, 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.); box cutter; 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, shuriken, or fighting chain, 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 scholar to be used as a weapon and thus a violation of the intent of this Code of Conduct.

**MANDATORY DISCIPLINE HEARING
THIS IS A LEVEL 3 VIOLATION**

THIS IS A LEVEL 3 VIOLATION				
	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	10 Days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
2nd Offense	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
3rd Offense +	Not applicable.			
DFCS notification may be necessary. Criminal charges may apply. This violation will result in a disciplinary tribunal.				

WEAPONS - RIFLE, HANDGUN OR OTHER FIREARM

Firearm means 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 also includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or non-explosive 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 explosives from a metallic cylinder, and which is commonly used by the armed forces as an anti-personnel weapon or similar weapon used for such purposes. 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.

**MANDATORY DISCIPLINE HEARING
THIS IS A LEVEL 3 VIOLATION**

	Elementary		Middle / High	
	Minimum	Maximum	Minimum	Maximum
1st Offense	10 Days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
2nd Offense	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing	10 days OSS, tribunal hearing
3rd Offense +	Not applicable.			
DFCS notification may be necessary. Criminal charges may apply. This violation will result in a disciplinary tribunal hearing.				

1. **TRUANCY:** When a child is absent, parents, guardians, or other persons who have control of a child enrolled in FCS should report reasons for absences. Georgia law requires that after any scholar accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

Furlow will notify parents/guardians when a scholar has accumulated five (5) unexcused absences.

- Furlow will also notify parents/guardians of scholars 14 years of age and older when the scholar has accumulated seven (7) unexcused absences during the school year.
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

2. **EXCESSIVE TARDINESS:** Excessive tardiness poses a significant challenge to academic success. FCS has taken a firm stance on tardiness in an effort to curb this issue. The following progressive measures will be taken for all grade levels:

3 unexcused tardies = letter home

5 unexcused tardies = 1 unexcused absence

After the fifth (5th) unexcused tardy, every five unexcused tardies will result in one unexcused absence.

3. **CHRONIC DISCIPLINARY PROBLEM SCHOLARS:** A "chronic disciplinary problem scholar" is defined by law as a scholar who exhibits a pattern of behavioral characteristics which interfere with the learning process of scholars around him or her and which are likely to recur. Any time an advisor or principal identifies a scholar as a chronic disciplinary problem scholar, the principal shall inform the parent or guardian of the scholar’s disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the scholar in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or advisor. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem scholar is permitted to return from suspension or expulsion, the school to which the scholar is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one (1) parent or guardian schedule and attend a conference with the principal, or principal’s designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, an advisor, counselor, or other person may attend the conference. The principal will note the conference in the scholar’s permanent file.

FCS reserves the right to refer a scholar, who has been deemed and identified as a Chronic Disciplinary Problem Scholar, to a disciplinary tribunal hearing, provided that all due process rights of the scholar are upheld by FCS.

4. **DISCIPLINED SCHOLARS ON CAMPUS:** Scholars who are suspended or expelled are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Scholars assigned to alternative school may not return to Furlow Charter School to participate in school events without permission of the principal. Failure to adhere to this rule can result in the scholar receiving additional disciplinary charges and/or an increased disciplinary response.

5. **ALTERNATIVE SCHOOL:** If a scholar is in violation of the Code of Conduct and found guilty by official scholar disciplinary hearing action, the scholar may receive a disciplinary response inclusive of long-term suspension, expulsion, or assignment to the alternative school. Unless otherwise specified, a scholar assigned to the alternative school may attend the alternative school or inquire about enrollment into a virtual alternative school programming.

Scholars who attend the alternative school may do so pursuant to behavioral, academic and attendance conditions. If the scholar violates the conditions, they may forfeit the opportunity to attend the alternative school. The scholar may also receive additional discipline, including but not limited to long-term suspension or expulsion. If a scholar is long-term suspended or expelled after being permitted to attend the alternative school, they may be given an opportunity to continue their academic studies during the ordered duration of discipline via Edgenuity or Georgia Virtual.

6. REMOVING DISRUPTIVE SCHOLARS FROM THE CLASSROOM: The Administration shall, and do, fully support the authority of every advisor in his/her class(s) to remove a disruptive scholar from his/her class pursuant to O.C.G.A. § 20-2-738. The principal or the principal's designee will respond when a scholar is referred by an advisor by employing appropriate discipline management techniques that are consistent with school policy, procedure, and guidelines. Advisors may not leave their classrooms to escort scholars to the office. Advisors should call Admin directly via classroom phone, cell phone, radio (if available), or they can call the main office. In the event an administrator is not able to respond, advisors should call the SRO to remove the scholar from the classroom.

a. Advisor Reporting-

Advisors are required to file a report with the principal or principal's designee if he or she has a scholar that has exhibited behavior that repeatedly or substantially interferes with the advisors' ability to communicate effectively with the scholars in his or her class or with the ability of such scholar's classmates to learn, where such behavior is in violation of the scholar code of conduct. This report will be filed within one school day of the most recent occurrence of such behavior, will not exceed one page, and will describe the behavior. The principal or the principal's designee will, within one school day after receiving such a report from an advisor, send to the scholar's parents or guardian a copy of the report and information regarding how the scholar's parents or guardians may contact the principal or the principal's designee.

If scholar support services are utilized or if disciplinary action is taken in response to such a report by the principal or the principal's designee, the principal or the principal's designee will send written notification to the advisor and the scholar's parents or guardians of the scholar support services being utilized or the disciplinary action taken within 48-hours school day after the utilization or action and will make a reasonable attempt to confirm that such written notification has been received by the scholar's parents or guardians. Such written notification will include information regarding how the scholar's parents or guardians may contact the principal or the principal's designee.

b. Advisor Removal of Disruptive scholar

Advisors have the authority to remove from the class a scholar who repeatedly or substantially interferes with the advisor's ability to communicate effectively with the scholars in the class or with the ability of the scholar's classmates to learn, where the scholar's behavior is in violation of the scholar code of conduct, provided that the advisor has previously filed a report pursuant to the Advisor Reporting section of this Code, or determines that such behavior of the scholar poses an immediate threat to the safety of the scholar's classmates or the advisor. The principal will implement the schools's removal process and will fully support the authority of every advisor to remove a scholar from the classroom pursuant to Georgia law.

When a scholar is removed from the regular classroom, a conference will be scheduled within three school days with the scholar's parent/guardian, the advisor, the behavior specialist, and the scholar. During the conference the administrator will explain the grounds for the scholar's removal from class and give the scholar the opportunity to explain his/her behavior. After the conference, the principal will notify the scholar and parent(s) of the consequences of the scholar Code of Conduct violation.

For a scholar with disabilities, including those with IEPs or 504 plans, the removal from class must be consistent with state and federal laws and regulations regarding scholars with disabilities. School staff should refer to Furlow's Special Education Policy, Procedures, and Practices or the Director of scholar Services for more information.

NOTE: For the purpose of this policy, the term "repeatedly or substantially" shall be defined as a minimum of three Incidents

7. REPORTING TO LAW ENFORCEMENT: In addition to discipline of scholars by Furlow, scholar conduct may be reported to appropriate law enforcement authorities, including pursuant to

O.C.G.A. 20-2-1184. Some scholar Code of Conduct violations may also result in criminal charges. School disciplinary action will be independent of any criminal or juvenile court decisions. When it comes to the attention of Furlow that an offense has occurred which may constitute criminal behavior, the officials and employees of Furlow Charter School will cooperate with the police and other investigative agencies in providing and sharing information about the scholar to the degree that the official or the employee deems necessary and/or is governed by law.

As required by the Georgia Legislature, Furlow encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

- 8. DISCIPLINE OF SCHOLARS IN GRADES K-THIRD GRADE:** Pursuant to O.C.G.A. 20-2-742: Scholars in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention. 'Multi-tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data based problem-solving and decision making is practiced across all levels of the educational system for supporting scholars at multiple levels of intervention.

If such a scholar is receiving or has received a multi-tiered system of support, the school has met these requirements. This requirement does not apply if:

- the scholar possessed a weapon/ dangerous instrument (including Rule 5.25) or illegal drugs (including Rule 5.2); and/or
- the scholar's behavior endangers the physical safety of other scholars or school personnel.

In addition, if a scholar has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning the scholar in Pre-K through 3rd grade out-of-school suspension for more than seven consecutive or cumulative days during a school year. The school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of the IEP or Section 504 plan.

- 9. THREAT ASSESSMENT TEAM:** FCS will have a threat assessment team in place to analyze, troubleshoot and plan for potential threats in an effort to proactively diffuse and/or de-escalate behaviors that might be threatening in nature. The Threat Assessment Team will consist of the Principal, Assistant Principal, Director of Scholar Services, School Resource Officer, and School Counselor. This team will meet on an as needed basis. Plans developed by the team will be formally communicated to parents/guardians.

10. SCHOLAR HEARING PROCEDURE:

A disciplinary tribunal will be held within 10 school days of any serious violation or numerous violations of the discipline schedule or honor code in which the principal believes that a suspension of more than ten days or an expulsion is appropriate. These violations typically fall in the Level III category in the discipline schedule but can also include repetitive Level I and Level II behaviors.

Hearing Officer

Disciplinary tribunals will be conducted by an independent hearing officer, unaffiliated with Furlow. The hearing officer will serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the tribunal. The hearing officer will determine if the scholar violated the discipline schedule; and if the schedule was violated, imposing appropriate disciplinary action. The maximum penalty that can be imposed by a hearing officer is permanent expulsion. Permanent Expulsion means that the scholar may not attend school, a school function, or be on school property (including extensions of school property).

Notice:

The School shall provide written notice of the relevant procedures to the scholar's parent/guardian. The notification shall include the following:

1. A brief statement of the act(s) scholar is alleged to have committed, along with the portion of the discipline schedule or honor code allegedly violated.
2. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.

3. A copy of this tribunal process.
4. The date, time and place of the hearing.
5. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
6. A statement that a hearing is required unless the scholar's parent/guardian waives the hearing.
7. A statement that at the hearing the scholar is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the scholar may subpoena witnesses and utilize other compulsory process upon request.
8. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

The notice of hearing shall be delivered to the scholar's 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/guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice. 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 scholar/parent/guardian.

Continuance:

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

The scholar's parent/guardian/representative may request a continuance of the hearing from the Principal. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented for approval. If a continuance is requested or caused by the scholar's parent/guardian or representative, the scholar will continue to serve his/her recommended school-level discipline during the time of the continuance and until the hearing is conducted and the hearing officer has rendered a decision.

Waiver of Hearing:

The formal tribunal may be bypassed if the school, the scholar, and a parent/guardian agree that the scholar is guilty of the charges; that the disciplinary action proposed by the school is appropriate; and that the parent/guardian will waive the scholar's right to a hearing. Such agreement must be reduced to writing in a formal *Tribunal Waiver Agreement* that clearly states that the scholar admits guilt to the charges, that all parties agree to the consequences, and that the parent/guardian and scholar clearly waive the right to a hearing. A signed *Tribunal Waiver Agreement* will be presented to the hearing officer to determine if the hearing officer is willing to accept the agreement as its decision. If the tribunal adopts the agreement as its decision, the decision becomes final and cannot be appealed by the school or the scholar's parent/guardian. If the agreement is not adopted as the decision of the tribunal, the Tribunal Waiver Agreement will become null and void, all parental rights will be restored, and a new hearing date and time will be established.

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 School no less than 24 hours prior to the time the tribunal is scheduled to begin. The tribunal may be postponed until such defects have been removed or remedied.

Hearing Process

The hearing officer will meet at the appointed time and place to review the case. At this time, the Principal or designee will present the facts of the case against the scholar as well as the reason for the recommendation. The Principal/designee, the school's attorney, the scholar's parent/guardian or representative, and the hearing officer are entitled to question witnesses about any matters which are relevant to the charges against the scholar or the appropriate discipline. The hearing officer has the authority to limit unproductively long or irrelevant questioning.

The scholar's parent/guardian, or other appointed representative present for the hearing, will be able to ask questions and present arguments against the recommendation. The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school. The proceedings will be tape recorded for review by the school's governing board in the event that the tribunal's decision is appealed.

Legal Representation at the Disciplinary Tribunal:

If the scholar is represented by an attorney, the school's attorney will be present. The scholar's parent/guardian should notify the Principal not less than 48 hours prior to the tribunal if the scholar may be represented by an attorney. Failure to give such notice can result in the tribunal being postponed or rescheduled so the school's attorney may be present.

Appeals:

Any party may appeal the tribunal decision to the school's governing 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 school's governing board chair and delivered to the Principal. Appeals via email alone may be accepted but appealing parties must confirm receipt with the Principal within the 20-calendar-day appeal timeline. Appeals by the Principal must be approved by the board chair. Upon the appeal of a decision of the hearing officer, the governing board will render its decision within 10 school days from the date the school's governing 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 scholar/parent/guardian, and the Principal. The governing board may take any action it deems appropriate, and any decision of the board is final. The board may not impose a punishment that is harsher than that imposed by the hearing officer without an explanation of the harsher punishment. Imposing a harsher penalty without stating any reasons is a denial of due process.

The tribunal and any appeals will be closed as required by state and federal law. The parties shall have the right to be represented by legal counsel during the appeal.

Detention

A scholar who violates the discipline policy may be assigned after-school detention by an administrator. Detention will be held from 3:30 p.m. until 4:30 p.m. **NO CHILD SHOULD BE PLACED IN AFTER SCHOOL DETENTION WITHOUT PARENT NOTIFICATION AND CONFIRMATION.**

Title IX

It is the policy of Furlow Charter School to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the school's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Hanover has designated Title IX Coordinators to coordinate Hanover's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the [U.S. Department of Education's website](https://www.ed.gov/office-for-civil-rights) or calling 1-800-421-3481.

What is Title IX?

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination in all school programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

For more information about Title IX, visit the

U.S. Department of Education's website.

To file a complaint or to ask questions about Title IX please contact:

Nichole Walker

63 Valley Drive

Americus, GA 31709

229-931-8670

nwalker@furlowcharter.org

and/or

Assistant Secretary of the Department of Education Office for Civil Rights

1-800-421-3481

Sexual Harassment

Furlow has zero tolerance for any kind of harassment, including sexual harassment.

Examples of sexual harassment:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about scholars enrolled in a predominantly single-sex class.
- Touching or grabbing an individual's body or clothes in a sexual way.

To file a complaint or to ask questions about Title IX please contact:

Title IX Coordinator Information

Nichole Walker

63 Valley Drive

Americus, GA 31709

229-931-8670

nwalker@furlowcharter.org

State mandated process for scholar reporting of sexual abuse or sexual misconduct:

- Any scholar who has been the victim of an act of sexual abuse or sexual misconduct by a Furlow scholar, advisor, or administrator or other school system employee is urged to make an oral report of the act to the counselor or administrator. Parents or friends of victimized scholars who have knowledge of sexual abuse or sexual misconduct by a Furlow scholar, advisor, or administrator or other school system employee are also urged to make an oral report of the act to the counselor or administrator. The person taking the report must have the contact information of the person making the report.
- Any advisor, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a scholar by an advisor, administrator, or other school system employee shall make an oral report of the incident by telephone or otherwise to the school Title IX Coordinator within 24 hours. If the Title IX Coordinator is the person accused of the sexual abuse or sexual misconduct, the oral and written report should be made to the principal.
- Any school Title IX Coordinator receiving a report of sexual abuse as defined in [O.C.G.A. 19-7-5](#) shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority.

- Pursuant to Furlow procedures, upon receipt of a report under this policy, the Title IX Coordinator shall immediately contact the principal.
- The Title IX Coordinator will initiate an investigation into the allegations.
- Reports of acts of sexual misconduct against a scholar by an advisor, administrator, or other employee not covered by [O.C.G.A 19-7-5](#) or [20-2-1184](#) shall be investigated immediately by school personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, The Title IX Coordinator will notify the school principal, who shall make an immediate written report to the Professional Standards Commission Ethics Division.
- When it is determined that reports should be made to various outside agencies, the Title IX Coordinator will notify the principal, who will coordinate with the appropriate authorities to make a report to the Professional Standards Commission

Grievance Policy

Scholars and parents/guardians have the right and responsibility to express school-related concerns and grievances to the faculty and administration. Scholars and parents shall be assured the opportunity for an orderly presentation and timely review of concerns which will not interfere with regular scheduled classes or school-related activities.

Process for Presenting a Complaint or Grievance:

Step 1: The complaint or grievance should first be presented at the lowest level of authority as follows:

- Classroom related concerns – to the teacher
- Extra-curricular related concerns – to the sponsor/coach
- All other school-related concerns – to the principal

Step 2: If the parent, guardian, or scholar does not agree with the result, the complaint or grievance may be presented to the next level of authority as follows:

- Teachers – to the principal
- Extra-curricular sponsors/coaches – to the assistant principal or principal
- The assistant principal – to the principal
- The principal or CFO – to the governing board. See step 3.

Step 3: Elevation to the governing board:

- A form is available on the Furlow website for the purpose of bringing a concern or grievance to the attention of the board. The parent, guardian, or scholar should complete this form and email it to the current chair of the governing board.
- The board chair will send an email confirming receipt within 96 hours, and the governing board will attempt in good faith to provide a formal response within fourteen days. If a response cannot be provided within fourteen days, a letter explaining the situation will be provided, with a new estimated timeline.

Response to a Complaint or Grievance:

- The faculty and administration shall make an honest and forthright effort to resolve complaints or grievances as quickly as possible at the most immediate level of authority.
- Decisions rendered by the governing board shall be considered final.

Decorum for Presenting a Complaint or Grievance:

- Communication MUST be respectful and in a conversational tone at all times.
- Presenters are cautioned that personally directed statements may be slanderous or defaming, and the individual speaker is liable for his/her statements.
- Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation

SCHOLAR DRESS CODE

Scholars' Standards of Dress

Furlow Charter School's Standards of Dress for scholars are designed to maintain an academic focus in the classroom and on campus and to reduce the likelihood of distraction or disruption by allowing scholars to be themselves and comfortable.

Cleanliness of persons is expected as a matter of health.

The dress of scholars must be in good taste, appropriate for school activities, in accordance with the school rules, and not be disruptive to the learning environment.

Scholars may be required to wear designated attire for extracurricular activities, school events and presentations, and/or field trips.

Administrators have the final authority in all judgments/decisions related to dress and hygiene.

Dress Code:

1. Scholars are encouraged to wear a Furlow shirt on Fridays.
2. Pants, shorts, and skirts should be worn properly at the waist and have no holes above the knee. Shorts, skirts and skirts must be no more than 4 inches above the knee. Leggings may **only** be worn as tights under a dress. Leggings may NOT be worn as PANTS under any circumstances,
3. Shirts must not show the midriff or lower back at any time (this applies to boys and girls), sitting or standing. Shirts should not be see through, have shoulder straps that are smaller than three fingers in width, or be cut low in the front, back, or side.
4. Proper undergarments must be worn at all times and should not be visible. Belts are required for pants that might reveal the scholar's underwear. Undergarments may not be worn by themselves.
5. Sleep attire including bedroom shoes/slippers are not allowed except on designated pajamas dress-up days. On those days, pajamas must follow the dress code.
6. Clothing which displays alcohol, drugs, tobacco, illegal substances, or gangs, including symbols, logos or trademarks thereof, is prohibited.
7. Clothing which displays obscene, vulgar, inflammatory, derogatory, or suggestive language, gestures, or pictures is prohibited.
8. Sunglasses should not be worn inside the building.
9. Wallet chains and dog collars are prohibited.
10. Trench coats and body length coats are not allowed.
11. Hair must be clean and groomed. If hair covers the scholar's eye, he or she needs to pull it back so that eyes are visible to advisors.
12. Any tennis shoes, loafers, boots or closed toe shoes are allowed. Sandals may be worn on days that scholars do not have PE or science labs. Appropriate shoes—closed toed and closed heel shoes like tennis shoes--must be worn for PE.
13. Hats, caps, stocking caps, hooded sweatshirts/shirts, bandanas, and various other types of head coverings are **NOT** to be worn inside any part of the school building by scholars. (**Exceptions:** Head covering or other items of religious significance that conflict with the school's dress code may be worn inside with permission of principal for religious reasons or due to an operation or accident involving a head injury.)
14. FCS will make exceptions to the Dress Code to ensure all scholars have an equal opportunity to participate in its educational programs. Individuals may request accommodations to the Dress Code through FCS's equal opportunity policies and procedures.

Dress Code Infractions

Scholars will be required to call home for a change of clothes for every dress code infraction and/or visit the clothes closet for appropriate attire, if available. Each subsequent infraction, after the first infraction, will result in a call home, office discipline referral, and consequences determined by the administrator.

EXTRA-CURRICULAR ACTIVITIES

Interscholastic extracurricular programs are a vital part of the total educational program and a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Furlow encourages participation in a variety of extracurricular activities.

Scholar Clubs and Activities

Furlow scholars have many extra-curricular activities available to them. As scholars and advisors express interest in a specific activity, we evaluate the level of interest and proceed accordingly. We invite parents and community stakeholders to help keep this aspect of the Furlow experience energized and moving forward. If you are interested in forming and/or sponsoring a club, please see an administrator. Scholars who quit a competitive club or athletic sport will be unable to participate in another competitive club or sport during the following semester unless approved by an administrator and the requested club's advisor.

School Dances

School dances are considered a privilege to attend. Behavior guidelines and parameters may be imposed, at the discretion of administrators, in order to ensure a gathering that embodies the values of Furlow Charter School.

Procedure for bringing a guest to a Furlow Charter High School Dance:

1. Fill out the following information and obtain guest, administrator, and parent/guardian signatures. Bring this form to purchase a dance ticket for you and a guest.
2. Guests and Furlow scholars will need a ticket and a picture ID to be admitted to the dance.

*****Please be advised that you may bring one guest only and that no middle school scholars or adults who have been out of high school more than one year may attend. Once you leave the dance you may not return.*****

Middle School

- Spring Formal
 - Held annually in March
 - The dance is usually held in Café Furlow
 - No guests from other grades at FCS or other schools are allowed to attend

High School

- Homecoming
 - open to all scholars in grades 9-12
 - held in the FCS gym
 - Scholars are allowed to bring a guest from other schools, but those guests must complete a form and be vetted by administration.
- Prom
 - Open to scholars in grades 11-12
 - Historically, Prom has been held at the Plains Community Center
 - Scholars are allowed to bring a guest from other schools and grades 9-10, but those guests must complete a form and be vetted by administration.

Code of Sportsmanship

Sportsmanship can be defined in one word: RESPECT. Respect for ourselves, our schools, and guests to our schools helps build a positive image not only with the community, but also with all those who participate in competitive activities in our schools.

Responsibilities of participants and parents/guardians:

- Use appropriate language.
- Treat opponents with the respect due them as guests or hosts. Exercise self-control at all times.
- Respect the officials' judgment and interpretation of the rules. Respect the coaches' judgment and authority.
- Accept the responsibility of representing your school in a positive manner.
- Act in a manner that will create a positive attitude in the audience.
- Failure of parents/guests to behave in a civil manner can result in the parent/guest being asked to leave the event and/or prevented from attending future events.

Eligibility for Athletics

All scholar athletes and their parents must sign the Athletic Waiver and Consent Form as well as the scholar/Parent Concussion Awareness Form.

Scholars must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the scholar is physically approved for participation. A physical examination is good for twelve (12) months from the date of the exam. (EXCEPTION PER GHSA: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year.)

Scholars must be passing five of seven subjects at the end of the grading period prior to the playing season. Coaches will check academic progress throughout a season. Scholars MUST exhibit good character at all times!

Scholars must adhere to all rules and regulations outlined in the Athletic/Extracurricular Code of Conduct and/or specific written guidelines developed by the coach and/or school administration.

Additionally, ALL Furlow scholar athletes are expected to be on their best behavior at all times when representing Furlow on the competition field. Any negative or rude behaviors will result in the athlete being removed from competition for the duration of the game/match/event and potentially the season. Scholar athletes must be present at school on the day of a competition, match, or event.

Extracurricular Activities List

The following list is not meant to be exhaustive, nor does it guarantee that every club will be offered every year.

Literary Competition	The GHSA Literary Competition is held every Spring. Area schools compete in Quartet, Trio, Boys Solo, Girls Solo, Personal Essay, Rhetorical Essay, Argumentative Essay, Oral Presentation-Humorous, Oral Presentation- Dramatic, Oral Presentation- Duo, Extemporaneous Speaking-International and Extemporaneous Speaking-Domestic.
The Mummers Drama Club/One Act Play	Furlow's drama club, The Mummers, competes in the GHSA One Act Competition each year.
Key Club	Key Club is an international, scholar-led organization that provides its members with opportunities to provide service, build character and develop leadership.
Tennis	Open to scholars in the 5 th grade and up, the Furlow Tennis Team competes with all other local and area schools.
Sewing Club	The Furlow Sewing Club is open to scholars in third grade and above. The club meets throughout the year to create things such as pillowcases and stuffed animals for foster children.
Math Team	Scholars interested in participating in math competitions meet regularly to practice.
Chess Club	The Furlow Chess Club meets weekly and competes in various competitions in the area.
Odyssey of the Mind	Odyssey of the Mind is a worldwide academic organization open to all of our scholars. OM is an organization that exercises the brain, teaching scholars creative problem solving skills through even more creative team exercises. The Furlow OM team has been recognized internationally, moving on to the 2017 & 2018 World Championships.
Millennium Falcon Club	This recognition program is for our scholars that score 1000 or higher on the SAT. Contact the Furlow Front Office for more information.
Reading Bowl	There will be three grade level teams (4-5, 6-8, 9-12) that read books from the Georgia Book Award and Georgia Peach Award Nominations lists and compete in local meets to determine their knowledge of the books on their lists. Each team will be composed of 5 members and 5 alternates.
Cross Country	Open to middle and high schoolers, our Cross-Country team competes in local and regional meets. Cross Country trains runners to navigate open air courses on various terrains.

Art Club	The Furlow Art Club is a chapter of the National Art Honor Society, as well as the National Junior Art Honor Society. The club meets weekly and works not only on art projects, but service projects to benefit the community.
Jubilee International Studies Club	The Jubilee Club takes learning foreign language one step further, offering field trips and various projects for members, all focused on understanding and immersing scholars in different cultures around the world.
Beta Club	The Beta Club recognizes those scholars that exemplify excellent academic achievement, helps develop a strong moral character, helps and prepares today's scholars to be tomorrow's leaders, and teaches members to live by the National Beta Club motto: "Let us lead by serving others." The Beta Club is divided into three clubs: Elementary, Middle School and High School.
FCA	The Fellowship of Christian Athletes is a club devoted to encouraging scholars to explore FCA and improve their leadership and athletic skills.
FBLA	Future Business Leaders of America is a club devoted to encouraging scholars to explore FBLA and improve their leadership and entrepreneurial skills. The club is divided into one each for middle and high school scholars.
Girls Who Code	Girls Who Code is a club devoted to encouraging scholars to explore GWC and improve their coding skills in a fun and friendly environment.
Quiz Bowl	The high school and middle school quiz bowl teams practice after school to compete in local competitions.
Basketball	Scholars grades 6 and up have the opportunity to participate in basketball.
Soccer	Scholars grades 6 and up have the opportunity to participate in soccer.
Baseball	Scholars grades 6 and up have the opportunity to participate in baseball.
Softball	Scholars grades 6 and up have the opportunity to participate in softball.
Wrestling	Scholars grades 6 and up have the opportunity to participate in wrestling.
Track	Scholars grades 6 and up have the opportunity to participate in track.
Cheer	Scholars grades 6 and up have the opportunity to participate in cheer.
Volleyball	Scholars grades 6 and up have the opportunity to participate in volleyball.

TECHNOLOGY / ELECTRONICS / SOCIAL MEDIA

Electronic Devices

Furlow prohibits the use of the following electronic devices on the school campus unless explicitly directed by advisors: cell phones, ear pods, smart watches, digital cameras, electronic games and toys, laser pointers, laptop computers, tablets, iPads or any other electronic devices (unless a child's I.E.P. requires the use of such a device). SMART WATCHES ARE PROHIBITED WHEN BEING USED AS A SMART DEVICE, Smart watches being used as smart devices will be confiscated according to the guidelines below.

Cellphone Policy

Cellphones in the classroom can be fabulous tools for advisors and scholars alike; however, they can also be a significant distraction from learning and a source of discipline issues. Cellphone use by scholars is prohibited at Furlow unless the scholars are directly instructed by their advisors to use their phones for educational purposes. We understand that many parents feel safer when their child has a cell phone in their possession. Older scholars who participate in after-school athletics or activities may need their cell phone to contact their parent when directed by the coach, advisor, or after-school personnel. This is the only exclusion to the Furlow Cell Phone Policy.

In order to protect the integrity of the educational environment, scholars are specifically prohibited from using any cell phones during school hours. School hours are defined as beginning with the scholar's arrival on campus and ending when the scholar has left for the day.

Scholars will be held harmless for possessing cell phones if they follow the procedures listed below:

Upon entering the classroom, all scholars must turn off their cell phones and store their cell phones in an **interior pocket of their backpack**. The school will not be held responsible for lost or damaged scholar cell phones. The cell phone must stay turned off and out of sight until the scholar has left campus for the day. Cell phones should not be stored in pants pockets, exterior/visible pockets of the backpack or purse, and should not be out in the classroom, bathroom, lunchroom, gym, or any other location of the school premises. Parents, PLEASE do not ask your child to call or text you from a cell phone during school, and please do not text or call your child on his/her cell phone during the school day. Should you have an emergency, please call the front office.

Parents should not text or call children on their cell phone or smart device during school hours. Should you have an emergency, please call the front office.

If a cell phone is seen or heard, it will be confiscated. Smart watches being used as smart devices will be confiscated. The guidelines for cell phone or other electronic devices violations are as follows:

1st offense: Parents/Guardians will be contacted and asked to pick up the phone from an administrator.

2nd Offense: Scholar must pay \$25.00 and parent/guardian will be contacted and asked to pick up the phone from an administrator.

3rd offense: Scholar must pay \$50.00 and parent/guardian will be contacted and asked to pick up the phone from an administrator.

After 3rd offense: Discipline will be at the discretion of the administrators.

If a scholar refuses to give a cell phone or electronic device to an advisor, the advisor may write the scholar up on a discipline referral. Administration may assign up to five days in ISS for non-compliance.

Email for Scholars

All FCS scholars will be assigned an email address for school use. Use of this email should follow the policy outlined in the Agreement for Technology Use outlined under “Technology Use” in this handbook. This email address will allow scholars to access Google Drive and Google Classroom, resources that many of our advisors use for classroom materials.

Google Drive and Google Classroom

All scholars have access through their Furlow email account to Google Drive and Google Classroom. These tools are often used by Furlow advisors to supplement classwork.

Technology Use

Appropriate Use Policy of Furlow Computers and Network Resources

It is the belief of the Furlow Governing Board that the use of technology for the purpose of information acquisition and retrieval is an important part of preparing children to live in the 21st century. The Governing Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Furlow Governing Board believes guidelines regarding acceptable use are warranted in order to serve the educational needs of scholars.

It shall be the policy of the Furlow Governing Board that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in [Section 1703\(b\)\(1\) of the Children’s Internet Protection Act of 2000](#); and
2. Procedures or guidelines developed by the Governing Board, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in [Section 1703\(b\)\(1\) and \(2\) of the Children’s Internet Protection Act of 2000](#). Such procedures or guidelines shall be designed to:
 - Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - Restrict minors’ access to materials “harmful to minors,” as that term is defined in [Section 1703\(b\)\(2\) of the Children’s Internet](#)

[Protection Act of 2000.](#)

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Furlow. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Scholars and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications. Email accounts are provided to advisors and scholars as long as they are active in the school system. They will be deleted when their status changes.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Furlow Board will, through its administrative

staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Furlow Board's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action. Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

Furlow Charter School supports the rights of scholars and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon scholars and staff to use this educational advantage in an appropriate and responsible manner.

Please see the appendix for the Technology Use Agreements.

SOCIAL MEDIA

Furlow Charter School Social Media Policy Purpose

As an organization with a commitment to quality of education and the safety of our scholars, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Furlow are necessarily high. We respect the right of scholars, employees, alumni, and other members of our community to the Freedom of Expression as provided by the First Amendment. However, we must insist that the following standards be met by our scholars and advisors at all times, as well as by alumni and all other users who participate in Furlow sponsored sites.

Furlow Charter School Social Media Comments and Participation Policy

Comments to Furlow sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged. To promote respectful discussion within these forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, libelous, defamatory, slanderous, in breach of confidentiality or would adversely affect the culture of the school or be objectionable to staff, parents or stakeholders.

For the privacy of users and their families, please assume that all postings to Furlow-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. By posting a comment or other material to Furlow-sponsored sites as outlined above, users give Furlow the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Furlow reserves the right to review all comments before they are posted.

Furlow further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Furlow sponsored sites, you agree not to:

- Post material that Furlow determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of scholars, faculty, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Furlow or any individual or entity, including privacy, intellectual property or publication rights.

- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Furlow or granted permission by Furlow, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the Furlow-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments. Post comments under multiple names or using another person’s name.

Furlow reserves the right to do any or all of the following:

- Ban future posts or membership of people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove comments at any time, whether or not they violate this Policy.
- User agrees to indemnify and hold harmless Furlow Charter School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on FURLOW-sponsored sites. By posting a comment or material of any kind on a Furlow-sponsored site, the user hereby agrees to the Policy set forth above.

Scholar Use of Social Media

First and foremost, scholars are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Furlow community and beyond. Scholars who participate in online interactions must remember that their posts and media reflect on the entire Furlow Charter School community and, as such, are subject to the same behavioral standards set forth in the Scholar Code of Conduct.

In addition to the regulations found in the Family Handbook, scholars are expected to abide by the following:

- To protect the privacy of Furlow scholars and faculty, scholars may not, under any circumstances, create digital video recordings of Furlow community members either on campus or at off-campus Furlow events for online publication or distribution without consent.
- Scholars may not use social media sites to publish disparaging or harassing remarks or media about Furlow community members, athletic or academic contest rivals, etc.
- Scholars who choose to post editorial content to websites or other forms of online media must ensure that their submission does not slander, libel or defame the school, scholars, parents or staff or violate school policies.

Failure to abide by this Policy, as with other policies at Furlow, may result in disciplinary action as described in the Family Handbook, or as determined by the school administration.

Photographs and Videos

Part of your scholar’s registration packet included a waiver to use their image in photos and videos as needed. If you did not sign this waiver and did not give this permission, please encourage your scholar to avoid being in photos and videos if possible. Please also remind the office of your desire to not have your child’s image on public displays should you be aware of a possible photo or video. This will help us continue to protect your child’s image.

HEALTH & NUTRITION

Food and Drinks

Our custodial staff works diligently to ensure that our building is clean and free of pests. Food and drinks are prohibited in the classrooms. **Water is allowed in the room provided it is contained in a clear bottle.** Scholars should take extra caution with water around classroom materials and electronics. Parents will be charged the replacement cost of classroom materials if damaged by the scholar's water

FCS has adopted a broad wellness policy to encourage healthy lifestyles for our scholars, including good nutritional habits. FCS will provide information relating to the USDA Smart Snacks in School Nutrition standards as a recommendation for all foods offered at the school, including through:

- 1) Celebrations and parties. FCS will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- 2) Classroom snacks brought by parents. FCS will provide to parents [a list of foods and beverages that meet Smart Snacks nutrition standards.](#)
- 3) Fundraising: FCS will make available to parents and teachers a list of healthy fundraising ideas to meet or exceed the USDA Smart Snacks in Schools nutrition standards for foods and beverages that may be sold through fundraisers on the school campus during the school day.

Cafeteria Program

The FCS Nutrition Department provides breakfast and lunch at no cost to all Furlow scholars. Parents ARE encouraged to join their child for breakfast or lunch! Please call the office to make reservations and find out the cost for adult lunches. All visitors must come by the office and check in prior to going to the cafeteria. Please remember that space is limited.

School Nutrition

The school will provide a nutritionally balanced breakfast and lunch to all scholars regardless of their ability to pay.

- All scholars will be walked to the lunch area by their advisor.
- All scholars must sit while eating.
- Scholars must pick up all trash when leaving lunch area and deposit it in trash cans.
- Scholars are not to leave lunches unattended.
- Scholars must remain in one place. No moving from seat to seat.
- Scholars must sit facing the table with feet underneath.
- Scholars can talk quietly to others sitting at the same table.
- Proper table manners are expected at all times.

Children are welcome to bring lunch from home. There will not be a refrigerator for scholar use, so lunches should be packed with this restriction in mind. **Food from outside restaurants is prohibited by Health Department guidelines.** Scholars may not bring sodas in their lunches. Scholars with packed lunch are encouraged to take a milk provided by the school, if they wish.

For scholars with special dietary needs (e.g. allergies or intolerances, milk substitution, or other special dietary needs) please complete the Special Dietary Needs Information form available in the appendices and return it to the Furlow front office. This form must be completed and submitted annually.

Special Assistance Alternative Community Eligibility Provision

PUBLIC MEDIA RELEASE

NATIONAL SCHOOL LUNCH/SCHOOL BREAKFAST PROGRAMS

By participating in the Community Eligibility Provision (CEP) and eliminating the need for meal applications, Furlow Charter School will reduce administrative and printing costs. Families also benefit from the elimination of completing and submitting meal applications.

Children need healthy meals to learn. Furlow Charter School offers healthy meals every school day at no charge to your child(ren). Our food service receives support from the U.S. Department of Agriculture through the National School Lunch and School Breakfast Programs.

The following school will be participating in this alternative provision and provide meals at no charge to children:

Furlow Charter School

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

In-School Medication Administration

The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school. For prescription, homeopathic, or supplement medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization or Health Care Plan available on the website or from your school nurse.

A parent/legal guardian or other designated adult must bring all medication, accompanied by the School Medication authorization. Parents must pick up and drop off medicine in the main office. Parents cannot administer medication to scholars. Medication will be kept in the clinic and will be administered by the nurse or a designated staff member.

If medication expires, it is the parents' responsibility to replace it. Parents will be notified the last week of school to come and pick up their scholar's medication from the clinic and sign for it. Any medication not picked up by the last day of school will be disposed of by the clinic staff.

All over-the-counter, prescription, homeopathic, and supplement medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications that are regularly consumed to the nurse.

If your scholar has a life-threatening condition (i.e., asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the scholar's physician and parent/guardian on the School Medication Authorization. Scholars are not allowed to have any medication (not even over-the-counter medication) in their possession without permission.

Saline eye drops, antibiotic ointment, lotion to control itching (i.e., Calamine lotion, Hydrocortisone Cream), alcohol, peroxide, petroleum jelly (i.e., Vaseline), oral Benzocaine (i.e. Anbesol), topical wound dressing (i.e. QR or Styptic Pencil), un-medicated throat lozenges/cough drops, aloe vera gel and lotion are routinely used in the school clinic unless instructed differently by the parent/guardian.

Scholar Illness

The main reasons for keeping your Scholar home from school are because he/she is too sick to participate comfortably at school or might spread a contagious disease to other scholars. If your scholar has been diagnosed with a contagious disease, please contact the clinic so other scholars' parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

1. Fever >100 degrees F or 37.8 degrees Celsius*. Scholar should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations)
2. Vomiting or Diarrhea: Scholar should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
3. Drainage from a wound, rash or eyes: Scholar should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. Head Lice or Scabies: Scholar should stay home until after treatment is complete and there is no sign of lice or nits. Contact the health department or your doctor for treatment. The scholar must be cleared by the Clinic to return to school.
5. Unexplained Rash: Scholar should stay home with an unexplained rash. Call your doctor for treatment.

Immunizations

The immunization requirements apply to children who attend a school or childcare facility daily, part time or occasionally. Children attending both a school and childcare facility (including after-school programs) must have valid documentation at each location. If there are two locations where documentation is needed, copies of these forms are acceptable.

FCS will comply in full with the provisions of G.S. 130A-155 that requires all scholars attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of

the scholar's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, FCS will follow the process outlined in the law for obtaining the certificate or not permitting the scholar to enroll and/or continue enrollment. (Also see Health & Safety)

Enrollment Requirements

Scholars must present the following documents at the time of school enrollment:

Georgia Certificate of Immunization (Form 3231) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs

Children entering grades K-12 for the first time must show proof of vaccination or immunity to varicella

Children entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR)

Hepatitis B vaccine is now required for all scholars enrolling in school at any age

Eye, Ear, and Dental Certificate Requirements – All new scholars must have completed certificate of ear, eye and dental examination (Form 3300) at the time of enrollment.

A 30-day waiver may be granted for new scholars from out-of-state to obtain this information.

A "new entrant" is any child entering any school or childcare facility in Georgia for the first time or after having been absent for more than 12 months or one school year.

When a new entrant enrolls, the responsible official of any school or childcare facility may grant a 30-calendar-day waiver of the certification requirement for a justified reason. Upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school or childcare facility unless a certificate of immunization is provided.

If the child withdraws and then returns, the parent is not allowed another 30 days to provide a certificate or affidavit.

Exemptions

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption.

Medical exemption

- Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines.
- A medical exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.
- A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked "medical exemption" should be one year from the date of issue and never be longer than one year.

Religious exemption

- There is no standard form for the affidavit of religious exemption. The parent or guardian must give the school or childcare facility a signed and dated notarized affidavit stating that immunizations are against the family's religious beliefs.
- This affidavit of religious exemption should be filed instead of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.
- In the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending the school or childcare facility.

Injuries

ALL injuries must be reported to the main office and an Injury Report completed as soon as possible after the injury has been treated or stabilized. If a scholar is injured, the following will occur:

- If the injury is minor, the scholar should report directly to the nurse.
- If the injury is more severe, the advisor will call the office and ask that the nurse come to the classroom, gym, and field or wherever the scholar is located.
- The nurse will then determine the level of care necessary and will alert the main office.
- The main office will attempt to contact parents and advise them of the situation. In the event a parent cannot be reached, the nurse will advise the administrator on the appropriate action. (It is very important that the parent list any and all numbers that can be called in the event of an emergency on the Emergency Contact Information Sheet, which will be kept on file in the main office.)
- If the scholar's condition requires it, an ambulance will be called and the nurse or an administrator or other faculty member will accompany the scholar to the hospital.

Nurse

Furrow will have a licensed nurse on duty each day (8:00 AM – 3:25 PM). If medical issues arise the nurse will make contact with the parent. Any medical concerns can and should be shared with our school nurse.

PERSONAL OR ACADEMIC BELONGINGS, MATERIALS, AND SUPPLIES

Instructional Equipment, Books, Materials & Supplies

All instructional materials needed by scholars for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by advisors for classroom instruction. Scholars must understand that books and materials are expensive and that they should be cared for properly. Books must not be written in or on unless they are consumable books and the advisor has directed that they may be written in. Charges may be made for damaged or lost books and/or materials. Scholars are responsible for the care of personal and school materials.

Routine supplies are purchased in bulk by the school.

Fees will be assessed for lost or damaged library books that have been checked out by the scholar.

School IDs

All Furrow scholars may be issued a school ID. Typically, scholars in K-5 will leave their IDs at school. However, if a Scholar loses his or her ID, the parent will be required to purchase a new ID for \$5.00. Additional lanyards are \$1.00.

The school ID should not be damaged or modified in any way. Scholars may not cover the information with stickers, cut the corners, chew the corners, etc. In the event that this happens, the parent will be required to purchase another ID at a cost of \$5.00.

Scholars should be able to produce their Scholar ID, if asked, by a faculty or administrator.

Labels

Parents are asked to **label all of their children's belongings**. This includes sweaters, jackets, book bags, pencil cases, notebooks, lunch bags or boxes, rain wear, etc.

Lockers

Lockers will not be issued during the 2023-2024 school year.

Lost and Found

Any item left in a common area will be turned in to the office. If your child is missing an item, please check there first. Labeling items belonging to individuals makes it much easier to return missing items. Lost and Found items will be donated to Goodwill if they are not claimed.

PARENT INFORMATION

Parent Portal

The parent portal allows you to access your child's academic records (grades, attendance, and discipline). Please email furlowic@furlowcharter.org with your and your scholar's names to gain access to Infinite Campus.

Communication

Our goal is to provide parents with clear and concise information. Email, as well as our website and Facebook page, will be used for providing school-wide information. Please make sure you have a viable email address and that you check it frequently (remember to check the spam/junk folder). Parent Square will be used as a communication tool by all advisors and the school. Parent Square uses the information in Infinite Campus to generate communications. It is vital that your contact information be up to date.

Each of our advisors has a school email address. Parents are asked to use email to communicate with advisors rather than calling the school. Keep in mind, however that advisors will NOT be checking email continually throughout the day. If it is an emergency, do NOT rely on email; call the main number of the school and speak with office personnel.

Make sure the school has current demographic information on file for your child: address, home phone number, cell phones number, work number, and email addresses for parents, guardians, and/or emergency contacts.

Our school messenger system allows us to make phone calls and send mass emails to all of our parents/guardians. In the event of an emergency, you will receive a phone call. If you receive a phone call and do not answer the call, please check your voicemail before calling the school. From past experience, we have found that parents will flood our switchboard to inquire what the call was about. If it's an emergency, we can't field all of those phone calls as our focus will be on ensuring that our scholars are safe.

Parents will have access to their child's attendance and grades at all times as well as email directly to their child's advisor through the Parent Portal in Infinite Campus. Please see Parent Portal for instructions on registering for an account.

Scholars will also receive progress reports on a very specific schedule which parents will find listed on the school calendar.

We encourage constant communication between Furlow and our parents and will do whatever we can to make this possible. In the event that you would like to schedule a meeting with your child's advisor, please email that advisor directly so a meeting date and time can be scheduled. We ask that parents not engage advisors in discussions about their child while in the presence of other parents or children.

Parents should not expect an immediate response to an email. Many advisors do not have time to check email until the end of the school day. We have instructed advisors not to feel obligated to respond to emails or text messages after 5:00 p.m. because we believe that advisors should have family time as well.

Parent / Advisor Organization (PTO)

Furlow has an extremely active parent/advisor organization. More information will be shared during Open House and on our website/Facebook page. Join the Furlow PTO and be a part of a group who truly get things done! They meet on the second Tuesday of every month at 6:30 p.m. in Café Furlow or the Media Center. Stakeholders will be notified if the date/time of the regular meeting changes.

Parent Volunteers

Furlow Charter School welcomes parent involvement and asks that each family volunteer 10 hours a year. Research shows that scholars whose parents are involved in their education generally are more successful in school and in life. A primary strength of Furlow Charter School, and what makes it a unique learning environment, is the enthusiasm and resourcefulness of its volunteer

community. With the aid of this community, the highest-quality educational experience is possible for our children. The mission of Furlow Charter School could not be realized without this outstanding group.

Please visit the school office any time and stay in touch with your child's advisor for volunteer opportunities. There are many ways to fulfill volunteer requirements such as different committees, being a board member, classroom help. We also schedule workdays throughout the year to fulfill volunteer requirements for families that work during the week. Volunteer hours towards the requirement may not be completed by scholars.

We also welcome community participation, including donations of time, money, materials and expertise.

To help you know what's going on at school, please check the Furlow Charter School website frequently at www.Furlowcharterschool.org. If you are on Facebook, you may also like the Furlow Charter School and Furlow Charter School PTO pages for information.

Volunteer Opportunities

Parent and community involvement is critical to the success of scholars at FURLOW. Here are a few ways you can participate in your child's school but be creative in offering your time and talents to assist in the learning of our scholars.

- Classroom volunteer
- Serve on one of the School Committees
- Library volunteer
- School garden volunteer
- Help with special classroom projects
- Do a talk on your travels, job, hobby, etc.
- Decorate for events
- Help with reading, writing, math, science, computers, PE, fine arts, history projects
- Organize a class party
- Help with school performances
- Help on clean up days
- Do work outside school hours: make copies, shop for supplies, assemble party favors

Hardship: The volunteer requirement was created in order to capitalize on the benefit for scholars that comes with parent and community involvement in education. The requirement was not created to cause hardship for any Furlow families. If you experience hardship during the year that hampers your ability to complete volunteer service, an exemption request should be made in writing to the principal.

Criminal Background Checks: In support of scholar safety, Furlow Charter School requires that volunteers are identified and screened in accordance with the following guidelines. Security clearances for volunteers must be renewed every five years. Please come to the main office to get the detailed directions and forms for the criminal background checks.

Level 1 Volunteers

Level 1 volunteers are non-district personnel who will have no direct interaction with scholars such as volunteers working on playground construction, take home projects, or assisting with facilities maintenance when school is not in session. Level 1 volunteers do not require criminal background checks.

Level 2 Volunteers

Level 2 volunteers are non-district personnel who will have direct interaction with scholars with other adults present at all times. When Level 2 volunteers interact with scholars, a Furlow employee or no fewer than two other adult volunteers must be present at all times. Level 2 volunteers do not require fingerprinting or FBI criminal background checks, but do require a GBI criminal background check. School staff shall check the volunteers' names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer. School administrators shall have the discretion to pursue any other screening methods including, but not limited to, personal interviews and reference checks. Examples of Level 2 volunteers include parents/guardians volunteering for a field day or school fair, classroom helpers, in-class tutors, performers and speakers from external agencies.

Georgia Sex Offender Registry: <http://services.georgia.gov/gbi/gbisor/>

Federal Sex Offender Registry: <http://www.nsopw.gov/>

Level 3 Volunteers

Level 3 volunteers are non-school personnel who will have direct, unsupervised interaction with scholars. Level 3 volunteers shall be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization, such as a business partner, Parent-Advisor Organization or the school. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by the principal of the school prior to participating in activities involving direct, unsupervised interaction with scholars. Examples of Level 3 volunteers include substitute advisors and mentors who will have unsupervised interaction with scholars.

Exceptions: Exceptions to the criminal background requirements may be granted by the principal on a case-by-case basis for guest speakers with legitimate, unique educational value.

Recording Hours: Sign-in sheets will be available at school functions and in the office to record volunteer hours. Time spent on at-home projects should be recorded on the individual sheet and turned in to the office. Recording all volunteer hours is important not only to track individual family hours towards the requirement, but also because Furlow can use volunteer hours as indication of parental and community involvement in opportunities such as grant applications.

Expectations of Volunteers: Furlow volunteers are representatives of the school community and role models for scholars. As such, volunteers are expected to adhere to the system's core values: integrity, high ideals and expectations and sensitivity to the school environment. Volunteers must take personal responsibility for understanding the system's ethical standards and applying them in volunteer activities.

All volunteers are expected to:

1. Make decisions based on what is best for scholars in all cases;
2. Maintain honest, equitable, professional relationships with scholars, parents, staff members, community members and other volunteers;
3. Observe local, state, and federal laws, policies, rules, and regulations;
4. Maintain confidentiality of privileged information;
5. Support cooperation between the school and the community;
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or propaganda of any kind;
7. Safeguard school property, equipment, and materials;
8. Implement board policies in a spirit of good faith; and
9. Comply with appropriate standards of professional conduct including, but not limited to, displaying appropriate behavior, language and attire at all times.

Qualification of Volunteers: Prior to participating in a Furlow volunteer activity, Level 1 volunteers must complete the Volunteer Release Form. Level 2 and 3 volunteers must have on file at the school the required background check information, evidence that the volunteer has completed any required training, and a Volunteer Release Form.

Disqualification of Volunteers: School administrators with justified concerns have the authority to exclude individuals from participating in volunteer activities in their schools. Volunteers—including parents—who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on the background check or sex offender registry may not participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as Parent-Advisor Association meetings and scholar performances.

Identification: School volunteers must sign-in and out in the school office and obtain a visitor badge in accordance with school procedures.

Additional Requirements: School volunteers shall not have access to confidential scholar information including Infinite Campus without express written consent from the parents/legal guardians of the scholars and the principal. Furlow Charter School Volunteers must have all expenditures pre-approved in writing by the CFO or designee. The School cannot reimburse expenditures that are not pre-approved or are without appropriate receipts. The Furlow Charter School staff and Board of Directors are deeply grateful for the enormous contribution from its volunteer community. The educational experiences provided, and the sense of community and purpose created, are made possible by the dedication of its volunteers. We believe this foundation of volunteerism will continue to be a hallmark of Furlow Charter School in the Sumter County Community.

ADMINISTRATIVE INFORMATION

Request for Records

Our office staff will need 3 days' notice (business days) for any type of school records (i.e., request for records, work permit, attendance certificates, copies of report cards, transcripts, or any scholar record).

Returned Checks

Checks returned to Furlow are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school.

Payment for the returned check must be made in cash or money order. The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Scholars whose families do not submit payment for returned checks will lose privileges of field trips, and special events.

Debts

All debts must be paid before the last day of the school year including lost book fees, etc.

Scholar Records

It is the responsibility of the parent/guardian to maintain accurate information in scholar records, particularly current phone numbers and addresses.

Transcripts

Scholars who need to request an official/sealed transcript can do so by completing the Furlow Transcript Request Form located on Furlow Charter School's homepage and submitting the form to the Front Office.

Family Educational Rights and Privacy ACT (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Furlow Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Furlow Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the Furlow Charter School to the contrary in accordance with Furlow Charter School procedures. The primary purpose of directory information is to allow the Furlow Charter School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your scholar's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters,

upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their scholar's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Furlow Charter School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Furlow Charter School in writing by August 31, within two weeks of receiving notice of updated directory/FERPA policies, or—if your child is not enrolled on the first day of class—within one week of enrollment. Furlow Charter School has designated the following information as directory information:

- Scholar's name.
- Address.
- Electronic mail address.
- Photograph.
- Date and place of birth.
- Major/field of study.
- Dates of attendance.
- Grade level.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors, and awards received.
- The most recent educational agency or institution attended.
- Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A scholar ID number or other unique personal identifier that is displayed on a scholar ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are: The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Furlow Charter School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, or perform a task related to a student's education, discipline of a student, services for the student or student's family, such as healthcare, counseling, job placement or financial aid.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave, SW.
Washington, DC 20202-4605

Parent Bill of Rights- O.C.G.A. 20-2-786(b)

During the 2022 legislative session, HB 1178 was passed and went into effect on July 1, 2022. HB 1178 allows parents and legal guardians to request records and instructional materials.

(b) The General Assembly find that it is a fundamental right of parents to direct the upbringing and education of their minor children. The General Assembly further finds that important information relating to a minor child that not be withheld, either inadvertently or purposefully, from his or her parent, including information relating to the minor child's education.

(d) No state or local government entity, governing body, or any officer, employee, or agent thereof may infringe on the fundamental right of the parent to direct the upbringing and education of his or her minor child without demonstrating that such action is reasonable and necessary to achieve a compelling state interest and that such action is narrowly tailored and is not otherwise served by less restrictive means.

In accordance with HB 1178: The Parents Bill of Rights (Bill of Rights) acknowledges the fundamental rights of parents to direct the upbringing of their minor children, including the right to review instructional materials; to access and review educational and other records. Parents may review instructional materials during scheduled Open House and parent conferences, and may make written requests for information subject to the provisions of HB 1178 and receive response within 3 business days. If the request is denied or existing information is not provided within thirty days, the parent may appeal the denial or failure to respond to the governing board utilizing the Communication Procedure published on the FCS website.

Sex Education Courses

Parents will be notified of any planned sex education courses for any scholar within the first week of each semester or nine weeks. The notification will include an overview of the content, and the parent may request access to the curriculum and receive a response within 3 business days. Parents may provide a written objection to the participation of their scholar in the course and request that the scholar be withdrawn from the course.

Records and Instructional Materials Requests

Our office staff will need 3 days' notice (business days) for any type of school records (i.e., request for records, work permit, attendance certificates, copies of report cards, transcripts, or any scholar record).

Photographs and Videos

In accordance with HB 1178: The Parents Bill of Rights, parents have the right to consent in writing before a photograph or video recording of their minor child is made. Part of your scholar's registration packet included a waiver to use their image in photos and videos as needed. If you did not sign this waiver and did not give this permission, please encourage your scholar to avoid being in photos and videos if possible. Please also remind the office of your desire not to have your child's image on public displays should you be aware of a possible photo or video. This will help us continue to protect your child's image.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary scholars certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before scholars are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the scholar or scholar’s parent;
 2. Mental or psychological problems of the scholar or scholar’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the scholar or scholar’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a scholar out of:*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a scholar, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from scholars for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from scholars for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, scholars or educational institutions.)
- *Inspect*, upon request and before administration or use:
 4. Protected information surveys of scholars and surveys created by a third party;
 5. Instruments used to collect personal information from scholars for any of the above marketing, sales, or other distribution purposes; and
 6. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a scholar who is 18 years old or an emancipated minor under State law.

Furlow Charter has adopted these policies in consultation with parents, regarding these rights, as well as arrangements to protect scholar privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Furlow will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Furlow will also directly notify, such as through U.S. Mail or email, parents of scholars who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Furlow Charter will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from scholars for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Complaint Resolution Policy

Parents who believe their rights have been violated may file a complaint with: **Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Step 1: The complaint or grievance should first be presented to the principal in writing and contain a reasonably detailed description of the alleged violation

Step 2: (i) Within five school days of receiving such written complaint, the school principal or a designee of Furlow Charter School shall review the complaint and take reasonable steps to investigate the allegations in the complaint;

(ii) Within ten school days of receiving the complaint, unless another schedule is mutually agreed to by the complainant and the school principal or the designee of Furlow Charter School, the school principal or such designee shall confer with the complainant and inform the complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated; and

(iii) Following such conference, within three school days of a request by the complainant, the school principal or the designee of Furlow Charter School shall provide to the complainant a written summary of the findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information

Step 3: The Governing Board will review the determinations made by the principal or designee of Furlow Charter School within ten days of receiving a written request for such review by the complainant addressed to the governing board, as applicable; provided, however, that confidential student or personnel matters shall not be subject to review pursuant to this subparagraph; and

(i) The local school superintendent's decision following the review provided for in subparagraph (E) of this paragraph shall be subject to review by the local board of education as provided in Code Section 20-2-1160; provided, however, that confidential student or personnel matters shall not be subject to review pursuant to this division; and

(ii) The decision of the governing body of a state charter school following the review provided for in subparagraph (E) of this paragraph shall be subject to review by the State Charter Schools Commission, whereupon the State Charter Schools Commission shall take appropriate remedial measures, including, but not limited to, revocation of a state charter school's charter; provided, however, that confidential student or personnel matters shall not be subject to review pursuant to this division.

Following a decision by a local board of education regarding a complaint made pursuant to paragraph (1) of this subsection, any party aggrieved by the decision of the local board of education shall have the right to appeal such decision to the State Board of Education for a hearing as provided in Code Section 20-2-1160.

Furlow Governing Board

Furlow is a state-approved charter school, which means that it is a public school and is a Georgia State Charter School Commission school system. However, policies that guide the school are established by the Governing Board. More information about the Governing Board may be found on the school website.

The basic responsibilities of Furlow's Governing Board align with the following areas of decision-making authority as identified in The Charter Schools Act of 1998: personnel decisions, financial decisions, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations.

Furlow's Governing Board will uphold the mission and vision of Furlow Charter School through visible leadership and stewardship. Leading by example in personal and professional endeavors, this Board will provide strategic oversight impacting education of Furlow scholars and will connect the school to the broader local and state communities.

The Board will provide expertise to the school, assist with fundraising, and drive key governance functions and legal responsibilities including management oversight, strategic planning and policy-making, and fiduciary requirements.

The Furlow Governing Board will work to ensure there are adequate resources and local partnerships; serve as a support mechanism on personnel, community, and grievance matters; and support the school and its staff in accomplishing performance goals set forth in the charter application.

The Furlow Governing Board will meet on the third Tuesday of each month at 6:00 PM at the school. Meeting information and the agenda will be posted on the Furlow website 24 hours in advance of the meeting. Anyone is welcome to attend these meetings.

Equal Opportunity and Non-Discrimination

It is always Furlow's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information, or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid, or employment. Inquiries regarding Furlow's Equal Opportunity policies, Title VI, VII, IX, Georgia Equity in Sports, EEO, and Section 504/ADA may be referred to the school administrators.

Homeless Scholars

Reference: 42 USC 11431 et. seq.

In accordance with the McKinney-Vento Act, "homeless" children are those who lack a fixed, regular, and adequate nighttime residence. This includes sharing the housing of others due to loss of housing, economic hardship, or similar reason, living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations, living in emergency or

transitional shelters, living in a public or private place not designed for or regularly used as accommodations, or living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of Furlow Charter School and will not be stigmatized or segregated on the basis of their status as homeless. While all students are subject to available space and the lottery process, no homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, Administrative Procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest. Furlow must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if Furlow determines that school stability is not in the best interest of the child or youth.

Homeless students have the right to and will be provided services comparable to other students at FCS, including the following:

- A. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- B. any programs in vocational and technical education
- C. any programs for gifted and talented students;
- D. any nutrition programs
- E. referrals to health, dental, mental health, housing, substance abuse, and other appropriate services

The McKinney-Vento Act defines the term “unaccompanied youth” to include a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing and children and youth denied housing by their families (sometimes referred to as “throwaway” children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

If a child or youth’s living situation does not clearly fall into the situations described above, the McKinney-Vento Act definition of “fixed, regular and adequate nighttime residence” should be referenced and consideration should be given to the relative permanence of the living arrangements.

Determinations of homelessness should be made on a case-by-case basis. Note that incarcerated children and youth and children and youth in foster care are not considered homeless. Furlow will Disseminate public notice of McKinney-Vento rights in locations frequented by parents and youth, in a manner and form understandable to them. The community and Furlow Charter School will work together to reach homeless families and unaccompanied youth and ensure they are aware of their educational rights through the Homeless Liaison.

The Homeless Liaison for Furlow Charter School is:

Crystal Lingefelt

clingefelt@furlowcharter.org

63 Valley Drive

Americus, GA 31709

229-931-8667

The Homeless Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth and with community and FCS personnel responsible for the provision of education and related services to homeless children and youth.

Board Approved Updates to this policy on 2/15/22

English Language Learners

ENGLISH LANGUAGE LEARNERS

When scholars are enrolled in Kindergarten at Furlow Charter School or are enrolling in a U.S. School for the first time, they are given the Home Language Survey within the enrollment packet. The Georgia Department of Education Home Language Survey is available in many languages. The survey has three language-related questions:

1. Which language does your child best understand and speak? _____
2. Which language does your child most frequently speak at home? _____
3. Which language do adults in your home most frequently use when speaking with your child?

Additional Information from Multilingual Families. Choose only one sentence that best describes your child’s primary language.

- ☐ My child understands and uses only the home language and no English.
- ☐ My child understands and uses mostly the home language and a little English.
- ☐ My child understands and uses the home language and English equally.
- ☐ My child understands and uses mostly English and only a little of the home language.
- ☐ My child understands and uses only English.

According to state guidelines, if any of the responses to the questions includes any language other than English, students must be administered the WIDA screener.

Entering kindergarten scholars are administered the new WIDA Screener for Kindergarten. For 1st semester Kindergarten, the Oral Language section (Listening and Speaking) will be administered. If a scholar's Composite Oral Proficiency Level (Listening and Speaking) is less than 5.0, then the scholar is an English Learner. Scholars with Composite Oral Proficiency scores of 5.0 and higher are NOT English Learners. For 2nd semester Kindergarten through 1st semester Grade 1 scholars, the Oral Language and Literacy sections (Listening, Speaking, Reading, and Writing) will be administered. If a scholar's Overall Composite Proficiency Level (CPL) score is less than 5.0, then the scholar is an English Learner. Scholars with CPL scores of 5.0 and higher are not English Learners.

Scholars who enroll in the second semester of 1st grade through 12th grade who have a response other than English on the home language survey are given the WIDA screener. This screener measures students' abilities in Listening, Speaking, Reading, and Writing. They are then given an overall composite score. If the overall composite score is lower than 5.0, the scholar qualifies for ESOL services.

Once scholars have a screening score that qualifies them for ESOL services, a placement meeting is conducted with the ESOL teacher, the homeroom teacher, and the parents. Scholar scores are shared at this meeting and if the parents agree, scholars begin ESOL services. Parents are also notified that they have the option to waive services by signing a form that is kept in the student's permanent file and ESOL file. Scholars who have a waiver are not exempt from taking the annual ACCESS assessment until they reach the proficiency level of 5.0 or above. In addition, if students transfer from other districts and have already been identified as ESOL, they will continue in the program until they reach a score of proficiency on the ACCESS for ELLs assessment. All students identified as ESOL take the ACCESS for ELLs annually to measure their progress. If a student scores 5.0 or greater, they exit ESOL services and are monitored for two school years.

Scholars may exit with a composite score of anywhere in the range of 4.3 to 4.9 if a meeting is held with parents, teachers, and an administrator and the team agrees that exiting is in the best interest of the student. This meeting will consider the scholar's overall academic record and other assessment scores.

The ESOL program at FCS focuses on building scholars' abilities within the four domains of language using the WIDA standards. Scholars practice listening, speaking, reading, and writing daily. They receive modeled instruction in understanding and using academic language as well as grammar practice. The ESOL teacher also works closely with homeroom advisors to monitor students' progress and work on individual skills. The program also includes frequent parent communication and parent presentations to support home/school connections.

Furrow captures parents' language needs on a home language survey and stores these data electronically in its student information system. The district analyzes the parent language data to identify the major languages, translates essential district-level documents into the major languages, assists with translating essential school level documents into the major languages and other languages, and stores these translated documents in a database that can access electronically. Essential information includes but is not limited to information regarding: language assistance programs, special education and related services, IEP meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, gifted and talented programs, and any other school and program choice options.

For less common languages, Furlow ensures that Limited English Proficiency parents are timely notified of the availability of free, qualified interpreters who can explain district- and school-related information that is communicated in writing to parents. Furlow also canvasses the language capabilities of its staff, creates a list of staff who are trained and qualified to provide interpreter and/or translation assistance, contracts out for qualified interpreter and translation assistance in languages that are not represented on this list, and trains on how to access these services.

Migrant Education Department

A child is eligible for the MEP (and thereby eligible to receive MEP services) if the child:

- a. Meets the definition of “migratory child” in section 1309(3) of the ESEA,¹ and is an “eligible child” as the term is used in section 1115(c)(1)(A) of the ESEA and 34 C.F.R. § 200.103; and
- b. Has the basis for the State’s determination that the child is a “migratory child” properly recorded on the national Certificate of Eligibility (COE). Information necessary to determine a child’s eligibility for the MEP, and to document such eligibility on the COE, is based on an interview with the child’s parent/guardian or spouse, the child (if the child is the migratory worker), or another individual who is not the child’s parent/guardian or spouse (e.g., an older sibling or other household member), but who has direct knowledge of the information needed by the recruiter to determine eligibility. (Recruiters are those individuals who contact migratory families, explain the MEP to them, and collect the necessary information to determine whether a child is eligible for the MEP.) While it is preferable to obtain information regarding qualifying work directly from the worker, workers’ statements may be relayed by the interviewee if the worker is not available at the time of the interview.

Scholars’ Rights

All scholars have the right to feel safe from threats and bodily harm while at school. Disruptive behaviors are never acceptable, and when they occur, will result in the appropriate consequences and/or disciplinary action including having a parent come to the school to take the scholar home. Parents who have a conflict with a scholar other than their own child and/or parent are requested to speak to the administration. At no time may parents approach a child not their own, directly.

All scholars and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment, misuse of internet (Facebook, or other electronic social media) or other verbal or physical conduct against a scholar or employee will NOT be tolerated. Police will be called when necessary. Please review policy on BULLYING for more information.

Supply List

Scholars will receive a school supply list from their homeroom advisor which lists/identifies needed school materials. Advisors will send a notification home when supplies need to be replenished.

Telephone

The telephones in the main office or in any of the offices are for school business and must be used as such. We ask parents not to call or text their child and we ask scholars not to use their cell phone in the bathroom or other areas to contact a parent. Furlow faculty and staff are happy to contact parents.

Wednesday Courier, K-5

Every Wednesday your child will bring home a green folder with important information in it. This will be your child’s advisor’s way to send home sign and return items, and the office will regularly send information in them. Please set aside a few minutes with your child every Wednesday evening to look at the courier and sign/complete whatever your child needs to return to school.

Withdrawal

If it becomes necessary for a scholar to withdraw from Furlow, the parent must come to the front office and complete a withdrawal form. Records will not be forwarded to another school until the parent goes through the withdrawal process. Books will need to be returned, any fees owed must be paid, etc. Once a scholar has withdrawn from Furlow, he/she may not return to Furlow without going through the lottery process.

A scholar may be withdrawn for excessive absences if they are in violation of the Compulsory Attendance Law. ([O.C.G.A. § 20-2-690.1](#))

SCHOOL SAFETY

School Resource Officer

The Sumter County Sheriff's Office has assigned a full-time School Resource Office (SRO) to Furlow Charter School for the 2023-2024 school year. The SRO's duties range from school safety on and around campus, assistance with discipline matters that may carry a criminal charge or are of a serious nature that requires the involvement of law enforcement. The SRO's primary role is not to administer school-wide discipline or to search scholars without the involvement of administration. Administration will contact the parent or guardian of the scholar in the event the SRO, or other law enforcement personnel are required for a Code of Conduct violation. When parents / guardians are not able to report to the school, the principal or assistant principal may serve as *en loco parentis* when scholars, who are minors, are questioned by law enforcement.

Closed Campus

Furlow Charter School operates a closed campus for the safety and security of the scholars, faculty, and staff. Scholars must remain on school grounds from the time of arrival, even if a class has not started, until the time of dismissal. Once the school day ends, scholars must leave campus unless they are participating in an extra-curricular activity.

Scholars who want to leave campus during the school day must have permission from a parent/guardian and must sign out in the front office. As soon as scholars have entered the school campus, whether riding in or driving a vehicle, scholars cannot leave the campus. When a scholar returns to campus, he or she must check in at the front office.

If a scholar needs to go to their vehicle, they must have written permission from an administrator. Failure to do so may result in a discipline referral.

Scholars arriving at school before 7:45 a.m. should report to their designated waiting areas; 1) elementary - Café Furlow, or 2) middle & high school – gymnasium. Scholars may not be in any other areas of the building until 7:45 a.m. without permission from an administrator. Scholars who are dropped off should not exit their cars before 7:30 a.m. Prior to 7:30 a.m., scholars will not be permitted to congregate in any areas outside the school.

Scholars are not to be in the hallway without permission. Upon checking out, scholars are to leave campus immediately.

Upon arrival, scholars who drive to school should exit their cars and report to the gymnasium immediately.

Off-Limits Areas

In order to ensure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are off-limits to scholars at all times:

- Teacher Lounge
- Receptionist Area
- Any storage/outbuildings on the school property
- Any unsupervised area/location on campus

Disruption of Public Schools (O.C.G.A. 20-2-1181)

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local Governing Boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Emergency Preparedness Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves Furlow's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school will be held at least once each year. Parents/guardians should remind their children that during emergency drill scholars must respond quietly and quickly and must follow the direction given by their advisors and administrators.

Severe Weather Information

In the event of severe weather, we will make every effort to use our phone calling system to alert our parents. Nonetheless, please watch the local news, check your email, and visit our website/Facebook page for updates.

Scholar Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time scholars are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons/guardians and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

Emergencies

In the event of an emergency, the school will utilize the School Messenger System to contact (by phone and by email) all parents with any pertinent information. It is very important for parents to check their email if they miss the phone call before calling the school. During an emergency, our focus is on ensuring the safety of our scholars not answering the telephone. If the school is on lock-down for the safety of the scholars, parents will not be allowed to get their children. In the event of such an emergency, scholars will not have access to their electronic devices for their own protection.

Emergency Evacuation

Your child's safety is paramount. We must always be prepared for the unexpected. We will hold periodic fire-drills, lockdowns, and extreme weather procedures for all scholars and staff. Under extreme circumstances should we need to evacuate the building the local police will assist us in determining the location the scholars would be held.

Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. During such an emergency, we will make every effort to use the phone system to keep you informed as well as our school web page and Facebook page. We understand that as parents your first inclination is to get to your child in the event of an emergency. We ask that you please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. Please remember that children will be released to a parent/guardian only and that parent/guardian must have a picture ID in order to retrieve the child.

Loitering on School Property (O.C.G.A. 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Scholars are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A scholar may not enter or remain in any school building on weekends or after school hours without authorization or permission.

Tobacco-Free Schools

School policy prohibits the use of all tobacco products everywhere, by everyone, 24 hours per day, seven days per week on any school property. "Tobacco products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes. Additionally, lighters are prohibited on campus.

Search and Seizure

An administrator may conduct a reasonable inspection of school property and scholars' school desks, backpacks, and articles carried upon their persons in accordance with law and school policies.

A scholar's backpack, pockets or other articles carried upon their persons may be searched when a Furlow official has a reasonable suspicion that the scholar is violating or has violated the law or Furlow rule. Any search of a scholar's person or personal belonging must be conducted in a manner and scope that is reasonably related to the circumstances. When necessary and justified, any search that requires a scholar to remove articles of clothing must be conducted in private by a school official of the same sex as the scholar and must be conducted in the presence of another school official of the same sex.

Lockers, desks, electronic devices, and other property of the school may be subject to inspection for any reason and without warning or notice. Although not required, personnel should try to limit random searches of school property without reasonable suspicion. At the time school property is assigned to a scholar, scholars should be provided with the rules and regulations of using school property and reminded that such property is subject to search by school officials. Omission of this reminder shall not preclude the search of school property. Additionally, the principal or his/her designee may authorize law enforcement or other individuals' to access school property to conduct a search in accordance with law.

In the event the search of a scholar's person, personal possessions, locker, or desk reveals the scholar is concealing material, the possession of which is prohibited by federal, state, or local law, the proper authorities shall be notified so that they may take appropriate action. Additionally, a scholar may be subject to disciplinary action in accordance with school policies.

Items which are generally prohibited by the scholar Code of Conduct may be confiscated by an administrator (except for cell phones which may be confiscated by a staff member and turned in to administration). Confiscated items must remain in the possession of administration, until the items are relinquished to the parent/guardian. For all items not relinquished to the authorities, the principal shall determine the appropriate time for disposal of a confiscated item or when the item may be returned to the scholar or their parent/guardian.

Falcon's Nest

Furlow Charter School offers a before and after school childcare program called the Falcon's Nest, available to scholars grades K-8. Scholars may be dropped off as early as 7:00 a.m. and picked up as late as 5:45 p.m. The monthly cost of this service is \$60 per child, due on the first day of Falcon's Nest each month. The entire fee is to be paid each month, regardless of how many days the scholar attends the program. Scholars whose fees are not paid in full by the 5th of the month will be removed from the roster, charged a \$10 late fee, and not be allowed to stay for the Falcon's Nest until the scholar's account is made current. Scholars that are removed from the Falcon's Nest roster for failure to pay who continue to remain after school will have their guardian/s contacted for immediate pickup starting on the 6th of the month. If a parent is excessively late, it may result in the Sheriff's Office and possibly DFACS called due to child abandonment. Additionally, scholars who have outstanding Falcon's Nest balances may not be allowed to participate in field trips and extracurricular activities.

Please note: The Administrative Staff of Furlow Charter School reserves the right to make changes/additions to this handbook as the need arises. Parents will be notified of any changes via the Furlow website and the Furlow Family Fast Forward.

APPENDICES

Furlow Scholar Technology Use Agreement Grades K-5

- I will only use the Internet when there is an adult in the room with me.
- I will not give out any information about myself, my family, or anyone else on the Internet.
- I will not speak to strangers on the Internet without my advisor's permission.
- I will tell my advisors and parents if anyone on the Internet asks personal questions about me.
- I will use only appropriate language when using the Internet.
- I will tell my advisor if I see anything on the Internet that makes me uncomfortable.
- I will not copy anything from the Internet and claim it is my work.
- I will take good care of school-owned technology equipment, treating it as if it were my own.

Scholar Signature

Date

Parent Signature

Date

Furlow Scholar Technology Use Agreement—Grades 6-12

- I accept that using computers and accessing the Internet is an educational advantage afforded me by Furlow Charter School and that inappropriate use of computers, Internet, and other technology may result in my loss of their utilization and other possible disciplinary action.
- I accept that the primary use of computer resources and the Internet is to support research and education.
- I will follow all copyright regulations and will not copy or pirate software. I will not take hardware, software or computer supplies provided by the school district.
- I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- I understand that email is not guaranteed to be private. People who operate the system have access to all school e-mail and monitor Internet activity when the Internet is accessed using school technology.
- I will not access information that is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms/activities.
- I will not conduct business transactions, commercial activities or political lobbying on school technology.
- I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet online. I agree not to meet in person with any stranger that I have met online. I will not publish personal information about other users or pretend to be someone else when sending or receiving information.
- I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material on school technology.
- I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
- I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware/software, vandalizing data, invoking computer viruses or attempting to access to restricted or unauthorized network services.
- I will act responsibly and appropriately in Social Media relationships with fellow scholars, advisors, and others – whether or not they are a part of our educational environment. Considering how social media interactions affect the school, fellow scholars, advisors, myself, and others will be the highest priority.
- I will promptly disclose to my advisor or other school employee any message or information that I receive that is inappropriate or makes me feel uncomfortable.
- I understand and agree with Furlow Charter School's contract for computer use and that Furlow Charter School and its designees will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the school's system or network.
- I understand that should I break this contract my access to computers will be revoked and disciplinary actions taken.

Scholar Signature

Date

Parent Signature

Date

Covenant

FURLOW PARENT/GUARDIAN COVENANT

Please initial each line below:

_____ I believe that my child can learn and I want him or her to remain enrolled at FURLOW.

_____ I pledge to show respect for my scholar, his/her advisor, school personnel, and school property.

_____ I am committed to ensuring that my child exhibits good character and is proficient or advanced in reading, math, and writing.

_____ I pledge to work with my scholar's advisors to create the most productive learning environment possible for my child, including providing a quiet place at home for my child to work on academics.

_____ I pledge to provide transportation for my scholar to and from school. I understand that instruction begins at 8:00 am and that my scholar is late if he or she is not seated and ready to work at 8:00am.

_____ I pledge to support my scholar's academic achievement by ensuring that homework is completed and returned to school.

_____ I pledge to communicate with my scholar's advisor, including attending parent conferences, and to communicate any problems that my child may be having to my child's advisor or the appropriate FURLOW staff.

_____ I pledge to commit 10 hours of volunteer service during the course of the school year for the good of the FURLOW family.

Parent Signature

Date

FURLOW SCHOLAR COVENANT

Please initial each line below:

_____ I believe that I can learn.

_____ I understand that academic achievement and good character are keys to my future success.

_____ I want to go to school at Furlow Charter School.

_____ I pledge to respect myself, my fellow scholars, and all FURLOW personnel.

_____ I pledge to respect the property of other scholars, FURLOW personnel, and the school.

_____ I will work cooperatively with other scholars and my advisors.

_____ I will obey the rules of my classroom and FURLOW.

_____ I will come to school prepared to do my best.

Scholar Signature

Date

RELEASES AND ACKNOWLEDGEMENTS

Furlow Photo/Video Release

Throughout the year, there are occasions for which Furlow Charter School will take pictures or videos of children participating in school related activities. Furlow Charter School may use these pictures/videos in Furlow Charter School publications, local newspapers, on the school website, around the school, or with partnering organizations. Parents will be contacted for permission if the scholar's name is intended to be published.

_____ I give my consent for Furlow Charter School to use pictures/videos of my child.

_____ I do NOT give my consent for Furlow Charter School to use pictures/videos of my child.

Parent Signature _____

Date _____

MEDIA CENTER

Scholars will have access to a variety of resources in our media center, including books, computers, and instructional games. We must ensure that those resources are maintained. Therefore, if scholars check out materials from the media center and those materials are lost or damaged, parents will be responsible for replacing or paying for the items.

_____ I understand that I am responsible for replacing or paying for damaged or lost items checked out to my child from the Media Center.

Parent Signature _____

Date _____

Handbook Acknowledgement

By signing below, I acknowledge receipt of a Family Handbook, I have reviewed and understand its contents, and I agree to abide by the guidelines set forth herein.

Parent Signature _____

Date _____

STATEMENT TO REQUEST ACCOMMODATIONS FOR SPECIAL DIETARY NEEDS IN THE SCHOOL MEAL PROGRAMS (SCHOOL YEAR 2023-2024)

Please read guidance and instructions on page 2 before completing this form. Part 1: To be completed by Parent/Guardian			
Child's Name	Age of Child	School Name	Grade/Classroom
Parent/Guardian Name (Please Print)	Phone Number	Email Address	
Parent's Signature			Date
Part 2: Disabilities – Complete all sections applicable.			
Please provide a description of the child's physical or mental impairment and how it restricts the child's diet.			
Please explain how to accommodate the disability.			
List any dietary restrictions or special diet instructions for school meals.			
List food(s) to be omitted from diet: . . .	List food(s) to be substituted: . . .		
Designate texture modifications needed for all foods: <input type="checkbox"/> Pureed <input type="checkbox"/> Diced/finely ground <input type="checkbox"/> Chopped/cut into bite-sized pieces	Designate consistency for liquids: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Pudding thick <input type="checkbox"/> Honey thick </div> <div> <input type="checkbox"/> Nectar thick <input type="checkbox"/> Thin/normal consistency </div> </div>		
List any special equipment or utensils needed:			
Additional comments about the child's eating or feeding patterns:			
Signature Below (See Guidance and Instructions on page 2). Required for accommodations outside the meal pattern.			
Signature of State Licensed Healthcare Professional			Date
State Licensed Healthcare Professional's Name, Title & Phone Number (Please Print)			Date

GUIDANCE AND INSTRUCTIONS TO REQUEST ACCOMMODATIONS FOR SPECIAL DIETARY NEEDS IN THE SCHOOL MEAL PROGRAMS

The medical statement on page 1 must be completed and submitted to Furlow Charter School before any meal substitutions can be made. If changes are needed, the parent/guardian is required to submit a new form.

Guidance

Disability

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, “a person with a disability” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. According to the ADAAA, most physical and mental impairments constitute a disability.

Major life activities include, but are not limited to, caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentration, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

U.S. Department of Agriculture (USDA) regulations require reasonable modifications to school meals to accommodate children with disabilities when the disability restricts the child’s diet. Modifications will be determined on a case-by-case basis.

Accommodations for special dietary requests that can be made within the Program meal pattern requirements do not require a medical statement. The School Food Authority may require a medical statement signed by a State licensed healthcare professional be submitted to accommodate the request.

State Licensed Healthcare Professional is a professional who is authorized to write medical prescriptions under State law, and may include a physician, nurse practitioner, or a physician’s assistant. Please refer to the Medical Association of Georgia, **Georgia Prescribers Chart**: <http://www.mag.org/sites/default/files/downloads/georgia-prescribers-chart.pdf>.

Instructions

Part 1: To be completed by the parent/guardian for all special dietary requests.

Part 2: Please provide sufficient detail for the school food service to make appropriate accommodations. This section must be completed and signed by a State licensed healthcare professional when the modified meal does not meet the Program meal pattern requirements. The district Section 504 Coordinator, School Food Service Professional and/or other team member will work with you to manage the process of meal modifications.

Signature: Signature from a State licensed healthcare professional is required when the reasonable modification does not meet the Program meal pattern requirements.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or email: program.intake@usda.gov.

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