



# **Furtah Preparatory School Student Handbook**

## PREFACE

**THIS FURTAH PREPARATORY SCHOOL HANDBOOK IS PUBLISHED FOR PARENTS AND FACULTY. USE OF THIS INFORMATION FOR ANY OTHER PURPOSE, PRIVATE OR COMMERCIAL, IS PROHIBITED.**

***The purpose of this Handbook is to provide rules, regulations, and expectations for the school year. For your welfare and the efficient operation of the School, it is important that parents and students acquaint themselves with the Handbook and abide by the established rules and procedures.***

The policies, procedures, and regulations outlined in this Handbook are the products of cooperative measures through specific channels and approved by our governing Board. No person, parent or otherwise, may unilaterally override, abrogate, or ignore procedures or policies outlined in this Handbook. Furtah Preparatory School believes that a positive and constructive working relationship between the School and a student's parents/guardian is essential to the accomplishment of the School's educational mission. The School accordingly reserves the right to terminate or not renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purposes. If parents are concerned with a particular matter they are encouraged to discuss the matter with the appropriate member of the administration or faculty.

### **NONDISCRIMINATORY POLICY AS TO STUDENTS**

Furtah Preparatory School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### **FURTAH PREPARATORY SCHOOL HISTORY**

Furtah Preparatory School was founded in order to provide a safe and nurturing learning environment for students and parents who feel smothered or lost in their current school environment. Our small class sizes, caring and knowledgeable faculty, and flexible curriculum help each student reach his or her highest potential.

### **MISSION STATEMENT**

*Inspiring Hope - Changing Lives*

Frederick J. Furtah Preparatory School strives to inspire hope in every student, with regard to academic, social, physical, and creative achievement. Furtah Prep's core belief is that hope is vital to a child's success; therefore, by providing that hope, we are able to unlock the potential in every child and to change lives.

### **OUR PHILOSOPHY**

Frederick J. Furtah Preparatory School is a place where diversity is valued and learners who think outside the box are embraced. We are committed to helping all children excel through intellectual, creative, and physical development. By providing innovative teaching approaches in the learning environment, teachers encourage students to discover their own unique talents.

Parent involvement and support is essential to the achievements of each student, as well as the school itself. Working together as a community promotes success.

## ACCREDITATIONS AND MEMBERSHIPS

Fully accredited with Quality by the [Georgia Accrediting Commission](#).

Member of the [Georgia Independent School Association](#).

## GOVERNANCE

Furtah Preparatory School is an independent, non-profit corporation engaged in independent education and is governed by a self-perpetuating Board. Trustees represent no particular constituency of the School; rather, they have the responsibility to balance the interests of the entire school community. The Board of Trustees sets fiscal policy only. It also sets all fees and tuition. It is the Board of Trustees which hires the Headmaster to whom it delegates all administrative responsibilities. The Chief Administrative Officer of the School is the Headmaster. He is responsible for carrying out the policies of the Board of Trustees. All constituents work with the Headmaster. He is directly responsible for the faculty, staff, students, and day-to-day affairs. All questions concerning the administration of the School should be directed to the Headmaster or the appropriate staff member designated on the Furtah Preparatory Organization Chart. The Board of Trustees, the Booster Club and Parent Advisory Committee are not responsible for administrative matters.

## GENERAL POLICIES & PROCEDURES

### Admission

Furtah Preparatory School was founded on the idea that every student has a unique mind and brings unique talents to share and to be nurtured in the classroom. We accept students of varying academic levels. Entrance tests, records from previous schools, recommendations, and a personal interview are required for the application process to Furtah Prep. Admission is granted to qualified students regardless of race, creed, or national origin.

### Entrance Requirements/Admission

Please visit the FPS website ([www.furtahprep.org](http://www.furtahprep.org)) for **complete information** regarding required documents to enroll/register at the school. The following is a summary of documents which must be on file for **all** students:

- Birth Certificate: A birth certificate with a legal raised seal or other acceptable legal evidence of birth must be presented. A copy of the certificate will be made and the original will be returned.
- Georgia Certificate of Immunization (Forms 3231 and 3300): It is required by law that your child has a **current** immunization on file. Immunization may be obtained through your private physician or the Health Department.
- Any additional medical information
- Social Security Number: A social security card or a signed waiver must be presented for all students upon enrollment. To participate in the Hope Scholarship Program, a Social Security Number **must** be on file.
- Court order documentation
- All admission forms are online and information **must be kept current** and updated for yearly enrollment.
- Students receiving special education services must have a current IEP and Psychological Evaluation on file.

*\*\*FPS has a right to request a current psychological evaluation of any student given a change in academic performance. Parents/guardians are responsible for any expense in obtaining current testing.*

### Health and Immunization Records

These records must be on file in the school office prior to the first day of school as required by state law.

### Custody

School personnel are **bound by law** to release children to either of their natural parents **unless** we have on file a copy of a **court order** which grants custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. It is the responsibility of the custodial parent to provide FPS with a bona fide copy of the court order or other legally binding document showing proof of custody. This document should identify limitation of physical custody on the non-custodial parent or family member.

### Records

In cases of withdrawal, records will be forwarded when requested by the child's new school. Please notify FPS at least one week in advance of a move so that paperwork can be completed. Student records are available for inspection by parents or guardians upon request. For additional information, see "**Transcripts and Records.**"

### Transcripts and Records

FPS will maintain permanent records for students currently enrolled. Records will also be kept for one year after graduation and until the date of graduation for withdrawn students. Written parental permission or a signature of an 18 year old is required for the release of a student's permanent record. Copies of transcripts or other records **require one week** lead-time. For students no longer enrolled in FPS, a fee of \$5.00 will be assessed for the printing and sending of a transcript. For additional information, see "**Records.**"

## **Reenrollment**

All students who are in good standing both academically and socially shall be invited to reenroll for the following school year by the end of February. Reenrollment is completed online. All necessary information will be communicated in late January.

## **FINANCES**

### **Tuition/Fees**

All payments are due in the Business Office on the first of the month. A late fee will be charged when payments are over ten days late. A fee will be charged for checks returned from the bank. No reduction is made for the school year fees, as per contract, because of absences, withdrawal, or dismissal.

### **Payments and Drop Box**

Payments to FPS should be placed in the black drop boxes located on the walls of each building inside the main doors. The memo line of all checks should contain the student's name and specifically what the check is for. This includes payments for field trips, tuitions, and fees. All cash payments should be brought to me so that a cash receipt can be provided. Please do not place cash in the drop boxes.

### **Tuition Waiver Policy**

ALL STUDENTS ARE ACCEPTED ON A FINANCIAL BASIS FOR AN ENTIRE SCHOOL YEAR. The full tuition shall be deemed as fully earned as of June 1 (regardless of payment plan) for each student who is enrolled as of June 1, for the following school year. No deductions, rebate, or waivers will be made for dismissal, withdrawal, absence, illness, or for any other reason, except as provided below. Furtah Preparatory School offers no Tuition Refund Insurance Plan.

### **Unpaid Fees**

**In order to carry out the Board policy regarding the payment of tuition and fees, the FPS Finance Manager will notify the Registrar, the RenWeb administrator, the Headmaster, and the Athletic Director (in the case of Athletic Fees), when the following occurs for any family/student attending Furtah Preparatory School.**

#### **If tuition is delinquent as of September 15th:**

Students and their families will be denied access to RenWeb and will be asked to meet with the Finance Manager to rectify the situation. If acceptable arrangements cannot be made and/or the account is not made current by September 30, 2013, the student will be asked to leave. If the student is asked to leave because of issues pertaining to tuition, no academic credit or partial academic credit will be given for any courses taken **until** the student's account is in good standing.

#### **If tuition is delinquent as of December 15<sup>th</sup>:**

Students and their families will be denied access to RenWeb and will be asked to meet with the Finance Manager to rectify the situation. If acceptable arrangements cannot be made and/or the account is not made current, students will not be eligible to take semester exams, will not receive credit for the first semester courses, will not receive a report card for the first semester, and will not be re-admitted on the first day of class in January. No academic credit or partial academic credit will be given for any courses taken during the first semester of the school year **until** all course requirements have been met and the student's account is in good standing.

#### **If tuition is delinquent as of March 15<sup>th</sup> :**

Students and their families will be denied access to RenWeb and will be asked to meet with the Finance Manager to rectify the situation. If acceptable arrangements cannot be made and/or the account is not made current, students will not be re-admitted on the first day of class following spring

break. In addition, students will not be eligible to take semester exams, will not receive a report card, and permanent records will not be released. No academic credit or partial academic credit will be given for any courses taken during the second semester at Furtah Preparatory School until all course requirements have been met and the student's account is in good standing. If the student is a Senior, the student will not be allowed to graduate with his/her class unless tuition has been paid in full.

#### **Delinquency in payment of fees:**

- **Activity/Technology Fees:** If the Activity/Technology Fee has not been paid by the time designated, the student will be denied participation in any activity supported by the Activity/Technology Fee.
- **Senior Fees:** If the student is a Senior, and the Senior fee has not been paid by the designated due date, the student will be denied participation in any Senior activity supported by the Senior Fee.
- **Athletic Fees:** If the Athletic Fee has not been paid by the time designated, the student will be denied participation in any sport supported by the Athletic Fee.

#### **Financial Assistance Process**

Furtah Preparatory School provides financial assistance in the form of a tuition discount. A **limited amount** of need-based financial assistance/tuition discount is available on a first come first serve basis for families who:

- **Are willing to make a personal sacrifice**
- **Lack sufficient resources to fully cover the cost of tuition (financial assistance is need based).**

#### **Criteria:**

**The following criteria must be met in order to be considered for a tuition discount:**

- Financial assistance, **in the form of a tuition discount**, may be available to both new and returning students.
- The student billing account must not be in arrears (currently-enrolled students).
- The student must be in good standing academically and behaviorally (currently enrolled students).
- New students must meet all admissions criteria and must have been accepted for enrollment.
- **Qualifying students** who do not receive any additional financial assistance (e.g.; SSO Scholarship, GSNS Scholarship, Host Family tuition discount) may be eligible to receive a tuition discount of 1% - 50%, depending on qualifying financial need and the financial aid budget established for the 2013-2014 school year.
- **Qualifying students** receiving an SSO Scholarship, GSNS Scholarship, or Host Family tuition discount, may be eligible to receive a tuition discount of 1% - 20% **of the balance owed for tuition** once the SSO, GSNS scholarship, or Host Family tuition discount has been applied. Again, the Finance Committee will

make decisions based on qualifying financial need of the family as well as the financial aid budget established for the school year in question.

- Grantees must re-apply for financial assistance each year.
- An award of financial assistance in one year does not imply that financial assistance will be awarded in succeeding years, nor does it imply that the amount of assistance granted will be the same in succeeding years.
- Students receiving financial assistance must maintain a 2.5 GPA, or the financial assistance will be revoked for the remainder of the year.

**The completion of the financial aid application is not a binding agreement that any assistance is available or will be granted.**

**Procedures:**

- An admissions application (new students) or online re-enrollment (returning students) must be completed including payment of applicable enrollment fees **prior to submission of an application for financial assistance.**
- Complete the **FACTS “Grant & Aid Assessment”** form (<http://www.factstuitionaid.com>). ***This procedure is an assessment of financial need*** and, as indicated above, is to be completed online. Only one form needs to be completed each year, even if you have several children at FPS. To be considered for financial assistance for the school year in question, submission of all financial aid documents from all parents and/or guardians financially responsible for the student (including uploaded prior year Federal Tax Returns, all supporting schedules and forms, and W-2’s) **MUST BE COMPLETED AND SUBMITTED TO FACTS GRANT & AID** in order to accurately determine “financial need.”
- **Before assistance in the form of a tuition discount will be considered**, all requested forms must be submitted to and verified by **FACTS TUITION GRANT & AID, including tax returns, W-2 forms, etc.** Financial assistance applications must be submitted to FACTS, along with all supporting documentation **once the request for assistance has been noted by the Finance Manager.** **Please do not send any tax information to Furtah Preparatory School.**
- The **FPS Finance Committee** will review all completed applications to make a determination of recommended financial assistance awards.
- Furtah Preparatory School reserves the right to request additional financial information from financial assistance applicants at any time.
- **It is the responsibility of the parent(s) to track the financial aid/need application from start to finish. Unfortunately, parents who fail to provide the required information, do not follow the guidelines, or miss the May 15th deadline, may not be considered for assistance.**
- Financial Assistance Award Letters will be e-mailed to recipients.

- The financial assistance acceptance letter must be signed and returned to the Finance Manager ***within 5 days of the emailed Award Letter*** being sent - or the award may be revoked and the assistance awarded to other students.
- Acceptance for admission/re-enrollment is required **prior** to any award notification.
- Any assistance awarded will be dependent on the financial aid budget established for the current school year.

If you have any questions, please contact the **Finance Manager, Christy Houchins**, at 678-574-6488.

If you are interested in financing the tuition through a loan, we are aware of these educational loan programs:

- Springstone Financial LLC  
1-800-920-9777  
[www.yourtutionsolution.com](http://www.yourtutionsolution.com)
- Sallie Mae  
1-888-272-4665  
[www.salliemae.com/K12](http://www.salliemae.com/K12)

### **Withdrawal Procedures**

When a student is going to withdraw from school, he/she should bring a note from the parent or guardian at least one week in advance of the withdrawal date. The note should give the last day the student will be in attendance, the area to which the family is moving, and the name of the school the student will be attending (if known). The student should give the note to the Office Manager. For additional information see **“Records”**.



## ARRIVALS AND DEPARTURES

### The School Day

The school day begins at 8:30 a.m., by which time all faculty and staff are available for help and consultation. The offices open at 8:00 a.m. Any students arriving on campus prior to 8:20 a.m. should report to the cafeteria directly.

All students should be picked up by 3:30 p.m. unless they are participating in an activity sponsored and supervised by a teacher or a coach. Students who must wait at school past that time will be expected to check into the After-School program.

### Dismissal Time

Dismissal time is the most dangerous time in the school day. We ask that all parents assist us in making the dismissal time as well organized and as safe as possible. Patience, cooperation, and care are demanded of all and by all. To assist and regulate dismissal procedure, students are held by teachers and administration until they are called to be dismissed to their appropriate vehicle and/or parent. Please do not text or call your child and notify them you are here. They are not allowed to leave the assigned dismissal area until called by the carpool faculty representative. We appreciate your cooperation in this important safety issue.

### Change in Transportation at Dismissal

A written notice is **required** any time a student wishes to go home with a friend or change his/her normal routine for getting home from school. A note is required from both parties- the guardian of the child changing transportation plans and the new party transporting the child. This should be given to the office at the beginning of the day. The **note** is critical and is for your child's protection. Changes in dismissal procedures during the day are on an emergency basis only.

## STUDENT DRIVERS

- **If your student drives to campus:** FPS requests that you contact the school office **between 8:30 – 8:45 am** on any day your student driver will be absent from school. This will save time by eliminating unnecessary phone calls by office personnel. **Please make certain your phone number(s) on file are updated at all times.**
- Upon arrival, before going to homeroom, **all** students **must** hand-in keys to the front office.
  - Failure to turn in your keys to the office will result in verbal warning, detention, and loss of privilege to drive.
- Student drivers will be dismissed to their cars at **3:15 PM.**
- Students who drive **must have written permission** from their parent/guardian for **early dismissal.** A phone call will be made to the parent to verify this request. If a parent cannot be reached, the student may **not** leave regardless of the student's age. Any student who leaves campus after being informed that the early dismissal cannot be verified will serve one day ISS.
- **Students who have verified permission for early dismissal must sign out in the office.**
- All student drivers must register with the school office and park in the designated area only.
- The registration form for student drivers is available on the FPS website: ([www.furtahprep.org](http://www.furtahprep.org)) and will have a cost of \$25.00 per semester due at the time of application. This fee is non-refundable.
- Drivers must park against the white fence in front of the field.
- **Student drivers are NOT ALLOWED TO DRIVE AROUND THE ART BUILDING. Please enter and exit only through the upper half of the parking lot.**
- In the event of a tornado warning or other inclement weather, student drivers will not be released. Please have a contingency plan in place.

- Student drivers will not be allowed to have passengers in their car unless they follow the guidelines listed below:
  - Both the driver and passenger have **written permission** from the parent/guardian for the transportation to occur.
  - The student driver is within the window allowed by law to transport passengers under the age of 21 not related to them.
- The vehicle driver/owner of any vehicle will be responsible for the use of the vehicle while on campus and subsequently for any violation of these rules and regulations by persons other than the driver/owner if the offense is committed with or in the vehicle.
- Furtah Preparatory School shall not be responsible for the losses or damages to the property of users of its facilities including loss due to bodily injury. Proof of insurance as required by State law will be required prior to issuance of a parking permit.
- The Headmaster is authorized to revoke or suspend parking/driving privileges on campus due to violations of the Student Code of Conduct or attendance policies. To emphasize the importance of being on time to school, remaining at school and attendance at school, the principal or designee will suspend the student's parking privilege for the remainder of any semester at the time of the eighth unexcused absence, or the sixth unexcused tardy. There will be no refund of fees.
- Towing a Vehicle: The Headmaster (or designee) may authorize vehicles that are improperly parked, block emergency access, violate the student parking regulations, and/or pose a reasonable interruption to school operations, to be towed by a designated wrecker service. All towing fees will be at the owner's expense.

## MISCELLANEOUS

### Communication

The official means of daily communication to parents/guardians is through RenWeb's email system. If you have no access to email, please contact the office immediately.

Effective communication between the school and the home is essential to the successful operation of the educational program. Delivery of information to the home is a responsibility that must be **shared** by the school personnel, students, and parents/guardians. Therefore, occasionally students will be expected to transmit written notes, messages, deficiency reports, report cards and other documents intended for communication between the school and the parents.

School personnel will be responsible for making reasonable efforts in the communication process; however, school personnel will not be held responsible for student problems which develop from the refusal of students to transmit such information. **A change in residence and/or guardianship should be reported to the Office Manager immediately.**

If you wish to speak with your child's teacher, please email your child's teacher. All teachers have email addresses at the school that are easily accessible through the school's website, [www.furtahprep.org](http://www.furtahprep.org). Please utilize the school e-mail and/or RenWeb whenever possible. Please see "**Conferences**" for further information regarding scheduling appointments with your child's teacher.

### Pictures

Individual pictures will be taken during the fall of each school year for the yearbook as well as for purchase (uniform must be worn). Class and casual individual pictures (no uniform required) will be offered in the spring.

### Photographs/Slideshows

Members of the FPS faculty take photographs of students on school property, at school events in locations including, but not limited to, the lunchroom, classrooms and hallways, and athletic events. Such information is used and maintained for purposes including yearbooks, slide shows, school publications, community advertisements, and display on the FPS web site. In many instances, photographs are of students engaged in day-to-day activities including, but not limited to, riding the school bus, walking to class, eating lunch, participating in club or performance activities, attending to classroom or school activities, accepting awards and/or engaging in academic activities. As part of the Registration Process (**for both new and returning students**), this form is available for download and must be returned to the school with all Registration papers.

### Cell Phones

The display and/or use of cell phones or any electronic communication device is not allowed at any time while the student is on campus, unless deemed necessary by a classroom teacher.

Parents are asked NOT to text or call their children on cell phones during the school day. All messages should be relayed through the office.

**No such devices may be used at any time on school-operated vehicles, including buses. The use of electronic communication devices while driving on campus is prohibited. Violations of this policy will result in disciplinary actions.**

**FPS is not responsible for lost, damaged, stolen, or misplaced electronic communication devices.**

### **Messages**

Messages for students and staff will be handled through the office. **Please do not text message or call your student's cell phone.** Preservation of instructional time is of the utmost importance and we therefore ask you not to interrupt classes to talk to staff or students. It is also important that your child knows how he/she is to get home each day and limit changes in transportation to **emergency situations** only.

### **Parties**

Individual birthday parties for students CANNOT be held at school. Treats may be sent to school on your child's birthday to be enjoyed by the entire class during regularly scheduled snack or lunchtime. Please coordinate with your child's teacher in advance.

**Students are not allowed to give out private birthday party invitations at school, unless each student in the class is invited.**

### **Personal Items**

In order to preserve instructional time and avoid distractions, students are not to bring any personal playthings, novelties, equipment, etc. to school unless given permission by a member of the staff for a specific purpose. Students are expected to bring to school only items of personal property which are necessary for participation in class and extra-curricular activities. Items which are considered potentially dangerous or disruptive to school procedures will be confiscated. **Students are not to bring valuables or large sums of money to school. Any electronic devices not used for instructional purposes are not allowed in school or on buses.** These items are not only a distraction to students but are also high theft items. These items will be confiscated if seen during school hours and will be held until picked up by a parent. Headphones and ear buds may only be worn in class with teacher permission.

### **Visits**

Visitors are to report to the school office before going to any classroom. Parents are welcome to visit classes, but we do require notice of the visits so that the students, faculty, and staff can make necessary arrangements. Classes must not be interrupted, however briefly, by unannounced visits. **IN ORDER TO BRING VISITORS TO SCHOOL, STUDENTS MUST HAVE PRIOR PERMISSION OF THE PRINCIPAL.**

### **Cafeteria**

The cafeteria can be a special place provided for special purposes. Sometimes it can be used for scheduled meetings, receptions and even for classroom space. Students are not to use the cafeteria for any purpose except under the direct supervision of a member of the faculty or staff. The cafeteria will be available to middle and upper school students during the morning break and during the scheduled lunch periods. No student should use the cafeteria at any other time during the academic day without express permission from school personnel.

### **Child Abuse Legislation**

Georgia law requires that public and private school administrators, teachers, and counselors report any suspected case of child abuse or neglect to the county Department of Family and Children Services. It is not up to the school official to determine the truth or extent of the alleged abuse. Any person failing to report suspected abuse will be charged with a misdemeanor. Additional information regarding this legislation is on file in the Headmaster's office.

## **Dress and Grooming Guide (Uniform Code)**

It is our intention to provide for all our students an atmosphere which is conducive to learning. With research clearly demonstrating the positive relationship between dress and both behavior and self-concept, we have carefully created a dress code designed to encourage neatness and personal discipline while making allowances for expressions of individuality and personal taste. We solicit the understanding and support of our parents as we endeavor to present fair and consistent guidelines for student dress.

Students and their parents are reminded that, for most students, these years are filled with uneven growth and development patterns. Clothing which fits well in September may be outgrown within a few weeks or months; it is requested that students and parents periodically examine garments which are to be worn to school to ensure their continued proper fit. In addition, because fashions change so quickly, the written dress code guidelines published yearly often cannot address every current fashion trend that may arise in the interim. Because of this, and the almost infinite variety of available clothing styles, we appreciate parental support and understanding that the faculty must enforce the dress code using the written guidelines together with their adult and professional judgment.

Students who violate the dress code requirements will normally be issued a warning first followed by detention for each violation. Egregious violations or repeated dress code violations may result in the issuance of in school suspension or that the child be sent home.

### **General:**

- Students are expected to be within dress code between the hours of 8:30 a.m. until 3:15p.m. The students should also be suitably dressed before and after school when on school property.
- Clothes must fit properly (be neither undersized nor oversized), not be wrapped around the body, be tastefully modest, be neat, clean and free from holes, or tatters, frays, or wear. Undergarments should not be visible. Form-fitting clothing is also prohibited.
- For safety reasons, shoes must be worn at all times, and shoes with laces, straps, or buckles must have them secured at all times. Shower shoes, “flip flops” (regardless of ornamentation level), shoes which restrict a student’s safe and orderly movement anywhere on campus, and shoes with heels higher than 2½ inches are not acceptable. All shoes worn must have a back or a back strap to them. Socks and rubber soled shoes are required for participation in gym classes.
- Hats, caps, kerchiefs, other head coverings, and sunglasses are not to be worn indoors.
- The following items are not permitted on campus, or at any school event or activity:
  - potentially dangerous items or accessories
  - earrings for boys
  - see-through clothing
  - suggestive clothing (inappropriately tight or cut) including mini-skirts and short-shorts
  - clothing bearing large logos or advertisements
  - clothing regarding items not allowed on campus
  - clothing bearing distasteful or profane language, drawings, or symbols
- Cosmetics, jewelry, and other accessories should be applied in moderation. Visible tattoos and visible body piercings (with the exception of earrings for girls) are not permitted.
- Good hygienic practices should be followed; regular bathing, daily use of antiperspirant/deodorant, tooth-brushing, and so on is required.

- No extreme hairstyles or unnatural hair coloring will be allowed. Male students must wear their hair above their collars. If hair is longer, it must be secured in a ponytail. Beards and moustaches are not permitted.

The Administration reserves the right to authorize or prohibit any individual item of apparel even if it is not specifically prohibited by the dress code. Any authorization, however, requires "written approval." If there is any question, please email the office.

Males	Females
<p><b>SHIRT</b></p> <p>*Navy, white, or hunter green polo with school logo on upper left</p> <p>*Polos may be short or long sleeved</p> <p>*All shirts must be tucked in with a brown or black belt</p> <p>*All shirts worn under <b>uniform</b> must be white</p>	<p><b>SHIRT</b></p> <p>*Navy, white, or hunter green polo with school logo on upper left. Shirts do not have to be tucked in, as the styles chosen are fitted.</p> <p>* Polos may be short or long sleeved</p> <p>*All shirts worn under <b>uniform</b> must be white</p>
<p><b>PANTS/SHORTS</b></p> <p>*Navy shorts or pants may be worn. These may be purchased from any clothing retailer</p> <p>* Khaki and shorts and pants may be worn.</p> <p>.</p>	<p><b>PANTS/SHORTS/SKIRTS/SKORTS</b></p> <p>*Navy pants may be purchased from any clothing retailer</p> <p>* SHORTS, SKIRTS, KHAKI PANTS, and SKORTS in navy, plaid (skirt) and khaki may be worn.</p> <p>*Shorts, skirts, and skort length must be 3 horizontal fingers above the knee.</p>
<p><b>SHOES</b></p> <p>*Brown or black loafers or topsiders (sometimes called "boat shoes"). These shoes need to be plain and with no pattern.</p> <p>*Athletic shoes in mainly white, gray, or black may be worn. No Converse, basketball, or light up shoes may be worn.</p> <p>*Navy socks or white ankle socks can be worn with the <b>uniform</b></p>	<p><b>SHOES</b></p> <p>*Brown or black loafers or topsiders (sometimes called "boat shoes"). These shoes need to be plain and with no pattern.</p> <p>*Athletic shoes in mainly white, gray, or black may be worn. No Converse, basketball, or light up shoes may be worn.</p> <p>*Navy socks or white ankle socks can be worn with the <b>uniform</b>. Navy knee-high socks and tights may be worn in the colder months.</p>
<p><b>OUTERWEAR</b></p> <p>*Navy sweaters may be purchased on the <b>Uniform</b> Source website or any clothing retailer. They should be plain without a logo and a hood. They must have the school logo on the upper left.</p> <p>*Navy fleece jackets may be purchased through <b>Uniform</b> Source.</p> <p>*Outerwear not from <b>Uniform</b> Source is allowed. It must be plain and navy.</p> <p>*Outerwear that is not navy blue may not be worn inside the building and therefore may not be worn in the classrooms.</p>	<p><b>OUTERWEAR</b></p> <p>*Navy sweaters may be purchased on the <b>Uniform</b> Source website or any clothing retailer. They should be plain without a logo and a hood. They must have the school logo on the upper left.</p> <p>*Navy fleece jackets may be purchased through <b>Uniform</b> Source.</p> <p>*Outerwear not from <b>Uniform</b> Source is allowed. It must be plain and navy.</p> <p>*Outerwear that is not navy blue may not be worn inside the building and therefore may not be worn in the classrooms.</p>

P.E. **uniforms** consist of the FPS t-shirt and navy blue shorts. Middle School students may use navy blue sweatpants during the winter.

## MEDICAL AND EMERGENCY POLICIES

### Accidents and Illnesses

A new medical form is **required** each school year and is available online at [www.furtahprep.org](http://www.furtahprep.org). This form includes medical information and a medical release enabling FPS to provide necessary medical treatment in the event of an emergency when a parent cannot be contacted. A copy of your health/medical insurance card is needed for the same reason.

In an **emergency**, the student will be taken to the nearest emergency facility.

If an accident occurs that requires medical attention, 911 will be called if parents cannot be contacted. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility.

Please make certain the medical information/medical release form is current and notify the office of any changes in medical information including insurance coverage. In addition, please make sure phone numbers are updated and on file in the office. It is essential that we know how to reach you at all times.

For any illness/condition that may be considered contagious (pinkeye, fever, vomiting, head lice) the parent must make immediate arrangements for the child to go home. In cases such as pinkeye/head lice, your child will be re-admitted to school upon proof of treatment.

There is no clinic nurse on staff at FPS. Children who become ill or injured at school are given medical treatment if injuries are minor. Parents are contacted when the injury or illness is of a more serious nature or if the child makes frequent visits to the office.

Please do not send your children to school if they have a fever, if they are vomiting, if they have a contagious condition, or if they have had a serious contagious condition within the past 24 hours. Students will not be allowed to stay at school if they have conjunctivitis (pink eye), lice, or other contagious symptoms deemed severe by office personnel. We do not have the facility or personnel to allow children to sleep in the office area.

**Parents MUST have an emergency number on file so that the school can reach you if your child needs to be picked up.** Everyone's cooperation is appreciated. For further information on "Prescriptions and Medication", see "Medications."

### Medication

If it is necessary for a child to take medication during school hours, the following guidelines **MUST** be followed: All medication is to be brought to the **office** BY THE PARENT OR GUARDIAN OR OTHER DESIGNATED ADULT. (Exceptions include asthma inhalers and medication to treat allergic reactions.)

Prescription or over-the-counter medication must be maintained in the **original container** with all information clearly visible. A copy of the *Request for Administration of Medication* Form is available on the FPS website: [www.furtahprep.org](http://www.furtahprep.org) and must be filled out for **each** medication/illness or condition.

**ALL MEDICATION MUST BE HANDLED IN THIS MANNER BEFORE IT CAN BE ADMINISTERED TO STUDENTS. Prescribed drugs not found in the original container may be considered illegal and may be subject to the school's drug policy.**

Parents and/or guardians must **personally collect** from the school any unused portion of the medication within one week after the last day the medication was to be administered. Medication that is not personally collected by the parent/guardian is destroyed.



### **Infectious Disease Policy**

Furtah has adopted a policy on dealing with employees or students who are afflicted with a life-threatening infectious disease. It is the policy of the School to deal with each occurrence on a case-by-case basis. Decisions rest with the Headmaster, which will be guided by an Admissions committee.

### **Emergency Drills**

**Fire drills** will be held monthly. Evacuation routes are posted in all rooms. When the fire drill is announced, students are to line up quietly and file out of the building **in absolute silence** to the designated areas where their teacher will take roll. If the drill is announced during a class change or during students' lunch period, students are to leave the building by the nearest exit and report to their homeroom teacher.

**Tornado drills** will be held periodically during the year. When a **tornado watch** is announced, students will move to their assigned area in the Administration building and await further instructions. If a **tornado warning** is issued, all students will assume the "duck and cover" position until the signal for "all clear" is announced.

**Other emergency drills** will be held as needed.

During all emergencies/drills the use of cell phones and computers is **prohibited** to all students.

Parents should not try to contact students in case of an emergency -- you will be kept informed by the school.

### **Inclement Weather**

Furtah Preparatory School will make every effort to be open whenever possible. There will be days, however when weather conditions will make travel to and from school unsafe for both students and staff. As a rule, we will follow Cherokee County schools on the first day of a weather event. We will make every attempt to get our individual school information out to all local news stations. On the second and subsequent days of a weather event, please look for Furtah specifically as we will follow our own schedule. If a school day is to be shortened or cancelled, the announcement will be made by the major television stations (WSB, FOX5, WXIA) and by the following radio stations: STAR94, WGST, WSB, and B98.5 FM. If no announcement is made on the television or radio, the School will be open. We will also post weather related closing and delays on our official Facebook page.

Please do not call the school staff at home. This only prevents them from making the necessary communications to notify everyone.

## SCHOOL ACTIVITIES POLICIES

### Extra-Curricular Activities

Participation in interscholastic/extracurricular activities is a privilege. Students participating in these activities are school leaders who are looked up to and emulated by other students. They are role models who represent their school and depict the character of the school. With leadership much is expected – this includes additional responsibility. **Student participants must demonstrate high standards of conduct.**

When students violate these high standards, FPS may withdraw the privilege to participate in extracurricular/interscholastic activities. A student who commits the offenses listed below shall have the privilege of participation withdrawn:

- A student who uses or possesses illegal drugs or alcohol on or off school property shall be suspended from interscholastic/extracurricular activities.
- A student who is arrested for, or charged with, a misdemeanor involving moral indiscretion or a felony shall be automatically suspended from Interscholastic/extracurricular activities. The student shall remain suspended from these activities until the matter is resolved in favor of the student.

These guidelines are intended as minimal consequences. Administration may adopt additional rules and regulations as they deem necessary and appropriate.

A student who commits the offenses listed below shall be disciplined. The discipline may include, but not be limited to, suspension or permanent dismissal from the team or activity.

- Use of tobacco
- Missing practice (unless previously excused by the coach)
- Skipping school or classes
- Acting in an unsportsmanlike manner when representing the school
- Leaving school without notifying the coach that you will miss practice
- Any act, at school or away from school, which results in any disciplinary actions given by school administration **including detention.**
- Any act, at school or away from school, which, in the opinion of administration and coaches, reflects in a negative manner on the school, athletic program, or activity.

In order to participate in extra-curricular activities, a student must be counted present on the day of participation. Students must be in good academic standing in order to be considered eligible to play any sport, or participate in a literary, drama, or any artistic event.

Anyone receiving Out of School Suspension will not be allowed to participate in sports or in any other extracurricular activities until the day after the Out of School Suspension has been completed.

FPS is a member of the Georgia Independent Schools Association and all students desiring to participate in extra-curricular activities through the association are subject to the GISA rules and regulations, including “no pass, no play.” Please visit the GISA website at [www.gisaschools.org](http://www.gisaschools.org) for detailed information

### Field trips

Field trips may be scheduled for educational purposes throughout the year. Students and their parents will receive notification of such trips, dress code expectations, and other special instructions in advance of each trip. Parents are encouraged to participate in such excursions whenever possible (they will almost certainly be offered the opportunity to drive on one or more of these trips), but other visitors are not allowed. Students whose behavior has been unsatisfactory may be excluded from class trips.

All parents/guardians must complete an Emergency Contact Information Form. All students who ride the FPS bus will be expected to maintain appropriate behavior. Students shall follow all student behavior policies and regulations while on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, disrespectful conduct, or other unruly behavior. **All behavioral expectations and guidelines established during the school day apply.** Failure to maintain appropriate behavior will result in a formal discipline write up. The Headmaster and/or the Area Coordinator will meet with the parent/guardian if this occurs.

## CODE OF CONDUCT

### Discipline Code

The FPS Discipline Code of Conduct can be found on our website under the Student section, labeled "STUDENT CODE OF CONDUCT."

### Harassment/Bullying

Furtah Preparatory School seeks to maintain an environment in which all members of the school community may work, study, and enjoy freedom from harassment or bullying of any kind. Harassment may be verbal abuse (oral or written,) obscene or suggestive remarks, actual or suggested inappropriate touching, display of sexually explicit, demeaning, or offensive materials, comments which are demeaning with respect to race, religion, ethnic origin, physical characteristics, appearance, sexual orientation, or gender. Actions considered to be bullying are any physical, written, verbal, or implied communication or act which may be threatening, intimidating or demeaning. These actions are prohibited at all times and in all circumstances, including communication on the internet whether or not it originates on the FPS campus. Students who engage in harassment or bullying should expect appropriately serious consequences including suspension or separation from the school.

### Honor

Students are expected to conduct themselves with honesty and integrity at all times and to respect the trust, personal and property rights of others.

Good manners, our characteristic or customary mode of acting, grow out of an atmosphere of respect for both self and others. Guidelines for manners are designed to show respect for the institution we represent and for the individuals who participate in that institution. A student's manners reflect on himself, his family, his class, his school. At Furtah Prep, we strive to develop in students a strong respect for self, the School, and for classmates. All should be a source of pride for each other. Good habits are established and maintained by a consistent application of basic rules of conduct and courtesy which reflect the cooperative effort of home and school.

### Computer Policy

The students, faculty, administration, and parents of Furtah Preparatory School agree to abide by the following Technology Honor Policy, which sets forth the accepted use of computers both in and away from school. The student deserves to be given flexibility and respect in using computer technology as a learning tool. However, flexibility should not allow the use of technology to infringe on others' privacy, nor allow access to inappropriate information.

VIOLETIONS OF THE FPS TECHNOLOGY HONOR POLICY ARE A SERIOUS BREACH OF TRUST AND WILL BE HANDLED BY THE ADMINISTRATION.

#### 1. Security

- a) I agree to provide any passwords I have set to protect files on my computer to appropriate FPS if requested.
- b) I will make no attempt to access secure school information.
- c) I will not download or install additional antivirus or security software without approval from administration.
- d) I will install Microsoft Updates when notified by the update center on my computer.

- e) I take responsibility for securing and maintaining my laptop computer.

## 2. Use of the FPS Network

- a) I will use the Internet at FPS only for school-related research and approved surfing.
- b) I will not try to circumvent the school firewall and content filtering system or use Internet proxy sites and proxy software.
- c) I will not seek, use, download, or store inappropriate information (pornographic, vulgar, gambling, militant/extremist, etc.) on my laptop or any other electronic storage medium.
- d) I will not download non-school related music or video files through the school network. This includes using peer-to-peer networking software such as LimeWire or Bittorrent on the FPS Network.
- e) I will not use electronic media devices (e.g., iPod, iTouch, MP3 Player) while in school unless approved by a teacher.
- f) I will not use IM (electronic communication) or electronic social networks (Facebook, etc.) during school hours without my teacher's or administration's permission.
- g) I will not use non-approved devices to connect to the FPS Wireless Network. This includes cell phones, an iTouch, an iPad, or laptops that have not been approved by FPS.
- h) I will never give out information electronically that could identify either the student or the school.
- i) I will make every effort to properly reference any information I find on the Internet and use the school assignments and research.
- j) I understand FPS uses anti-plagiarism software to monitor originality of my work.

## 3. Email

- a) I will use email in a manner consistent with the FPS Technology Policy and is courteous and considerate.
- b) I will make no attempt to read or forward anyone else's email.
- c) I understand that my personal email account is not to be accessed while at school unless with the teachers' or administration's approval.

## 4. Games and Files

- a) I will only play educational games on the computer or over the Internet while at school, and then only with teacher's or administration's approval.
- b) I understand file sharing is generally illegal and can harm my laptop.
- c) I will ask the administration if I have any copyright questions regarding sharing files.

## Major School Rules

1. Students may not leave campus without permission from the office.
2. Students will not lie, cheat, steal, or enable others to do so.
3. Students will not abuse or make unauthorized use of school property or property belonging to others.
4. Students will not use or possess tobacco, matches, alcohol, non-prescription drugs, or dangerous objects on campus or at school functions.
5. Students will not exhibit a pattern of fighting, bullying, peer intimidation, harassment, disrespect, abuse of the dress code, insubordination, poor attendance, or use of tasteless, abusive or insulting language.
6. Students will not inflict deliberate harm on any person, by actions that may include pranks or hazing of any nature.

7. A student who deliberately strikes or otherwise intentionally causes harm to another should expect to be sent home immediately and to be suspended or separated from the school.

### **Other School Rules**

1. Students may not engage in any behavior which is disruptive to the instructional program whether in or out of the classroom. This includes, but is not limited to, shouting, horseplay, and throwing of potentially dangerous objects.
2. Students may not take medicine at school without a note from the parent to the school outlining directions for specific dosage. All medications will be dispensed by Office Manager or teachers.
3. Students may not use chewing gum at school or on school supervised trips.
4. Students will deliver report cards, letters, and other materials from the school to their parents promptly.
5. Students who wish to bring visitors to school must secure permission from the Headmaster by noon of the previous day.
6. Students will be silent and orderly during fire and tornado drills.
7. Students may use the gym or other athletic facilities only under the direct supervision or with permission of the Furtah Prep athletic staff.
8. Students may not use the office copy machines without permission.
9. Students may not litter.
10. Students may not use skateboards or roller skates on campus unless properly supervised.
11. Students must keep their lockers neat, clean, and closed when not in use. Lockers may not be defaced. Lockers are subject to unannounced inspection by the homeroom teacher and/or an administrator at any time, and regular locker cleanup events will also occur. Students may not open or disturb the contents of lockers assigned to others.
12. Students may not use such electronic devices as cell phones, radios, or other sound or video players or recorders in class.
13. A student serving an on-campus isolation may not attend any extra-curricular functions on the day(s) of isolation.
14. A student serving an off-campus suspension may not enter the campus at any time of the day or night during the period of suspension or attend any off-campus school activity.
15. Students are to refrain from displays of affection while on campus during school hours and at school functions. Students are expected to know what is considered appropriate behavior and to act accordingly.

Various penalties are assessed for infractions of the rules depending on the grade level of the student (see appropriate Handbook section). Infractions of Major School Rules may result in expulsion or suspension from school. In cases of off-campus suspension or a pending expulsion, a parent will receive notification by telephone or registered letter prior to the suspension or expulsion.

### **Sexual Harassment**

It is the policy of FPS that all students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and will not be tolerated at FPS. Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions, any unwelcome intentional touching of intimate body areas; employees dating students; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her physical attributes; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures, off-color language or jokes or jokes of a sexual nature. Any student who believes that he or she has been subjected to sexual harassment by an employee, non-employee, or student should immediately notify the school administration.

### **Tobacco Free Campus**

FPS prohibits the use of tobacco products by employees or visitors in school system buildings, offices, vehicles, or on school property. Employees and visitors are prohibited from using tobacco products in the presence or view of students or while supervising student activities or school sponsored events.

### **Alcohol/Illegal Drug Use**

The following is prohibited and shall be reported to the appropriate law enforcement agencies subject to due process:

- Distributing, consuming, possessing, selling, or storing alcoholic beverages, including “near” beer, and/or other illegal drugs, while on school property, in school vehicles, or at school-sponsored events.
- Being under any degree of influence of alcoholic beverages and/or drugs, narcotics and hallucinogens, amphetamines, barbiturates, or marijuana, **or** any other substance listed under the **Georgia Controlled Substances Act** while on school property, in school vehicles, or at school-sponsored events.
- Sniffing or being under the influence of inhalants, and/or other substances.
- Possession of any drug-related paraphernalia (this includes locations such as cars, book bags, lockers, etc.)
- Possession, buying, selling, or otherwise distributing or possessing with intent to distribute any substance falsely identified as an alcoholic beverage, illegal drug, or any other substance identified as such or is believed by the purchaser to be such.
- Attempting to purchase alcoholic beverages and/or illegal drugs or any other substance listed under the **Georgia Controlled Substances Act**.
- **Stimulants:** A student shall not consume, possess, sell, distribute, or possess with intent to distribute, diet pills, caffeine pills/gum, or other stimulants.
- **Prescription Drugs:** See “**Medication**” Legal intoxication is not required for a violation of this policy. A student shall not falsely identify a substance to be alcohol or other drug.
- **Drug Screening:** Parents of a student engaged, or believed to be engaged in any of these activities, will be contacted and an immediate drug screening will be required. The student will not attend school until the results are received. The results must be mailed to the school by the agency that performed the screening.

**At the sole discretion of the Administration, all FPS students are subject to random testing for illegal drugs and/or alcohol.** The expense of any and all drug or alcohol testing/screening of a student shall be the sole responsibility of the student’s parents.

Students found having a positive drug screen are in violation of this policy and **may be expelled** from school immediately. Failure to comply with this policy or refusal to submit to a drug screening will result in **immediate expulsion**.

**Tobacco:** Tobacco use while on school property, in school vehicles, or at school-sponsored events is prohibited. Students violating this prohibition will be subject to suspension and possible expulsion.

**Law Enforcement Reporting:** School administrators shall follow written directives from the Cherokee County Sherriff’s Department or other appropriate law enforcement agencies with regard to the involvement of police in students’ personal use of alcohol or illegal drugs. Section 20-2-1184 requires school administrators to report any student who possesses marijuana and other controlled substances to the police.

### **Search and Seizure:**

FPS endeavors to provide a safe and secure environment for all students. FPS reserves the right to inspect a

student's possessions, and/or their vehicle at any time if reasonable suspicion of the presence of questionable items, but not limited to weapons, drugs, alcohol, or tobacco may be present on school property. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. The school also has the right to seize any illegal substance or items not allowed by this policy and dismiss the student if an investigation reveals misconduct on the part of the student.

In the event the search of a student's person, personal possessions, or vehicle, reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

Confiscated items will remain in the possession of a school official unless the items are required for due process or judicial hearings. If they are required for a due process or judicial hearing, the items will be given to the police or proper authorities. If there is no due process or judicial hearing involved, the Headmaster shall determine the method of disposal.

### **Suspension from School**

The power of suspension, both in school and out of school, is vested in the school administration and may be assigned by the Headmaster or his designee.

Students under suspension shall not participate in or attend school activities on or off the campus. Students violating this policy are subject to additional penalties.

After a suspension, the student will ordinarily return to school under a probationary behavioral contract for the rest of the semester.

Suspension will never be assigned lightly. In every case involving suspension, parents will be notified. It is the belief of the administration that children cannot learn in an environment that lacks order and respect. Every effort will be made to address concerns in a positive manner with the goal of replacing negative behaviors with appropriate behaviors. Good manners and respectful behavior are expected at all times.

### **Saturday School**

Saturday School is designed for two purposes:

- Students serving out disciplinary assignments
- Students needing to complete make-up work from extended absences or excessive zeros

Saturday School hours are from 10:00 am to 12:00 pm on assigned Saturdays.



## ABSENCES AND TARDIES POLICIES

### Absences

The day your child is absent, you must send an e-mail to the Office Manager (mary-lou.luckie@furtahprep.org). If you are unable to do this, the day your child returns to school after an absence, he/she **must have a written excuse** signed by a parent or guardian/and or licensed physician stating the **date(s)** of absence, the reason for the absence, and a phone number where the parent may be reached for verification if needed. If a letter is not brought to school following an absence or if the reason for the absence is not recognized by this policy, the absence will be **unexcused**.

**All requests for an absence to be excused must be in writing and follow the guidelines stated above.** All parent notes will be kept on file in the office.

Excused absences are:

- personal illness
- death or serious illness in the **immediate family**
- recognized religious holidays observed in the student's faith
- absences mandated by order of governmental agencies (i.e. court order)
- conditions rendering school attendance impossible or hazardous to the student's health/safety
- students who serve as a page in the Georgia General Assembly
- approved FPS extra-curricular activities
- All other reasons are unexcused unless excused by the Office Manager or the Headmaster.

**If your student drives to campus:** FPS requests that you contact the school office **between 8:30 - 8:45** on any day your student driver will be absent from school. This will save time by eliminating unnecessary phone calls by office personnel. **Please make certain your phone number(s) on file are updated at all times.**

**Please be aware that any student who checks in after 11:30 a.m. or checks out before 11:30 a.m. is considered absent for the entire day.** All students must be present for one-half of the day in order to be considered present. (This procedure is established by Georgia State law.)

No student is entitled to "class cuts." If a student misses more than one-half of a class period, he/she will be counted absent from that class. In order to participate in extra-curricular activities, a student must be counted present on the day of participation. If the absence is excused, the Headmaster may make an exception.

A 3<sup>rd</sup> -12<sup>th</sup> grade student having more than 8 unexcused absences may receive an "F" in the classes that are affected; therefore, NO CREDIT will be given for those classes in that semester. FPS adheres to all federal and SB-10 policies and regulations.

After 5 unexcused absences, an attendance contract may be drafted for the student. A conference will be scheduled with the parent/guardian, student, and administration to go over the terms of the attendance contract as well as consequences for refusal to comply with terms.

### Absences from School Grounds

Students **may not leave** the school grounds during regular school hours unless granted permission **in written form, from their parents and must sign out in the front office.**

Unless the school has been notified otherwise **in writing**, students will be released only to their parents or legal guardians, or those individuals authorized on the registration card.

The adult picking up a child must sign him/her out on the sign-out sheet in the front office. (Photo ID may be required.)

Parents, do **NOT** go directly to your child's classroom as **the teacher cannot release him/her**. Our main concern is for your child's safety and we ask your cooperation in following this procedure.

**If your student drives to campus, he or she must have written permission** from the parent/guardian for **early dismissal**. A phone call will be made to the parent to verify this request. If a parent cannot be reached, the student may **not** leave regardless of the student's age.

Any student who leaves campus after being informed that the early dismissal cannot be verified will be treated as truant and serve one day ISS.

Students who have verified permission for early dismissal **must still sign out** in the office.

### **Tardies**

School begins promptly at 8:30 AM. A child who is tardy loses valuable instructional time and disrupts the classroom routine. If your child is tardy, a parent **MUST** come into the office to sign the child in so that he/she may receive a tardy pass prior to going to the classroom.

A High School or Middle School student having excessive tardies may receive an "F" in the classes that are affected; therefore, no credit will be given for those classes in that semester. Three (3) tardies is equal to one (1) absence.

- After 3 unexcused tardies, the student will be required to serve one detention.
- After 5 unexcused tardies, the student will be required to serve one day of Saturday School.
- After 7 unexcused tardies, the student will be required to serve one day ISS.
- After 9 unexcused tardies, the student will enter in to an attendance contract. (See Attendance)

### **College Days**

**College days must be pre-approved by the Office Manager. Requests in writing must be submitted well in advance to the office.**

- **Juniors** are allowed one college day
- **Seniors** are allowed three college days

## ACADEMIC PROCEDURES

### Attendance

Regular attendance is required of all students to remain in good standing. If a family trip must be scheduled during school days, the student will be given the opportunity to make up essential assignments provided prior arrangements have been made through the Headmaster and Office Manager. Except in cases of emergency, such arrangements should be made at least one week before the expected absence.

### Assignment of Teachers

The School has a firm policy that no parent will be granted the option of determining the teacher (homeroom or subject area) to which a child will be assigned.

### Grading and Conferences

Furtah Prep operates on the academic semester system. Students will receive a report card each nine weeks as part of a systematic method of communication with parents. In addition to these regularly scheduled periods of grading, conferences are held with the parents during the fall and spring, and at other times by appointment. Students will also receive periodic progress reports as necessary to communicate academic progress.

### Conferences

Parent-teacher conferences will be scheduled twice during the school year. Students will be dismissed early during conference week. Conferences are scheduled to discuss each student's academic progress and social growth. Conferences may also be scheduled at any other time during the year that the teacher or parent deems necessary to ensure student success. Please make an appointment rather than attempting to hold impromptu conferences in the school parking lot, hallways, during class time, at school related events, or in other public areas. When a parent has a question or concern, he or she should address the issue with the teacher first. A conference can be set up later between the parent, the teacher, and the Administration if needed.

### Dropping/Adding Classes

Middle School and High School students wishing to add or drop a class must do so within the first ten (10) days of the semester and must have the **written approval of the Registrar**. No changes will be made after that time.

Homeroom assignments will not be changed without the consent of the Administration. No High School student may move to a higher level homeroom (example: junior to senior) during the school year regardless of the number of credits earned.

### Make-up Work

It is the responsibility of the student to make up work missed due to **absences and to take the initiative to approach the teacher**. Students who miss school have the opportunity to make up class work and/or homework within a specified period of time following the student's return to school. If your child is ill and absent for one or two days, the work can be made up upon his/her return to school. If the absence is for three or more days and you would like the work sent home, please call the office or e-mail your child's teacher before 9:00 a.m. **Work can be picked up in the office after 3:15 p.m.**

However, the teacher is under no obligation to provide lesson plans and/or work for students who have **unexcused absences**. (This includes extended vacations or trips.)

Absences due to family trips must be pre-approved in writing by the Headmaster and Office Manager before the trip is taken. These absences will still be marked as unexcused but special permission may be given to make up work missed provided advanced arrangements are made with the Office Manager and teacher(s) involved.

## ACADEMIC HONESTY POLICIES

### Academic Honesty

Furtah Preparatory School is an academic community actively engaged in a wide variety of scholarly pursuits. Students are expected to honor and recognize standards of academic and intellectual integrity. FPS supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a serious offense and renders those students who do so liable to disciplinary actions. Assisting another student in any such dishonesty, or knowing of this dishonesty and not reporting it, is also considered a breach of honesty.

### Cheating

Examples of cheating include, but are not limited to, receiving unauthorized assistance, before, during, or after an examination or assignment, falsification or misrepresentation of information in an academic exercise or assignment, unauthorized use of someone else's password or account number, unauthorized use of an electronic device during an examination or assignment. (*See also Plagiarism*)

### Furtah Preparatory School Statement on Plagiarism

FPS is committed to intellectual growth while encouraging standards of academic integrity. Instructors support the Academic Honesty Policy stated above and enforce the FPS handbook. They reserve the right to utilize electronic means to help prevent plagiarism. Instructors may inspect all assignments if there is a suspicion that the work was the students' original thoughts or ideas.

1. Plagiarism is the intentional or unintentional use of another's work without giving credit. Students must put the words of others in quotation marks and cite their source(s) when doing so. In addition, students must give citations when using the ideas of others, even if paraphrasing those ideas.
2. "Work" includes ideas, interpretations, statistics, "art, graphics, computer programs, music and other forms of artistic expression. The work may consist of writing, charts, pictures, graphs, diagrams, phrases, or other media."
3. The term "source" includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (...notes, handouts, speeches, other students' papers, or material from a research service.)"
4. Good websites to explain plagiarism further and obtain tips on how to avoid plagiarism can be accessed at the following:
  - a. <http://www.plagiarism.org/>
  - b. <http://owl.english.purdue.edu/owl/resource/589/01/>

### Grades

Grades will be averaged and reported every nine weeks. Our grading scale is as follows:

A = 90 - 100


B = 80 - 89

C = 74 - 79

D = 70 - 73

F = Below 70

**Graduation Requirements**

Current GEORGIA Graduation Rule for student entering the 9th grade in fall of 2008-2009 Areas of Study:	Credits
I. English/Language Arts	4
II. Math	4
III. *Science	4
IV. Social Studies	3
V. **Career, Technical and Agricultural Education (CTAE), and/or Modern Language/Latin, and/or Fine Arts	3
VI. Health & Physical Education	1
VII. Electives (4 units)	4
TOTAL UNITS	23
<p>*4th Science  may be used to meet both the required science and required elective in CTAE sequence of courses (V)</p> <p>**Student <u>must</u> complete 3 units in a pathway to complete CTAE pathway and take end of pathway assessment; Student <u>must</u> complete 2 years of the same foreign language for admissions to Georgia Board of Regents colleges/universities</p>	

## ATHLETICS

### **Athletic Participation/Consent Form**

All athletes and their parent(s)/guardian(s) must complete this form every year, prior to participation in extracurricular sports activities. For more information, go to “admissions.” A copy of this form must be filed in the front office in order for a student to participate in any athletic program.

### **Athletic Physical Form**

All athletes must be examined by a licensed physician and have the **mandatory** Participation Physical Evaluation Form completed prior to participation in extracurricular sports activities. For more information, go to “admissions.” A copy of this form must be filed in the front office in order for a student to participate in any athletic program.

### **Gymnasium**

The gym is a classroom and as such may not be used by any group unless under the direct supervision of a member of our coaching staff.

### **Lockers**

Lockers are the property of the Furtah Prep. As with all school property they are not to be marred, abused, or defaced in any way. Students are extended the privilege of using a locker providing the regulations of decor, safety, and preservation are observed. The student’s locker privilege may be denied, suspended, or terminated if any of the regulations are not strictly followed.