



## **Academies of Creative Education**

FORSYTH ACADEMY ▪ FORSYTH VIRTUAL ACADEMY ▪ GATEWAY ACADEMY

# **Gateway Academy Student Handbook Middle School and High School 2018-19**

**136 Almon C. Hill Drive  
Cumming, GA 30040  
770-781-2299**

# **Gateway Academy 2018-19**

## **Superintendent of Schools**

Dr. Jeff Bearden

## **Board of Education**

Ann Crow (District 1)

Kristin Morrissey (District 2) - Chairperson

Tom Cleveland (District 3)

Darla Light (District 4)

Nancy Roche (District 5) – Vice Chairperson

## **Gateway Academy Administrative Staff**

Drew Hayes – Principal

Kim Barnes – Assistant Principal

Erin Zitka – Assistant Principal

Gail Freund – School Social Worker

Natalie Soles – Counselor

## **School Mission Statement**

“To professionally provide students a structured, safe and encouraging environment where they have the opportunity to develop a foundation to succeed and excel both academically and socially. We also seek to develop positive self-concepts, which will allow students to transition back to the traditional school setting as they learn to become contributing members of society”

## ACADEMICS:

In order to earn high school diploma students grades 9-12 must meet all graduation requirements set forth by the State of Georgia and the Forsyth County Board of Education. Twenty-three units of credit are required for graduation. Specific information can be found on the FCS website or contact our counselor. Students completing all of their course work while attending Gateway receive a diploma from their base high school.

Middle School and High School students receive progress summary reports every nine weeks. Parents may always call or email at any time during the year for a current academic status of their student. Updated grades are also available on Parent Portal. Gateway will administer all required standardized tests on the same schedule as the traditional schools. These include EOG tests for Middle School students and EOC tests for High School students.

The academic programs offered at Gateway Academy are based on Georgia Standards and benchmarks. All programs provide for basic academic support and strong behavioral management support. Due to the limited electives / technical classes that are offered at Gateway, some students may not be able to earn the appropriate elective credits necessary for graduation. As a result, timely graduation may be delayed. Gateway may offer a range of credit recovery opportunities.

**Honor Code:** Any student caught cheating on any assignment or test will be required to complete an alternate or additional assignment covering the same material or may be required to start the unit over. A grade of zero may be given on the assignment. In the event of a cheating incident, parents will be contacted for a conference. Cheating includes, but is not limited to: using another student's notes or assignments, writing down or copying in any manner test questions, using any on-line source such as Internet Explorer, etc. prohibited by the teacher.

**Grades and Progress Reports:** Student summary progress reports are sent out every nine weeks throughout the year. These reports will be given to the student so that they may share it with their parents or guardians. Grades are also available through Parent Portal. To register for Parent Portal, please contact Gateway Academy front office. Individual class reports may be obtained by contacting the teacher directly.

**APEX / itsLearning / Edgenuity Usage:** APEX, itsLearning, and Edgenuity are part of the computer based curriculum platform used at Gateway Academy. APEX, itsLearning, and Edgenuity are accessible while on campus as well as at home. All tests must be taken on Gateway Academy campus in each respective teacher's classroom. When working in APEX, itsLearning, or Edgenuity no other windows should be open. Gateway's curriculum has been NCAA approved. Please refer to the Responsible Use Guidelines section of this handbook for details on technology and computer use.

## ATTENDANCE:

Regular attendance is essential to success in school. As permitted under the State Board of Education Rule 160-5-1-.10, the Georgia Compulsory Education Law O.C.G.A. § 20-2-690.1, and Forsyth County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A scheduled medical, dental, or eye examination of the student.
7. Registering to vote or voting.
8. Visiting with a parent or legal guardian who is in military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of five (5) days per school year.

Students shall be counted present when they are serving as a page in the Georgia General Assembly. Students who are in foster care are to be counted present at school when attending court proceedings related to their care and placement. Non-school related activities and vacations are considered unexcused.

**Absences:** It is the responsibility of the parent(s)/guardian(s) to contact the school office by 9:00 a.m. to report the student's absence. The parent/guardian should contact the school on the day of the student's absence and must submit a note, fax or email to the attendance clerk within five (5) school days for the absence to be considered excused. Attendance Fax Number: 678-965-4972 or Attendance email: [jelrod@forsyth.k12.ga.us](mailto:jelrod@forsyth.k12.ga.us) The note must include the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

In case of extended illness, hospitalization, or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student. Please see an administrator if you need more information on HHB services. Students with 10 or more consecutive unexcused absences are subject to being withdrawn from FCS due to lack of attendance. Students who are withdrawn under this provision must re-apply for admission to FCS through the registration center at The Hill Center located on Elm Street.

**Consequences:** If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory attendance law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

**Late Check-in or Early Check-out:** An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. Students who miss more than half of the time in any class will be considered absent for that class period. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a parent note, physician's note, or appointment card is required within 5 school days to be considered excused. After the tenth late check-in or early check-out, a physician's note or appointment card is required within 5 school days to be considered excused.

**Check-in:** Students must sign in through the attendance office when they arrive at school after the first period bell.

**Check-out:** If it is necessary for a student to check out early due to illness, the student must be assessed by the school nurse and meet assessment criteria for the school to excuse the absence. Parents may submit a note to excuse an early check-out due to illness. Students who are frequently absent, tardy, or check out early from school may be required by the school administration to provide medical documentation to validate any absence, tardy or early check-out as excused.

**Make-up Work:** It is the student's responsibility to turn in make-up work, when he/she is absent from school. Parents/guardians and students are encouraged to contact individual teachers to retrieve make-up work. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

**Transportation / Student Parking:** Students who drive to school are required to apply for a parking permit. Permits are issued to students with a valid driver's license and proof of insurance. Parking permits are \$50.00 per year. See Parking section of the handbook. Parents wishing to have their child walk to and/or from Gateway must provide a written permission letter to administrators. Parents wishing to have their child ride with another Gateway parent or student to and/or from school must provide a written permission letter to administrators. Parking fees are nonrefundable.

## **AUTHORITY OF THE PRINCIPAL:**

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. The Principal is granted authority to enforce this Code of Conduct. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.

## **COMMUNICATION:**

Student grades and attendance are available in ParentPortal, <http://www.campus.forsyth.k12.ga.us>, which is also used for school and district newsletters distribution lists. The district invites you to stay connected by visiting its website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us), following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), and to download the updated mobile app, Forsyth County Schools GA.

## **CONFERENCES:**

Parent / teacher conferences may be scheduled with any staff member by contacting the school counselor teacher. Please make contact at least 24 hours in advance of the appointment date / time.

## **COUNSELING:**

The counseling department at Gateway Academy provides full counseling services for students. This includes individual counseling, group counseling, graduation requirements, elective course selections, Career Pathway options, scholarship opportunities, college applications, and much more. Please contact our counselor to make an appointment.

## **DELIVERIES AT SCHOOL:**

Parents and other individuals may not order flowers, balloons, fast food lunches, etc., to be delivered to students at school. Such items create a disturbance in the school day and in the learning process. Items will be held in the school office until the end of the school day when the parent may claim them. Students will not be called to the office for deliveries nor will delivery persons be permitted to deliver items to the classroom.

## **DISCIPLINE:**

Please refer to the Forsyth County Schools Code of Conduct (6-12) handout for rules and regulations concerning disciplinary procedures for the 2018-19 school year. The Code of Conduct information will be provided to each student during orientation. The Forsyth County School System will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school. In addition to the FCS Code of Conduct for grades 6-12, the following rules and regulations apply:

### **General Rules:**

- The Gateway Academy protocol applies and will be enforced for both regular and special education students.
- Students will follow rules and procedures outlined in the Forsyth Education Board of Education Code of Conduct and the rules specifically stated in the Gateway Academy Student Handbook.
- Students are required to follow all of the conditions set by the tribunal panel. During the suspension period, students may not enter any Forsyth County school campus or attend any school activity regardless of location except to attend classes at Gateway Academy.

- Students who are suspended from Gateway are not permitted on Gateway property or any other school campus at any time unless they have an office appointment and have administrative approval.
- Students at Gateway will be subject to random drug screenings. The local law enforcement officials shall be notified of any drug offense. Results of school drug screening are final. Refusal to participate in the screening process will be considered as a positive screening and the student will receive disciplinary action.
- Students at Gateway are subject to random searches; this includes vehicles, lunch bags, notebooks, etc.
- Regular attendance is essential to success in school. Truancy charges will be filed in Juvenile or State Court when students and/ or parents do not abide by the Georgia Compulsory School Attendance law. (Ga. Code Annotated 29-2-690.1.)
- The Forsyth County Board of Education and Gateway Academy require students to wear a school uniform. The uniform must comply with Gateway guidelines as outlined in the Student Handbook.
- All rules and regulations discussed at orientation are binding and not optional.
- The administration makes all final decisions on rules and policy at Gateway Academy.
- Students attending Gateway Academy may be placed on a Behavior Contract or Intervention Plan that specifies certain expectations for student behavior and consequences for violations of the Code of Conduct and Behavior Contract. Violations of the Behavior Contract may result in loss of privileges to attend Gateway Academy.

### **Prohibited Items at Gateway:**

- Purses of any kind
- Backpacks, book bags, duffle bags, gym bags, etc.
- Zippered notebooks
- Any electronic device, game, laser pointer, cell phone, etc. Music is not allowed at Gateway Academy.
- Visible body piercing jewelry or other ornamentation is limited to two items per ear; all other body piercing jewelry or ornamentation that is visible or pierces the tongue is prohibited. No dangling earrings are allowed.
- Chains and dog collars of any kind, rings, necklaces, bracelets, wristbands or lanyards. Belts with symbols, multiple coloring, large buckles, or of excessive length.
- Torn, tattered, or excessively worn clothing; deliberately cut clothing; dirty/ oversized clothing
- Hats, caps, sunglasses, bandanas, or related headgear inside or outside the school building
- Ties and scarves
- Tattoos that are exposed when wearing the GATEWAY uniform
- Jackets, coats, and vests that include any inappropriate or gang related images or are exceeding fingertip length
- Boots, flip-flops, any open-toed sandal or shoe, brightly colored shoes or shoe laces, house shoes or slippers
- Sports drinks, sodas, bottled water, or any other beverage. Students are not allowed to bring any containers of water or other beverage for lunch or consumption at school. Bottled water may be purchased in the front office at specified times during the school day.
- Gum, candy, mints or any other food item other than at lunch or breakfast.
- Clothing under the Gateway Academy shirts that is bright colors such as red, yellow, orange, etc. Clothing worn under the Gateway Academy shirts must be of a neutral color such as navy, white, black, or brown and cannot have any logos of any kind.

### **Behavior:**

Gateway Academy students are expected to follow all rules outlined in the Forsyth County Code of Conduct as well as the established and expected code of conduct at Gateway Academy. The teacher is the educational leader of his/her classroom and will maintain a disciplined atmosphere. Students are expected to comply with teacher requests and to maintain a high standard for self-discipline. At no time will violence, threats, disrespectful conduct, or profanity of any type be permitted at Gateway Academy. Minor discipline consequences may be issued by teachers including detention (morning or afternoon), silent lunch, lunch cleanup, etc. More serious consequences will be issued by the administration of Gateway Academy in accordance with Forsyth County School System Code of Conduct. Consequences may also include law enforcement and/or the justice system to include Day Time Detention, Court Detention, Horse Farm Detention or other assignments. At the Principal's discretion, students violating behavior expectations may be taken to Tribunal to extend the length of suspension or may have privileges to attend Gateway Academy revoked.

## **Dress Code:**

All Gateway Academy students are required to wear a uniform each day. The uniform requirements are as follows:

1. **Khaki, black, gray, or navy fabric pants (no nylon, denim, jeans, or other fabric).**
  - a. Pants must fit in the waist and length. Pants must be worn with a plain black, brown, or navy belt. Belt loops may not be removed and extra belt length must be tucked in.
  - b. Belts may not have large buckles, decorative stitching or coloring, holes, rivets, studs, or emblems.
  - c. Pants may be khaki or other shades of tan, black, or navy and may not have cargo pockets.
  - d. Pants must be hemmed and not frayed or torn. Pants must be of length to not touch the ground.
  - e. No shorts or other mid-length pants are allowed. Skinny pants are NOT allowed.
  - f. No elasticized pants at the waist or ankles.
2. **School Logo Shirt – Navy**
  - a. The navy Gateway Academy logo shirt (short sleeve t-shirt, long sleeve t-shirt, or long sleeve sweatshirt) must be worn each day. If an undershirt is worn it must be white, black, navy, or brown. No standout colors such as red, orange, yellow, etc. may be worn. Shirts must be neatly tucked in pants at all times.
  - b. Long-sleeved shirts may be worn under the logo shirt as long as appropriate colors are visible. See 2 a above.
  - c. Students who wear jackets or other outer wear to school are required to leave those items on the coat rack each morning upon entering the building. All such items are subject to search at any time.
3. **Shoes**
  - a. Shoes must have enclosed toes and can be tennis shoes, dress shoes, or casual shoes. Boots of any type are not allowed. No bedroom shoes, slippers, flip-flops, high heels, or open-toed shoes are allowed.
  - b. Shoes may be white, black, navy, brown or of average neutral color as determined by the administration.
  - c. Shoe strings must be the same color in both shoes and cannot be a bright color (must be neutral such as white, black, navy, or brown). Shoes must be laced to the top and tied. Flaps must be secured and not open.
  - d. Shoes cannot have bright colored logos, emblems, symbols, etc.
  - e. Socks must be of a neutral color such as white, black, navy, or brown and have no logos of any type.
4. **Grooming**
  - a. Hair color must not be a distraction to the learning environment and must be neutral in color. Absolutely NO coloring of any kind can be in any part of the hair. Hair must be combed and neat in appearance. Hair may not hide the face and eyes.
  - b. No headbands, bandanas, scarves, hats, or other head covering is allowed.
5. **Piercing and Jewelry**
  - a. Students are allowed to have a maximum of two simple earrings in each ear. Additional earrings or piercing is not allowed. Tongue rings, nose rings, or any other body piercing outside of the simple earrings is not allowed. No stems or spacers are allowed to keep piercings open. No dangling earrings are allowed.
  - b. Students are not permitted to wear a necklace, chain, tie, or other item around the neck.
  - c. Students are not permitted to wear rings, wristbands of any type or style (including rubber bands), chains, ankle bracelets, or any other item or form of jewelry outside of what is described above as permissible.
  - d. Students may wear a simple watch.



## **DISCRIMINATION / HARRASSMENT REPORTING:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Equity coordinators for the school system are:

### **Title VI**

Nathan Turner (Students)  
Cindy Salloum (Personnel)

### **Title IX**

Cindy Salloum (Personnel)  
Nathan Turner (Students)

### **ADA and 504**

Sarah Taylor (Students)  
Cindy Salloum (Personnel)

### **Gender Equity**

Cindy Salloum (Students)

### **Community Based Work Programs - Valery Lowe**

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonega Highway, Cumming, Georgia 30040, 770.887.2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available at [www.forsyth.k12.ga.us/boe](http://www.forsyth.k12.ga.us/boe) > policies and procedures.



## **DRUG VIOLATION GUIDELINES:**

Students at Gateway Academy will be subject to random drug screening. This may be done randomly as a group or individually. All results of drug testing at Gateway are considered final. Follow up testing at a different facility will not alter the results or our drug screening. Students who refuse to participate in drug screening or do not comply within 2 hours will be counted as if they had a positive result. Consequences will be determined by administration.

## **DRUG AND ALCOHOL AWARENESS PROGRAM:**

Gateway Academy requires all students attending Gateway due to a discipline situation involving drugs or alcohol complete a Drug and Alcohol Awareness Program conducted by our counselors and Social Worker. Parents are also required to attend sessions with their child. The program consists of sessions held throughout the year using a combination of face to face meetings and online learning. Students and parents must attend required sessions prior to the student returning to the base school.

## **EQUITY:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in any of its employment practices, educational programs, child feeding program or any other service or activity. It is the policy of the Forsyth County Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and all accompanying regulations. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated school system coordinator.

## **EXAM EXEMPTION:**

Students may be exempt from the final exam at the end of a course (semester or yearlong) with the exception of required tests such as End of Course Tests, Advanced Placement, etc. if they have a grade of 90 or above, or if they have made adequate progress in class, as determined by the teacher.

## **FEDERAL PROGRAMS:**

### **Forsyth County Schools Complaint Procedures:**

**Parents, students, staff, private schools, and the general public have the right to file a complaint regarding the following Federal Programs:** Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies; Title I, Part B, Subpart 3: Even Start Family Literacy; Title I, Part C: Education of Migrant Children; Title I, Part D: Prevention and Intervention; Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk; Title II, Part A: Teacher and Principal Training and Recruiting Fund; Title II, Part D: Enhancing Education Through Technology; Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement; Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers; Title VI, Part A, Subpart 1, Section 6111: State Assessment Program; Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program; Title VI, Part B, Subpart 2: Rural and Low-Income Schools; Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children; Title X, Part C – McKinney-Vento Homeless Assistance Act

Any and all complaints should be addressed with local school staff and/or administrators. If no resolution is determined, a complaint may be made in writing and signed by the complainant. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education (GaDOE) until every effort has been made to resolve the issue through local written complaint procedures.

The complaint must include the following:

1. A statement that Forsyth County Schools has violated a requirement of a federal statute or regulation that applies to an applicable program.
2. The date on which the violation occurred.
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
4. A list of the names and telephone numbers of individuals who can provide additional information.
5. Whether a complaint has been filed with any other government agency, and if so, which agency.
6. Copies of all applicable documents supporting the complainant's position.
7. The address of the complainant.

The complaint must be addressed to:

Federal Program Director (for program the complaint is filed against)  
Forsyth County Schools  
1120 Dahlonega Hwy. Cumming, GA 30040

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) AND THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), parents/guardians have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education 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 district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student 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 student seeks or intends to enroll.
4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of

the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**FERPA Directory Information Notice:**

FCS has designated the following information as directory information:

- Name,
- Photograph,
- Date of birth,
- Major field of study,
- Grade level,
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Degrees, honors and awards received, and
- The most recent educational agency or institution attended.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed videotaped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

**Protection of Pupil Rights Amendment (PPRA) Notice:**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as above before the survey is administered or distributed by a school to a student and

may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students. The parent/guardian of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instrument within a reasonable period of time after the request is received.

## **GRADING AND REPORTING:**

Students in grades 6-12 receive summary grade reports every nine weeks throughout the school year. The summary reports include a numerical average for the grading period, the End of Course (EOC) test score, if applicable, work ethic impacting grades and achievement, attendance, and comments from the teacher on student progress. The numerical average is calculated 75% summative grades and 25% formative grades. The EOC for high school students, per state rule, has a weight of 20% on the final course grade. Advanced Placement courses for high school students carry Quality Points posted on the transcript at the completion of the course. The EOG for middle school students is used to assist in determining promotion to the next grade.

## **HARASSMENT:**

The school district forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.

## **PARENT NOTICE OF TEACHER QUALIFICATIONS:**

Forsyth County Schools informs parents/guardians that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

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

If parents/guardians wish to request information concerning their child's teacher's qualification, contact the Human Resources Department at 770.887.2461 [Section 1111(h)(6)].

## **PARKING:**

Students with a valid driver's license and proof of insurance may purchase a parking permit and park on Gateway campus during the school day. Parking permits are \$50.00 per semester and students must fill out the parking application and obtain approval prior to parking on campus. Parking permit fees are nonrefundable. Students are not allowed to go to the parking lot or access their car during the school day.

## **RESIDENCY REQUIREMENTS AND ADDRESS CHANGES:**

Proof of residence is required when a student initially enrolls in a school and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at

<http://www.forsyth.k12.ga.us/Page/48193>

In the event of an address change, the Registration Center staff, principal or principal's designee shall accept the following records as proof of residency:

1. A current utility bill (gas, electric, water, telephone, or cable) *and* a current and valid lease or rental agreement signed by the owner of the residence. Records must include the name and service address of the parent/guardian.

OR

2. A current utility bill (gas, electric, water, telephone, or cable) *and* one of the following documents establishing home ownership – deed, closing statement, mortgage statement, or property tax statement. Records must include the name and service address of the parent/guardian.

OR

3. A Forsyth County Schools Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed and signed by the parent/guardian, as well as the legal owner or landlord of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides proof of residence as required by the Forsyth County Board of Education. The owner of the property must also provide a current utility bill (gas, electric, water, telephone, or cable) *and* one of the following documents establishing home ownership – deed, closing statement, mortgage statement, or property tax statement. Records must include the name and service address of the parent/guardian.

A school system representative may visit the address given by any parent/guardian to verify residency.

A family that rents a home in Forsyth County, while owning a home in another county or in a different school attendance zone within Forsyth County solely for the purpose of proving residence for their children to attend school in Forsyth County will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

In cases of separation or divorce, the student will be deemed a resident of the parent/guardian who is indicated in legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents, the student will be deemed to be a resident with the parent/guardian with whom the student resides overnight during the majority of the school week.

## **RESPONSIBLE USE GUIDELINES FOR FORSYTH COUNTY SCHOOLS' COMMUNITY:**

*Please read the following carefully. Violations of the Responsible Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken. Students and parents will also sign an Online Learning Agreement on the day of orientation.*

The primary form of instruction for grades 6-12 at Gateway Academy is on-line learning. Students access curriculum via APEX, Edgenuity, or other on-line curriculum as well as its Learning for supplemental material. Students are expected to adhere to the guidelines listed below for computer usage. At no time should students access email accounts, personal accounts for social media, or search any topic or site that is not part of the instruction for the particular unit or subject. Failure to follow these guidelines will result in loss of computer privileges.

The mission of Forsyth County Schools (FCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of FCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's Learner Profile which includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

I understand that using digital devices (whether personal or school owned) and the FCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

All members of Forsyth County Schools' community agree to follow the Forsyth County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

**Examples of prohibited conduct include but are not limited to the following:**

- A. Accessing, sending, creating or posting materials or communications that are damaging to another person's reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school's policy on harassment; harassing or illegal.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches at school.

## **SAFETY AND HEALTH:**

**Campus Crime Stoppers:** Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to FCS' Crime Stoppers by one of three ways.

- A. ANONYMOUS TEXT message to "crimes" (274637) and begin your message with "FCSS."
- B. ANONYMOUS Web tip [www.tipsoft.com](http://www.tipsoft.com)
- C. Call the ANONYMOUS tip line at 770-888-3466 (Ext. 1 or 3)

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

**Discipline Records:** Forsyth County Schools will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

**Emergency Evacuation of Campus:** In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established and checkout preparations are made, parents/guardians will be notified regarding family reunification procedures.

**Emergency Notification to Parents:** Parents/guardians are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons. The plans should include arrangements for school closings, delayed openings and early dismissals.

FCS closings will be announced on the local and metro media outlets, the school system website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us), social media ([www.facebook.com/FCSchools](http://www.facebook.com/FCSchools) and [www.twitter.com/FCSchoolsGA](http://www.twitter.com/FCSchoolsGA)), and on the automated voice service at (770) 887-2461. Subscribers to Parent Portal and FCS newsletters will also receive an email notifying them on closings or delays. Please note that you should verify the information by checking two sources, especially when relying on social media for information. Fake social media accounts with school and/or the district names and logos violate copyright laws but unfortunately are common. FCS' official social media accounts have been in existence for many years and therefore have a long list of tweets and followers, while fake accounts have significantly less.

- A. **School Closing and Delayed Opening Information:** School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, breakfast is not served, lunch will be served and school will dismiss at the regular time.
- B. **Early Dismissal Information:** Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured.
- C. **Online Learning for School Closures:** In the event of a school closure, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00am on the day school is closed. Students should begin working on their lessons on the day school is closed when possible. If students have questions about their lessons, they may contact teachers during their posted office hours. Student work is due three school days upon returning to school.

**Emergency Response to Life Threatening Asthma or Allergic Reactions:** FCS partners with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). School staff members are trained to assess the clinical signs, call 911 and administer the medications (Benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.



**False Public Alarms:** Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated. Consequences may include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension, and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

**Gang Related Activity:** Gang related activity will not be tolerated in FCS. Students engaging in gang related activities will be subject to disciplinary action as defined in the Forsyth County Board of Education Code of Conduct and Discipline Procedures. See the definitions of *Gang Member* and *Gang Related Activity* below.

In addition to those definitions, from time to time new types of gang communication methods or activities may be invented. In that event, the Principal is authorized to further define and prohibit those newly developed activities. Gang Member is defined as: A person who is part of an association of three or more people who form an allegiance for a common purpose and engage, individually or collectively in illegal behavior. Gang Related Activity is defined as: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and/ or (2) would be a criminal act if committed by an adult; and (3) is deemed to be gang related by the Principal. Gang related activity includes but is not limited to: communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme; jewelry, tattoos, gang symbols or graffiti on personal items; vandalism of public or private property, and acts of intimidation, threat, fighting and other forms of violence.

**Hospital-Homebound Services:** If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school. Information and guidelines for Hospital Homebound Services can be found at the Georgia Department of Education webpage – [gadoe.org](http://gadoe.org).

**Infectious Disease:** A child is not to return to school until fever, diarrhea and/or vomiting have stopped for a full 24 hours, without the aid of medication. Prescribed antibiotic medications for infectious diseases are to be given for 24 hours prior to return.

**Medications:** All medications (prescription and nonprescription) must be brought to school by the parent/ guardian and stored in the nurse's office. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for ANY long-term medication (more than two weeks.) The term "Physician" is used as defined in Article 2 of the Medical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough

drops. All Medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

**Vision, Hearing, Dental, and Scoliosis Screening:** Vision, hearing and dental screening will be conducted in grade 8. Scoliosis screening will be conducted in grades 7 & 8.

**Possession of Weapon:** It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks. Board policy and state law require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

**Progressive Discipline Procedures:** To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors. Schools are not required to start at step one of progressive discipline if the behavior warrants a more severe punishment.

**Student Searches:** Student cars brought on campus, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. FCS reserves the right to use "walk-through" and "hand-held" metal detectors and "drug or weapon sniffing" dogs at school and during any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

**Teenage Driver Curfew:** Georgia law (O.C.G.A. §40-5-24) prohibits Class D licensed drivers from driving on public roads, streets or highways between the hours of 12:00 Midnight and 6:00 a.m. It is the responsibility of individual students, to be informed as to the terms and conditions which currently exist or may be imposed upon driver's licenses issued by the State of Georgia, and to comply with such terms and conditions. It is not the responsibility of the Forsyth County Board of Education, its board members, employees or agents to either inform students of such terms or conditions, or insure compliance with the laws of this State.

## **SCHOOL HOURS / SCHOOL DAILY SCHEDULE:**

Gateway Academy follows the Forsyth County School System calendar as approved by the BOE. Students and parents are expected to make arrangements for all Professional Development Days, Early Release Days, etc. A copy of the 2018-19 student calendar can be found on the FCS website. Students may not remain on campus during these days.

Regular school hours are 8:30 – 3:15 each day unless otherwise indicated in the FCS student calendar. Students may not be dropped off or enter the building prior to 8:10 each morning and must be picked up no later than 3:30 each day.

Gateway staff is not available to supervise students prior to 8:10 or after 3:30 each day. On Early Release days students should be picked up no later than 12:35. Breakfast is from 8:10 – 8:25 each morning and classes begin promptly at 8:30. Students arriving late should follow the guidelines outlined in the attendance section.

**Parents are required to pick up their students NO later than 3:30 on regular school days. Parents violating this policy are subject to having students removed from Gateway Academy.**

## **STUDENTS WITH DISABILITIES:**

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 accommodations, and/or for special education eligibility. If the student support team determines that an evaluation needs to be completed to consider additional services, an initial evaluation for special education services is administered only with written parental consent. After an evaluation is completed, a meeting (including parent/guardians, teachers, administrator and school psychologist) will determine the student's special education eligibility; and if appropriate, an Individual Education Plan (IEP) for special education services will be developed.

### **Section 504:**

The Student Support Team (SST) is the mechanism in FCS for identifying disabled students who are eligible for an individual accommodation plan under Section 504. A teacher, educator, or parent/guardian may refer a student to the Student Support Team to consider the appropriateness and eligibility of a student for a 504 individual accommodation plan. For questions regarding 504 eligibility/accommodation, or 504 procedural safeguards, contact the school level SST chair.

### **Notice of Rights of Students and Parents Under Section 504:**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights. Revised by GaDOE 2-13-12

## **Section 504 Procedural Safeguards:**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- The name of the student.
- The address of the residence of the student.
- The name of the school the student is attending.
- The decision that is the subject of the hearing.
- The requested reasons for review.
- The proposed remedy sought by the grievant.
- The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

#### **4. Hearing Procedures:**

- The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily (34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- The hearing shall be closed to the public.
- The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

#### **Georgia Special Needs Scholarship:**

Parents/guardians of students who receive special education services in FCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

#### **Special Needs Public School Choice Options:**

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized

education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individualized education program. **Note:** It is allowable for a school system to have a policy not to accept students that reside out of the school system. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system. If a school system approves an out of system transfer request, it can charge a parent/guardian for the costs of educating a student; also known as out of district tuition. **Note:** Funds received through the Georgia Special Needs Scholarship program cannot be used to offset the costs of out of district tuition.

The parent/guardian may also request a transfer to one of the State schools for the deaf and /or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

### **Special Needs Private School Choice Option:**

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

## **STUDENT MEALS:**

Students at Gateway Academy have access to the automated purchasing system used at the base school. Students may choose to purchase a meal from the selection posted each day in front office or students can bring a lunch from home. No outside meals from fast food or other restaurants are allowed, no deliveries of food are accepted, and students may not bring beverage containers of any kind, including bottled water. Bottled water is available for purchase each day through the front office. Students have access during the day to water fountains located in the hallway. Breakfast is served from 8:10 – 8:25 each morning and lunch is served from 11:55 – 12:50 each day.

**Automated Meal Account:** Each school has an automated system that is able to track the payment and purchasing activity of each individual student's account. Meals may be pre-paid for the week, month, or even the year by cash, check, or by using the on-line payment system (see below for details). Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to enjoy their meal.

Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. **If parents/guardians wish to limit the use of their child's account to meals only, each school year parents/guardians must send a written note to the school's cafeteria manager stating that their child will not be allowed to purchase extra items off of their meal account. If this restriction is applied to the account, all extra items selected will require cash at the time of purchase.**

Parents/guardians or siblings having lunch with a student may not use the funds on the student meal account to pay for guest meals. Guests may cover their purchases with a check or cash.

**Pre-payment by Debit or Credit Card via the Internet:** To prepay for a child's meals online using a valid credit/check card, parents/guardians must use the student identification number and school name to register and place money on their child's account. If parents/guardians do not know their child's student ID, contact the school's front office. To learn more about paying on-line, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com).



**Meal Charge Policy:** Students are allowed to charge school meals based on their grade levels. Elementary students may charge up to five meals. Middle and high school students are allowed only one meal charge. Ala carte items or extra meal portions may not be charged. Students without funds may be offered a snack such as a sandwich or crackers and milk. To assist parents, student account balances can be monitored any time via [www.mypaymentsplus.com](http://www.mypaymentsplus.com) regardless of the payment method you use. If you notice that your child's account is low on funds, please consider sending cash or check for the day as an on-line payment may not post to your child's account in time for meal service.

**Returned Check Policy:** The Food and Nutrition Services Program will accept checks for exact payment of meals or prepayments to the student's debit account. The program will not cash personal checks or give change back when a check is received for payment.

FCS uses a check company to collect checks that are returned unpaid. Without further notice, they will attempt to collect on the check electronically if it is returned unpaid by your bank for any reason. If a check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from the parent's account when the money is available. If a parent writes a check to the district, they are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned unpaid by the banking institution to the recovery company. After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

**Meal Prices:** Our breakfast meal offers a choice of a breakfast entrée, a milk and up to two choices of fruit. At lunch we offer an entrée, a milk and up to three fruit or vegetable choices at the elementary and middle schools. High school students may take as many as 4 fruit or vegetable choices. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase. Students may purchase additional portions of the meal at an extra cost. We also provide Smart Snack compliant snacks and treats that can be purchased at an additional cost.

Meal prices can be found on the Forsyth County School's website: [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) on the Food and Nutrition Services page.

**Cash payments at register:** Cash is gladly accepted at the cafeteria register for meal and a la carte item purchases, and to add funds on the student's account; however, cashiers do not have adequate funds to make change for customers with bills larger than \$20. Bills larger than \$20.00 will only be accepted for meal payment if the entire amount is deposited into their meal account.

**Free and Reduced Priced Meals Availability: The Free and Reduced Priced Meal Program is available to assist families during times of financial hardship.** The School Nutrition Program accepts free and reduced meal applications throughout the school year. **Students approved for free or reduced priced meals may eat both breakfast and lunch free or at a reduced cost. Parents can rest assured the information supplied on the form is strictly confidential and student identification is protected with the computer software used at the cashier's station.**

- A current year 2018-19 application must be submitted. Prior year application forms cannot be accepted. The current school year application is available at each school, in the Registration Office at the Hill Center and on the system's website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us).
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at [www.forsyth.k12.ga.us/nutrition](http://www.forsyth.k12.ga.us/nutrition) for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
  - scanned and emailed to [jsanders@forsyth.k12.ga.us](mailto:jsanders@forsyth.k12.ga.us)
  - sent via US mail to: Food & Nutrition Services, 1140 Dahlonega Hwy, Cumming GA 30040
  - Submitted to any school cafeteria.
- Applications will be processed within 10 school days of receipt at the central office. Eligibility for those approved for free or reduced benefits will be effective within an hour of being processed at the central office. Written notification of eligibility/denial will be sent to the household address via US mail the day the application is processed.
- Eligibility for Free or Reduced price meals is **not retroactive**; therefore, the parent or guardian is responsible for payment of school meals until the F&R application is approved.

## **TRANSPORTATION:**

- Students who drive to school are required to apply for a parking pass. Parking passes are \$50.00 per semester. Parking fees are nonrefundable.
- Parents wishing to have their child walk to and from school must provide a written permission letter.
- Parents wishing to have their child ride with another Gateway parent and/or student to and from school must provide a written permission letter.

FCS provides school bus transportation for eligible FCS students based on the student's residence and school of enrollment, and in compliance with federal, state and/or local laws, rules, regulations and/or procedures. The Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students. The Forsyth County Board of Education encourages supervision appropriate to the age and/or maturity levels of students at bus stops by parents or guardians.

The code of conduct applies on the school bus and at the bus stop as each is considered an extension of the school and classroom. As such, behaviors are expected to be safe, orderly, and respectful at the stop and on and around the school bus.

It is the responsibility of the parent/guardian to become familiar with transportation practices and procedures specific to our service. You may find those at [www.forsyth.k12.ga.us/transportation](http://www.forsyth.k12.ga.us/transportation) or you may request clarification and/or assistance from the appropriate staff member found at the "Who Should I Call" link on the department web page.

## **VISITORS:**

Parents of Gateway Academy students are welcome to visit the school. Parents must report to the front office upon arrival to obtain a visitor's pass. Students from other schools, friends of Gateway students, graduates, or previous students are not permitted to visit during the school day.

**All rules and regulations in the handbook are subject to change and / or revision without prior written notification. All rules and regulations cannot be covered in the space of this handbook. Students can be held accountable for any rules or regulations not specifically covered in this handbook that might impede the educational process of this school.**