



2020/2021 Family Handbook

All Grades

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TABLE OF CONTENTS

Introduction	6
Charter Schools	6
Why Charter Schools?.....	6
How Do Charter Schools Work?.....	6
What Makes Furlow Charter School Different?	7
Philosophy and Goals.....	7
Parents As Partners	8
Individual Needs	9
Vision And Mission Statement	9
Inspire.....	9
SOAR	9
Enrollment Policies	10
Arrivals And Dismissals.....	12
Car Rider Procedures	13
Walker Policy.....	13
Early Dismissal	13
Visitors	14
Attendance.....	14
Absence from School	14
Academics	16
Grading.....	16
Homework.....	16
Make-up Work	16
Graduation Requirements.....	16
Plagiarism and Scholar Work.....	17
Promotion/Retention	17
Gifted Education	18
Dual Enrollment.....	18
Field Trips	18
Scholarship.....	18
Dual-Enrollment and AP Course Conversions	19
High School Transfer Scholar Graduation Requirements.....	19
Recess And Physical Education	19
Credit Repair	19
Credit Recovery	20
Valedictorian and Salutatorian Information.....	20

Additional Information.....	21
Discipline.....	21
Detention.....	21
Suspension.....	21
Discipline Schedule.....	22
Violence Against Furlow Advisors, Officials, or Employees.....	26
Bullying.....	26
Sexual Harassment.....	27
Weapons.....	28
Grievance Policy.....	28
Tribunal Policy.....	29
Scholar Dress and Conduct.....	30
Scholars’ Standards of Dress.....	30
Dress Code Infractions.....	31
Morning Routine.....	31
Honor Code.....	31
Celebrations.....	32
Extra-Curricular Activities.....	32
Scholar Clubs And Activities.....	32
Code of Sportsmanship.....	32
Eligibility For Athletics.....	32
Extracurricular Activities List.....	33
Technology / Electronics / Social Media.....	34
Electronic Devices.....	34
Cellphone Policy.....	34
Email For Scholars.....	34
Google Drive and Google Classroom.....	34
Technology Use.....	34
Social Media.....	35
Photographs and Videos.....	37
Health & Nutrition.....	37
Food and Drinks.....	37
Cafeteria Program.....	37
Special Assistance Alternative Community Eligibility Provision.....	38
In-School Medication Administration.....	38
Scholar Illness.....	39
Immunizations.....	39
Enrollment Requirements.....	39

Injuries.....	40
Nurse	40
Personal or Academic Belongings, Materials, and Supplies	40
Instructional Equipment, Books, Materials & Supplies.....	40
School Ids.....	41
Labels	41
Lockers.....	41
Lost And Found.....	41
Parent Information.....	41
Parent Portal	41
Communication	41
Parent/Advisor Organization (PTO)	42
Parent Volunteers	42
Administrative Information	44
Request For Records	44
Returned Checks	44
Debts	44
Scholar Records	44
Transcripts.....	44
Family Educational Rights and Privacy Act (FERPA).....	44
Rights Under the Protection of Pupil Rights Amendment (PPRA)	45
Furlow Governing Board	46
Equal Opportunity And Non-Discrimination.....	46
Homeless Students	47
English Language Learners.....	47
Migrant Education Program.....	48
Scholars' Rights	48
Supply List	48
Telephone.....	48
Wednesday Courier, K-5.....	48
Withdrawal.....	48
School Safety.....	49
Disruption of Public Schools (O.C.G.A. 20-2-1181)	49
Emergency Preparedness Plan/Emergency Drills.....	49
Severe Weather Information	49
Scholar Emergency Safety Information	49
Emergencies	49
Emergency Evacuation.....	49

Loitering on School Property (O.C.G.A. 20-2-1180)	49
Tobacco-Free Schools.....	50
Search And Seizure	50
Falcons’ Nest.....	50
Appendices	51
Furlow Scholar Agreement for Technology Use – Grades K-5.....	52
Furlow Scholar Agreement for Technology Use—Grades 6-12.....	53
Covenant	54
Releases and Acknowledgements	55

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 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 DIFFERENT?

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 students, 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 students, facilitated in part by the implementation of a weighted-lottery.
- The Charter School shall promote a positive school experience that engages students, 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 by 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 the 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).

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 will be graded on their fulfillment of these ideals with the following scale: Rarely, Sometimes, Often. These ideals will be reinforced during Morning Meetings and throughout the day across curricular subjects.

SOAR

Furlow's Positive Behavior Interventions and Supports aims to have all stakeholders understand and meet our behavioral expectations at Furlow by using the acronym SOAR to be:

- Safe
- On time
- Accountable
- Respectful

Recognition will be given daily to scholars who meet the behavioral expectations at Furlow!

ENROLLMENT POLICIES

Furlow 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:

1. 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.

2. Enrollment Eligibility/Criteria

Any student 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 student shall be restricted from enrolling when FCS determines that:

1. The student 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 student's disciplinary record or other evidence from the student's prior school or school district, FCS determines that the student's prior conduct:

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

FCS shall enroll the student, 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.

3. Pre-Enrollment Process

In January of each year, Furlow 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 students 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.

4. 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 students, so long as the student remains eligible according to the eligibility criteria;
2. Any student 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 student 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 of 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 students but shall not impact the enrollment status of any current student.

5. Enrollment Lottery and Waiting List

In accordance with Furlow's Lottery Policies and Procedures, a random lottery process will be implemented to fill student 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 wait list if a slot becomes available. However, if contact or a decision is not made within 72 hours the next student on the list may be extended the offer.

6. Enrollment

Once a student 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 student lives within the attendance zone.

7. 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 this time, they must report to the cafeteria. At 7:45 a.m., children will be released to their classrooms. Scholars should be in their classroom and in a seat when instruction begins at 8:00 a.m.

Pick up: Scholars will be released each day at 3:20 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 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 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: As a fundraising resource for the school and at the request of parents, Furlow established Furlow First To Go. Parents may pay \$100 annually to park in the lot to the right of the building to have scholars delivered to your car between 3:15 and 3:20 p.m. Parents may complete the appropriate paperwork at Open House or in the office. Space is limited.

Early Release: On Early Release Days, scholars will be dismissed at 11:30 a.m. (11:20 a.m. for Furlow First to Go). On Early Release Days, there is no Falcons' Nest.

Tardies: Instruction will begin at 8:00 a.m. Anyone coming in after that time is disturbing the learning environment. Parents who **arrive after 8:00 a.m. will need to park, come in the building and sign in their child.**

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 time of day for all faculty.

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.
- Scholars should enter their parent/guardian's vehicle on the passenger side of the vehicle.
- 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 2:00 p.m.

If you would like to speak to your child's advisor, the drop-off/pick-up lanes 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 in 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 a picture I.D.

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.

EARLY DISMISSAL

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 get their child. We ask that ALL parents abide by this policy. **Scholars should not be signed out 30 minutes prior to the end of the school day.** 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. 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.

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 be considered absent.

Attendance is different for **high school scholars**. For them, 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. Make-up work will be at the discretion of the advisor.

Tardy: 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 in to the office to sign scholars in late or sign scholars out early. Do not go to your child's classroom.

Parents of scholars with 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. For each class, scholars will sign a tardy log. For every five tardies in a single class, the scholar will be given an office referral. 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.

ACADEMICS

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.

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 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 Pre-Calculus	4 units	4 units
Science Biology Physical Science	4 units	4 units

	Chemistry Environmental Science		
Social Studies	World History U.S. History American Government Economics	4 units	4 units
Health and Personal Fitness		2 units	2 units
Modern Language		3 units	3 units
Fine Arts or CTAE Electives		4 units	4 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
TOTAL UNITS		27 units	27 units

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.

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:

Scholars must have no more than 10 unexcused absences for the school year scholars must pass ALL academic classes. Scholars must pass the state standardized tests as outlined by the state requirements. In the 3rd grade, scholars must score at or above grade level in reading on the ELA portion of the Georgia Milestones End of Grade tests. In the 5th and 8th grades, scholars must score at or above grade level in reading on the ELA portion of the Milestones and at least a 2 on the Math portion of the Georgia Milestones End of Grade tests.

Parents may appeal a scholar's retention by submitting a letter to the executive director.

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 Student Search Process.

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

DUAL ENROLLMENT

Dual Enrollment is a program offered by the state of Georgia in which scholars who score at designated levels on the Technical College System of Georgia placement test and/or the SAT/ACT may take college courses to replace high school courses. Furlow scholars who are eligible are encouraged to participate. Contact Dr. Collier for further information about this program.

FIELD TRIPS

Often field trips provide scholars with a perfect 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.

SCHOLARSHIP

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

Director'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.

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/>

HIGH SCHOOL TRANSFER SCHOLAR GRADUATION REQUIREMENTS

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. Tenth graders will have to earn a minimum of three credits in Foreign Language and three credits in Fine Arts; eleventh graders will be required to earn a minimum of two credits in each area; 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.

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. The scholar must sign the credit repair agreement. If credit repair option is not granted, the scholar will have to complete the course via Credit Recovery through GA Virtual Learning 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 Georgia Credit Recovery Program, 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 Georgia Credit Recovery. 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 Dr. Karen Collier, Assistant Principal 229-931-8667, extension 8670

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.

Valedictorian and Salutatorian

Class ranking shall be determined by the Cumulative Numeric 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 numeric 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 numeric 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 numeric 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 executive director of the school will select a committee to determine the recipients of any scholarships or grants.

ADDITIONAL INFORMATION

The successful completion of a senior capstone project is required to graduate from Furlow Charter School.

Furlow scholars are required to take all state mandated assessments with the exception of End of Course exams for Dual Enrollment unless required by federal law.

DISCIPLINE

Our objective is to provide a learning environment that is safe and orderly, an environment where everyone is treated with courtesy and respect. We expect that our scholars are developing appropriate behaviors that will help them reach their full potential intellectually, physically, and ethically. We expect our scholars to be on their best behavior and that their ability to behave will improve with age and practice.

DETENTION

A scholar who violates the discipline policy may be assigned after-school detention by the classroom advisor or special subject advisor. Detention may be held from 3:30 p.m. until 4:30 p.m. **Advisors must provide notification to parents by speaking directly to them prior to the child being retained after school. NO CHILD SHOULD BE PLACED IN AFTER SCHOOL DETENTION WITHOUT PARENT NOTIFICATION AND CONFIRMATION.**

Scholars are required to sit quietly during detention. If a scholar becomes disruptive during afterschool detention, the scholar may be required to serve an additional after school detention, or may be assigned other consequences. If a scholar misses detention due to absence, the next day he/she must bring an excuse from his/her parent. The scholar will have to make up detention upon his or her return to school.

SUSPENSION

Suspension is the exclusion from school for a period of 1 to 10 days. A suspension may be imposed by a building administrator.

No scholar will be suspended until he/she has been informed of the reason for the suspension and has been given the opportunity to respond. The parent/guardian will be notified by phone or in writing if a scholar is suspended. When a suspension is assigned for more than ten (10) days, a hearing with the Governing Board may be required in order for the scholar to return to school.

No scholar in public preschool through third grade shall 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, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student's behavior endangers the physical safety of other students or school personnel.

Scholars who are suspended are not permitted on school property and are not permitted to attend or participate in any school sponsored events during their suspension. Further disciplinary action will be taken if the scholar violates this rule. If a scholar has been suspended out of school on several occasions, the RTI team will help design an individualized behavior management plan for that scholar. This plan will be used to help improve a scholar's behavior and keep him/her in school. All required work that is missed during a suspension must be made up within the allotted time.

DISCIPLINE SCHEDULE

This schedule provides examples of behaviors that detract from learning and the possible consequences to the scholar. This is not an all-inclusive list, but a guideline for expectations on how distracting or inappropriate behavior will be addressed by advisors and administrators.

The goal of this policy is to limit distractions and hindrances to learning. Scholars should not bring toys or other items to school (i.e., fidget spinners, games like Pokemon cards, and toy guns, swords, weapons etc.) which will distract them or other scholars.

Parents please remember: We do not tolerate scholar disruptions during class time. Regardless of the age of the child, a scholar who disrupts class by blurting out repeatedly, moving about the classroom so as to remove the attention of the scholars from the advisor, failing to follow classroom rules, arguing with or belittling other scholars, throwing things, hitting, pushing or shoving others will be removed from class and the parent will be called to come and get the child.

LEVEL 1 Offenses (Classroom Level):

This level of correction is used when the behavior engaged is of a minor but consistent action warranting intervention on the part of the advisor or other school staff. These actions create a breach in the advisor being able to teach and the scholar being able to learn. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident.

Examples of these actions might be but are not limited to the following:

- Violations of classroom rules
- Loud talking, loud laughing or use of a tone that disrupts the learning process in the classroom, hallway, cafeteria, etc.
- Arguing with another scholar or the advisor that interrupts the learning environment
- Failing to stay in an assigned area of the classroom after being asked to remain in an area
- Lying to a advisor
- Failure to follow directions given by an adult
- First incident involving cell phones
- Playing with toys (fidget spinners etc.) that distract scholars
- Putting hands on another scholar – pushing, shoving
- Possession of toy gun, sword, etc.

Level 1 Consequences include but are not limited to:

- Phone call home to parent/guardian
- Isolation of the scholar (with written reflection)
- Loss of privileges
- On-site conference with advisor and parent/guardian
- Change scholar's seating location inside classroom
- Detention
- Any punishment deemed appropriate by the administration
- Community Service

Note: Three consecutive occurrences of the same offense (fully documented by advisor) may be considered a major offense and lead to an office level consequence.

No scholar will be referred to an administrator unless all required consequences have been exhausted (exception: Severe-Level 3 Offense). This list of consequences is not intended to be exhaustive. Advisors should be creative in finding ways to modify children's behavior in positive ways.

LEVEL 2 Offenses (Office Referral):

This level of correction is used when the behavior engaged is persistent and repeated and interferes with the smooth operation of the instructional environment or in the running of the school program. These actions can occur in the classroom, in the gym, in the cafeteria, outside of the school building or at school sanctioned or even non-school events. This might include but is not limited to repeated acts

of minor misconduct as seen in Level 2; of actions of a scholar against another scholar, adult or Furlow property that does not seriously endanger the health, safety, or well-being of others but does disturb the learning environment or the school climate. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident. Level 2 infractions may include:

- Continuation of an unmodified Level 1 offense
- Disrespect/defiant response or attitude to adults in the school setting
- Talking back, shouting or defiance directed at any adult employed by Furlow
- Continued failure to follow the dress code
- Dress Code violation, (including failure to wear ID when on Furlow campus for all Middle and High Students (4th offense)
- Academic dishonesty (cheating which may include turning in someone else's work, copying answers from the scholar seated near you, plagiarism using another scholar's work or materials from the internet, etc.)
- Taking items that belong to another scholar or adult.
- Using cell phones or any electronic device on school property (unless with the permission of and in the presence of school personnel).
- Destruction of school property such as consumables, crayons, markers, stapler, pencil sharpener, hand sanitizer machine, scholar ID, books or other classroom materials, etc.
- Tampering of any kind with school technology or technology owned by other scholars or advisors.
- Disrespectful or demeaning language directed at another scholar or adult.
- Vulgar, profane or discriminatory language directed at another scholar or adult.
- Public displays of affection-kissing, hugging or touching one another inappropriately (1st offense)
- Threatening another scholar or adult either by word or behavior (this includes pushing, shoving, tripping, etc.).
- Bullying on the first offense, harassment, cyber-bullying, or intimidation as defined in Georgia law [O.C.G.A. § 20-2-2751.4](#).
- Second incident involving cell phones

Level 2 Consequences

All consequences/disciplinary options above Level 1 require the involvement of an administrator as well as the referring advisor. Consequences may include:

- Disruption and interference with the normal operation of school. This includes pulling blocking the entrance to a classroom so that scholars or advisors could not enter, disorderly conduct, refusal to give a school employee their name, urging other scholars to violate the rules of the school, using a cell phone in a bathroom or other part of the school to make contact with others.
- Conference involving advisor, parent, counselor and/or administrator
- Detention after school
- Loss of Privileges
- Community Service
- Behavior Contract
- Immediate removal of the scholar from the classroom or area where the infraction occurs and request made for parent to come to the school.
- Mandatory Administrative detention; Scholar must provide written apology to the individual with whom the event occurred.
- Restitution of stolen or broken item.
- Grade penalty of an assigned "0" if infraction is for academic dishonesty.
- Referral to Counselor
- Any other intervention or consequence deemed appropriate by advisor, counselor, parent or administrator.
- Cell phones confiscated
- Parents are required to purchase a replacement ID.
- Possible suspension from school
- Possible referral for expulsion

Note: Three consecutive occurrences of the same offense (fully documented by advisor) may be considered a major offense and lead to an office level consequence.

LEVEL 3 Offenses (Office Referral)

This level of correction is used when the scholar's misbehavior is repeated but the offenses may not be related; however, the smooth operation of the instructional environment or the running of the school program may be impeded. These actions can occur in the classroom, in the gym, in the cafeteria, outside of the school building or at school sanctioned or even non-school

events. This might include but is not limited to repeated acts of misconduct as seen in Level I and Level II; of actions of a scholar against another scholar, adult or Furlow property that could endanger the health, safety, or well-being of others and may also disturb the learning environment or the school climate. These behaviors are of a serious nature and may result in a scholar's suspension from school and school activities. The consequences for any infraction is left to the discretion of the administrator based on variables involved in the incident. Level 3 infractions may include:

- Any behaviors from Level I or Level II that are repeated and are not corrected by discipline administered.
- Intimidation or harassment of another scholar or adult based on disability
- The fifth failure to comply with the dress code.
- Second infraction involving academic dishonesty.
- Second infraction of public displays of affection.
- Refusing to follow directives given by an administrator involving a disciplinary consequence.
- Lying (committing perjury), falsifying, omitting information, misrepresenting or erroneously reporting information regarding instances of alleged inappropriate behavior by any Furlow scholar toward another scholar in regard to an incident that has occurred.
- Bullying on the second offense, harassment, cyber-bullying, or intimidation as defined in Georgia law [O.C.G.A. § 20-2-2751.4](#).
- Inappropriate or unwanted touching of another scholar or adult.
- Using vulgar/profane or aggressive language toward another scholar or adult including disrespectful language or behavior directed at a advisor, administrator or any Furlow school personnel.
- Defacing, damaging or destroying the property of another individual.
- Defacing, damaging or destroying the property of Furlow.
- Encouraging others to become involved in acts that are prohibited or disrupt the learning environment or the school environment at large.
- Taking still or video pictures of any individual while on school property without their clear and express permission. This includes taking pictures of other scholars and/or staff members.
- Placing vulgar or inappropriate pictures on websites and encouraging scholars to visit those websites either at school or at home.
- Having vulgar, profane or sexual pictures, texts, etc. in possession or sharing such with any other scholar particularly younger scholars.
- Stealing and possession or sale of stolen property
- Fighting
- Gang Activity
- Harassment, threats or intimidation of other scholars or adults
- Possession and/or use of any kind of fireworks, lighters, or other inflammatory device.
- Skipping class, skipping school, truancy
- Leaving the class without permission

Level 3 Consequences

All consequences/disciplinary options above Level 1 require the involvement of an administrator as well as the referring advisor. Consequences may include:

- Temporary removal from class by administrator
- Community service as determined by the administrator.
- Detention
- Any other intervention or consequence deemed appropriate by advisor, counselor, parent or administrator.
- Parent Contact
- Out of school suspension
- Recommend for Tribunal
- Restitution of property and damages
- Contact Resource Officer

Note: Three consecutive occurrences of the same Level 1 or 2 offense may result in a Level 3 consequences.

LEVEL 4 Offenses (Office Referral)

This level of correction is used with the behavior that is of a serious nature. Tier IV Misconduct is of such a serious nature that the scholar will be removed from the classroom or the area where the act takes place immediately and will be subject to long term suspension or expulsion as well as a possible involvement of local law enforcement. Level 4 infractions may include:

- Any behaviors from Level 1, 2, or 3 that are repeated and are not corrected by discipline administered.

- Making oral or written communication, creating a document, or making a symbolic gesture or contact of a threatening, undermining, or provoking nature to any scholar or school employee at Furlow. This includes, but is not limited to, disrespectful conduct, insults, use of profanity, ethnic, racial, sexual, disability, or religious slurs, or harassment that includes a “hit list,” “people to kill, shoot, injure...” or a statement of any kind about bringing a weapon to school and injuring people.
- Verbal assault including the threatening of violence to other scholars or staff of Furlow as well as to any individual on the Furlow campus.
- Physical assault directed at or to other scholars or staff of Furlow as well as to any individual on the Furlow campus.
- Trespassing on Furlow campus after hours or when suspended from school.
- Third act of bullying, harassment, cyber-bullying or intimidation as defined in Georgia [law O.C.G.A. § 20-2-2751.4](#).
- Fighting or physical violence towards another scholar whether it causes harm or otherwise.
- Sexual harassment in any form.
- Having possession of, sharing or distributing obscene or pornographic material in print or computer, flash-drive, CD, DVD, etc.
- Having possession of or attempting to sell or give bullets or shells, paint cartridges for paint ball guns, or any type or part of a firearm.
- Having possession of a knife, blade, box cutter or any cutting device that could cause harm.
- Engaging in any type of behavior in the community that requires placement at a YDC facility or requires the use of a monitoring device.
- Selling, giving, delivering to another person, or possessing, using, or being under the influence of marijuana (including but not limited to marijuana suckers, candy, etc), any controlled substance (including tobacco), any medication not prescribed to the taker, or any dangerous drug while on campus or at any school function.
- Selling, giving, delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; possessing, using, or under the influence of alcohol prior to attending school or while at school; possessing, using, or under the influence of alcohol prior to or during a school-related activity.
- Engaging in conduct which contains the elements of an offense relating to abusing glue or aerosol paint, or relating to volatile chemicals.
- Engaging in conduct that contains the elements of public lewdness.
- Engaging in sexual conduct on campus or at a school sponsored activity.
- Engaging in conduct that contains the elements of the offense of criminal damage to property in the first or second degree, either on or off campus.
- Stealing, extorting, gambling, or possessing stolen property.
- Using, exhibiting, or possessing a firearm.
- Using, exhibiting, or possessing another weapon
- Using, exhibiting, or possessing fireworks of any kind whether homemade or purchased.
- Discharging or participating in the discharge of a fire extinguisher.
- Discharging or participating in the discharge of a fire alarm anywhere within or on the FURLOW school campus.
- Engaging in serious and persistent offenses that disrupt or materially interfere with the orderly process in the classroom, the school or any school-related activity.
- Engaging in any type of behavior or conduct that is punishable as a felony or as a delinquent act which would be a felony if committed by an adult including, but not limited to:
 - Aggravated assault
 - Aggravated battery
 - Sexual battery or aggravated sexual battery
 - Rape or statutory rape
 - Sodomy or aggravated sodomy
 - Child molestation or aggravated child molestation
 - Enticing a child for indecent purposes
 - Cruelty to children
 - Murder, felony murder, or voluntary manslaughter
 - Kidnapping
 - Robbery
 - Arson
 - Terroristic threat

Level 4 Consequences

All consequences/disciplinary options above Level 1 require the involvement of an administrator as well as the referring advisor. Consequences may include:

- Scholars involved in any of the above situations will be referred for long term suspension or expulsion to the Governing Board.
- The scholar may also be subjected to any other appropriate consequences as required or recommended by school administrator or law enforcement.

Note: Three consecutive occurrences of the same Level 2 or 3 offense may result in a Level 4 consequence.

VIOLENCE AGAINST FURLOW ADVISORS, OFFICIALS, OR EMPLOYEES

Furlow will have zero tolerance for any kind of intentional or threatened violence inflicted on a Furlow school official, a Furlow employee, or any member of the Furlow community. Physical violence shall include intentionally making physical contact of an insulting or provoking nature or intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of him or herself. Terroristic threats made against Furlow advisors, officials, or employees will also be deemed violence. In the event that a scholar is charged with violence against a school employee, the scholar will be disciplined by expulsion and criminal charges may be filed.

Verbal harassment and/or intimidation of Furlow advisors, officials, or employees based on disability, gender, religion, race, or sexuality will not be tolerated. A minimum consequence of one day's suspension will be enforced.

BULLYING

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 an issue in schools that 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.

- If a scholar tries or threatens to injure another scholar, and he has the apparent present ability to do so, that is bullying.
- 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.

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

It is important for parents to be aware that, as required by Georgia law, if a scholar in grades six through twelve commits a third bullying offense in school year, the scholar will be expelled.

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 executive director 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 (Dr. Collier/Anderson or Mrs. Downs)" 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."

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.

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 a scholar, administrator, or other school system employee shall make an oral report of the incident by telephone or otherwise to the school executive director or executive director's designee within 24 hours. If the executive director is the person accused of the sexual abuse or sexual misconduct, the oral and written report should be made to the chair of the Governing Board or the Chairman's designee.
- Any school executive director or executive director's designee 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 executive director shall immediately contact the Chairman of the Governing Board who will initiate an investigation into the allegations.
- Reports of acts of sexual misconduct against a scholar by a 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 school executive director or executive director's designee 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 executive director will notify the Chairman of the Governing Board and the executive director will contact appropriate police authorities, and will coordinate with the appropriate authorities to make a report to the appropriate child welfare agencies, and will coordinate with the Chairman of the Governing Board to make a report to the Professional Standards Commission.

WEAPONS

The term weapon is defined in Code Section [16-11-127.1](#) and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being.

Although House bill 60 that went into effect this July allows people with a license to carry a gun into a school safety zone, school functions or on school provided transportation with the approval from the appropriate school official, we have decided that only licensed police personnel will be allowed to carry a gun/weapon onto the property of Furlow Charter School or to any school function off the campus.

A weapons charge will automatically result in a tribunal.

GRIEVANCE POLICY

Students and parents/guardians have the right and responsibility to express school-related concerns and grievances to the faculty and administration. Students 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 executive director

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

- Teachers – to the executive director
- Extra-curricular sponsors/coaches – to the assistant principal or executive director
- The assistant principal – to the executive director
- The executive director 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 student 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.

Responses 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.

TRIBUNAL POLICY

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 executive director 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. 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 student 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 student 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 student's parent/guardian. The notification shall include the following:

1. A brief statement of the act(s) student 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 student's parent/guardian waives the hearing.
7. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.
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 student'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 student/parent/guardian.

Continuance:

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

The student's parent/guardian/representative may request a continuance of the hearing from the executive director. 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 student's parent/guardian or representative, the student 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 student and a parent/guardian agree that the student is guilty of the charges; that the disciplinary action proposed by the school is appropriate; and that the parent/guardian will waive the student's right to a hearing. Such agreement must be reduced to writing in a formal *Tribunal Waiver Agreement* that clearly states that the student admits guilt to

the charges, that all parties agree to the consequences, and that the parent/guardian and student 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 student'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 executive director or designee will present the facts of the case against the student as well as the reason for the recommendation. The executive director/designee, the school's attorney, the student'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 student or the appropriate discipline. The hearing officer has the authority to limit unproductively long or irrelevant questioning.

The student'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 student is represented by an attorney, the school's attorney will be present. The student's parent/guardian must notify the executive director not less than 48 hours prior to the tribunal if the student may be represented by an attorney. Failure to give such notice can result in the tribunal being continued 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 executive director. Appeals via email alone may be accepted but appealing parties must confirm receipt with the executive director within the 20-calendar-day appeal timeline. Appeals by the executive director 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 student/parent/guardian, and the executive director. 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.

SCHOLAR DRESS AND CONDUCT

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.

Cleanliness of persons and appropriate apparel is expected as a matter of health and aesthetics.

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/or field trips.

Furlow Charter School's Desired Attire for Scholars, Kindergarten-12

Ideally, scholars will wear a Polo type shirt with collar or button-down shirts with collar. Scholars are encouraged to wear a Furlow shirt on Fridays.

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

1. Pants, shorts, and skirts should be worn properly at the waist and have no holes or patches, even if they do not show skin. Scholars are not to wear joggers, sweat pants, wind pants, or athletic leggings/pants. Leggings may only be worn as tights under a dress or tunic. Leggings are not to be worn as pants except for scholars in Grades K-3. (Ex. leggings worn with a t-shirt are prohibited.) Shorts must meet the fingertip rule: with arms at sides and normal posture, the shorts much reach down to the tips of the fingers.
2. 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. Dresses, skirts, and tunic tops must meet the fingertip rule.
3. 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. Leggings, footless tights or other under garments, including white undershirts, may not be worn by themselves.
4. Sleep attire including bedroom shoes/slippers are not allowed.
5. Clothing which displays alcohol, drugs, tobacco, illegal substances, or gangs, including symbols, logos or trademarks thereof, is prohibited.
6. Clothing which displays obscene, vulgar, inflammatory, derogatory, or suggestive language, gestures, or pictures is prohibited.
7. Hats, caps or any other head coverings are not appropriate for wearing in the building unless worn for religious reasons. Bandanas are not appropriate at school. Hats should not be visible inside of the building.
8. Sunglasses should not be visible inside the building. This includes wearing sunglasses on head or around the neck, etc.
9. Chains (wallet, extended key chains, etc.) 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. Body piercings other than earrings are prohibited.
13. 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. Sandals must have a back strap across heel. No flip-flop type shoes allowed.
14. School ID badges must be worn by middle school & high school scholars and remain visible at all times.

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. Each subsequent infraction, after the first infraction, will result in a call home, office discipline referral, and consequences determined by the administrator.

MORNING ROUTINE

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."

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.

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.

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 comport themselves as ladies and gentlemen 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

Mummers Literary Club	The Furlow Literary Club is expanding by the year! From Quartet to One Act Plays, our Literary Club gives high schoolers a creative outlet while also honing important skills, such as public speaking.
Key Club	Key Club is an international, student-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."
Basketball	Currently open to grades 6 and up, the program is intramural in nature.
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.

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, iPods, iPhones, iWatches, CD players, 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).

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 shall turn off and secure their cell phones in their book bag or other area designated by their advisors (door hanger, box, cubbies, etc.) during the school day. Scholars should not "show" their phones to their peers or pull them out for any reason (i.e. checking the time). The school will not be held responsible for lost or damaged student cell phones. If it becomes necessary for a scholar to use the cell phones for any reason, the child must get permission from school personnel and use the phone in the presence of school personnel. **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.

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

1st offense: Student must pay \$6.00 at the end of the day (or the following day if it is taken up after 11:00am).

2nd offense: Student must pay \$7.00 after phone is kept for a week.

3rd offense: Student must pay \$10.00 after phone is kept for two weeks.

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

If a student refuses to give a cell phone or electronic device to an advisor, advisor may write the student up on a discipline referral. Administrator may assign up to five days in ISS for non-compliance. Administrator will then take up the cell phone and it will be held for one month.

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:
 - a. 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;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. 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 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.

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 once in a while. Children attending both a school and childcare facility (including after-school programs) must have valid documentation at each location. In the event that there are two locations where documentation is needed, copies of these forms are acceptable.

The School 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, the School 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

Furlow 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 Furlow scholars will 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.

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

Scholar may not share lockers and the scholar assigned the locker will be held responsible for any items in his/her locker. Lockers may not be decorated with any stick-on material that cannot be removed. There should be no decorations on the outside of the locker.

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).

Additionally, we will use the Remind application for information. Remind will text you messages from FURLOW and your child's advisors. To join, text "81010" with the message "@XXXX." Replace the XXXX with the year of your child's graduation which can be found below:

12th grade: 2021
11th grade: 2022
10th grade: 2023
9th grade: 2024

8th grade: 2025
7th grade: 2026
6th grade: 2027
5th grade: 2028

4th grade: 2029
3rd grade: 2030
2nd grade: 2032
1st grade: 2033
Kindergarten: 2033

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!

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 executive director.

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 executive director 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 executive director 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 executive director. 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. The [Family Education Rights and Privacy Act](#) (FERPA) requires that scholar records be maintained confidentially and provides parents and scholars various rights with respect to scholar records. In addition, FERPA allows certain types of personally identifiable information, known as "Directory Information" to be released by Furlow without the consent of a parent or scholar. Parents may request that Furlow not release any directory information regarding their scholar by notifying the office manager, in writing, no later than **August 30, 2019**.

TRANSCRIPTS

Scholars who need to request a transcript can do so by completing the Furlow Transcript Request Form located on Furlow Charter School's homepage and paying the transcript request fee in Furlow's Front Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and scholars over 18 years of age or an emancipated minor under State Law ("eligible scholars") certain rights with the respect to the scholar's education records.

These rights are:

1. The right to inspect and review, within 45 days of a request, the educational records of a scholar who is your child, or in the case of a scholar who is eighteen (18) or older, or those who are emancipated, your own educational records. Parents/guardians or eligible scholars should submit to the executive director a written request identifying the record(s) they wish to inspect. The executive director will make arrangements for access and provide notice of such arrangements

2. The right to request the amendment of the scholar's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the scholar's privacy or other rights. To request the school to amend a record, parents/guardians or eligible scholars should write the executive director, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the scholar's privacy or other rights. If the school decides not to amend the record, it will notify the parents/guardians or eligible scholars of the decision and inform them of their right to a hearing before the governing board. Additional information regarding the hearing procedure will be provided with the notification of the right of the hearing.

3. The right to file a complaint with the United States Department of Education concerning the alleged failures by Furlow to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
Department of Education,
400 Maryland Avenue, SW,
Washington, D.C. 20202-5920

4. The right to consent to disclosures of personally identifiable information contained in the scholar's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a member of the governing board; a person with whom the school has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent/guardian or scholar serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the scholar seeks or intends to enroll. In addition, attendance and disciplinary information will be shared with the Georgia Department of Driver Services, pursuant to Sec. [O.C.G.A. 40-5-22](#).

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students 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 students 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 student or student's parent;
2. Mental or psychological problems of the student or student'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 student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student 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 student, 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 students 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 students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• *Inspect*, upon request and before administration or use:

4. Protected information surveys of students and surveys created by a third party;
5. Instruments used to collect personal information from students 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 student 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 student 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 students 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 students 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.

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

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 STUDENTS

Reference: 42 USC 11431 et. seq.

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.

Homeless students 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; and
- D. any nutrition programs.

The Furlow Board, at its annual organization meeting, will appoint a Liaison for Homeless Children to perform the duties as assigned. Additionally, the 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.

ENGLISH LANGUAGE LEARNERS

When scholars are enrolled in Furlow Charter School, 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. What language does your child most frequently speak at home?
2. Which language do adults in your home most frequently use when speaking?
3. Which language(s) does your child currently understand?

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

Entering kindergarten scholars are administered the K-WAPT. On the K-WAPT, first semester kindergarten scholars that score 29 or 30 on Listening and Speaking do not qualify for ESOL services. First semester kindergarten scholars who score 28 or lower on the Listening and Speaking sections of the screener qualify for ESOL services.

If scholars are in the second semester of kindergarten or the first semester of first grade, all four sections of the K-WAPT (Listening, Speaking, Reading, and Writing) are administered. Scholars who score 29 or greater on the Listening and Speaking sections must also score 11 or greater in Reading and 12 or greater in Writing in order to not qualify for ESOL services. If any of these scores are below those thresholds, the student qualifies for ESOL.

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.

MIGRANT EDUCATION PROGRAM

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 blue 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 Registrar's 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.

SCHOOL SAFETY

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 the school system'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 insuring 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

To maintain order and discipline in the schools and to protect the safety and welfare of scholars and school personnel, school authorities may search a scholar, scholar desks, scholar lockers or scholar automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this discipline code, the term "unauthorized" means any items dangerous to the health or safety of scholars or school personnel, or disruptive to any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the scholar.

A scholar's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

Personal Searches: A scholar's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the scholar is in possession of illegal or unauthorized materials.

If a search of a scholar's person is conducted it will be conducted by a school employee of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the scholar has on his or her person an item imminently dangerous to the scholar or to others, a more intrusive search of the scholar's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the executive director or his or her designee, unless the health or safety of scholars will be endangered by the delay which might be caused by following these procedures.

Desk and Locker Searches: Scholar desks and lockers are school property and remain at all times under the control of the school; however, scholars are expected to assume full responsibility for the security of their lockers. **Periodic general inspections of desks and lockers may be conducted by school authorities for any reason at any time without notice, without scholar consent, and without a search warrant. Searches may be conducted by local law enforcement officers, school resource officers, school administrators, or school faculty.**

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition.

FALCONS' NEST

Furlow Charter School offers a before and after school child care program called the Falcons' 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 6:30 p.m. The monthly cost of this service is \$60 per child, due on first day of Falcons' 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 10th of the month will be removed from the roster, charged a \$10 late fee, and not be allowed to stay for the Falcons' Nest. Scholars that are removed from the Falcons' Nest roster for failure to pay who continue to remain after school will have their guardian/s contacted for immediate pickup starting on the 11th of the month. Continued non-payment may result in the Sheriff's Office and possibly DFACS called due to child abandonment. Additionally, scholars who have outstanding Falcons' Nest balances will 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 AGREEMENT FOR TECHNOLOGY USE – 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 AGREEMENT FOR TECHNOLOGY USE—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 e-mail 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

____ 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

____ 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 _____

**Furlow Charter School's Medical Plan of Care for School Nutrition Program, 2020 - 2021
(Students with Disabilities and Non-Disabling Special Dietary Needs)**

The following child is a participant in one of the United States Department of Agriculture (USDA) school nutrition programs.

- USDA regulations 7CFR Part 15B require substitutions or modifications in school nutrition program meals for children whose **disability** restricts their diet and is supported by a statement signed by a **licensed physician**. Food allergies which may result in a severe, life-threatening (anaphylactic) reaction may meet the definition of "disability."
- The school food authority may choose to accommodate a student with a **non-disabling special dietary need** that is supported by a statement signed by a **recognized medical authority** (physician, physician assistant or nurse practitioner).
- The school food authority may choose to make a milk substitution available for students with a **non-disabling special dietary need**, such as milk intolerance or for cultural or religious beliefs. If the school food authority makes these substitutions available, the milk substitute must meet nutrient standards identified in regulations. If available, this will be indicated in Part 2. A parent/guardian or **recognized medical authority** (physician, physician assistant, or nurse practitioner) may complete this section. If this is the only substitution being requested, complete Part 1 and 2 only.

Part 1: To be completed by Parent/Guardian (all requests for special dietary needs)

Child's Name		Date of Birth	M	F
Name of School/Center/Program		Grade Level/Classroom		
Parent's/Guardian's Name		Address, City, State, Zip Code		
()	()			
Home Phone	Work Phone			

Part 2: Request for milk substitution for non-disabling special dietary needs only

School/school district does not make milk substitutes available to students with non-disabling special dietary needs. Do not complete Part 2. Water is available for all students.

School/school district provides **Lactose – Free Milk** as a milk substitute to students with non-disabling or other special dietary needs when Part 2 is completed by Medical Authority or Parent/Guardian and approved by the school/school district. Water is available for all students.

Does the child have a non-disabling medical or special dietary need that restricts intake of fluid milk? Yes No

List medical or special dietary need (e.g., lactose intolerance or for cultural or religious beliefs):

Medical Authority or Parent/Guardian Signature: _____ **Date:** _____

Part 3: To be completed by Physician/Medical Authority

Disability/Special Dietary Needs

Does the child have a **disability**? Yes No

If Yes,

Please identify the disability and describe the major life activities affected by the disability.

Does the child's disability affect their nutritional or feeding needs? Yes No

If the child **does not have a disability***, does the child have special nutritional or feeding needs? Yes No

(*These accommodations are optional for schools to make)

If Yes, please identify the medical or other special dietary condition which restricts the diet.

If the child has a disability or special dietary/feeding need, please complete Part 4 of this form and have it signed and stamped with the office name and address of a licensed physician/recognized medical authority.

Part 4: To be completed by Physician/Medical Authority

Diet Order

List any dietary restrictions, such as food allergies or intolerances (list specific foods to be omitted):

List specific foods to be substituted (substitution cannot be made unless section is completed):

List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All."
 Cut up/chopped into bite sized pieces:
 Finely Ground:
 Pureed:

List any special equipment or utensils needed:

Indicate any other comments about the child's eating or feeding patterns:

Physician/Medical Authority Printed Name and Office Phone Number	Address or Office Stamp
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Physician/Medical Authority's Signature	Date
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Part 5: Parent Signature	Date
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Part 6: School Nutrition Program Director Signature	Date
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Health Insurance Portability and Accountability Act Waiver
 In accordance with the provisions of the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Rights and Privacy Act, I hereby authorize _____ (medical authority) to release such protected health information of my child as is necessary for the specific purpose of Special Diet information to _____ (school/program) and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning my child with the school program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for my child. I understand that permission to release this information may be rescinded at any time except when the information has already been released. My permission to release this information will expire on _____ (date). This information is to be released for the specific purpose of Special Diet information.

The undersigned certifies that he/she is the parent, guardian or official representative of the person listed on this document and has the legal authority to sign on behalf of that person.

Parent/Guardian Signature: _____ **Date:** _____
 (Signing this section is optional, but may prevent delays by allowing us to speak with the physician)

Please have parent/guardian review form annually and initial/date if no changes are required. Any changes require submission of a new form signed by the Physician/Medical Authority.

Parent confirmed no change in diet order. ___ Date _____ ___ Date _____ ___ Date _____
 ___ Date _____ ___ Date _____ ___ Date _____ ___ Date _____ ___ Date _____

A copy of this form should be kept by the School Nutrition Manager and the Nurse. FERPA allows school nurses to share student's medical information regarding dietary needs with school nutrition services.