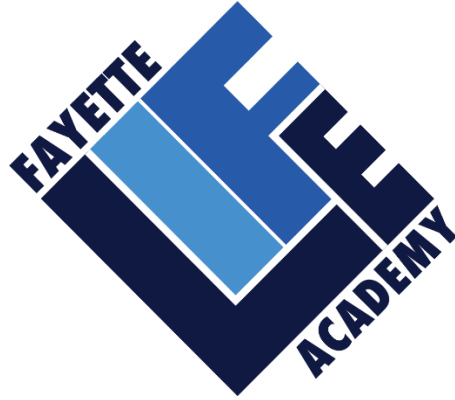




Open Campus

STUDENT/PARENT HANDBOOK

2025 - 2026

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[Fayette LIFE Academy Website](#)*

Mr. Leon D. Hammond
Principal

Mr. John McLucas
Assistant Principal

PBIS: Leadership, Integrity, Focus and Engagement

Revised 7/28/2025

ACADEMICS

As a non-traditional program extension of the base high schools, Open Campus Academy is an alternate setting for those students seeking an educational opportunity outside of the traditional high school setting, for those who need to catch up academically and/or for students wanting the opportunity to accelerate and graduate early. Students are allowed to work at an accelerated pace using Edgenuity, an online, computer-based curriculum supplemented with offline projects and assignments to ensure that all Georgia Standards are met and that the curriculum is rigorous and relevant. Open Campus Academy uses Edgenuity www.edgenuity.com as the course curriculum platform.

INFINITE CAMPUS

All student information is stored virtually through Infinite Campus. Parents and students are encouraged to set up online portal accounts to ensure that they have 24-hour access to school information. Once portal accounts have been established, students will keep the same accounts continuously within the Fayette County School System. **Parents should provide current contact (email and phone) information. Parents may update email addresses and phone numbers through their portal accounts.**

PARENT SQUARE

Parent square is the Fayette County School District's communication platform. Parents and students will receive district announcements and weekly program newsletters through Parent Square. Additionally, parents and students and message teachers and administration directly through Parent Square. All parents are encouraged to create and utilize a Parent Square account.

ACADEMIC DISHONESTY

The Edgenuity platform has an automatic plagiarism detector and teachers submit essays through the Turnitin software to verify authenticity of student work. Any student caught cheating on an 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 or course over. In the event of a cheating incident, a parent will be contacted. Students may also receive a grade of zero on the assignment. Cheating includes but is not limited to the following: using artificial intelligence (AI), using another student's notes or assignments, writing down or copying in any manner test questions and using any on-line source that is prohibited by the teacher. All forms of cheating and plagiarism are strictly prohibited. Behaviors that are unacceptable include, but are not limited to:

- copying another student's work
- working with others on projects that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from a test or quiz
- using any other method to get/give test or quiz answers
- taking a test or quiz in part, or in whole, to use or to give others
- using information from a source without proper attribution
- copying and pasting from another source and submitting it as your own work
- taking papers from other students, publications, or the Internet
- submitting any work that is not entirely your own
- acquiring answers or tests by any dishonest mean
- providing answers to others on any type of assignment
- if taking an online graded assignment, having any other site open

Disciplinary measures include, but are not limited to, redoing assignment/retaking tests, receiving a failing grade on the assignment.

PLAGIARISM

Plagiarism is the representation of another's ideas or writing as one's own. There are two common types of plagiarism:

- A deliberate attempt on the part of the student to pass off, as his/her own works, writing or ideas of another person (student, parent, published or unpublished author, et al.)
- A failure to acknowledge indebtedness to outside material that results from the student's lack of attention to proper procedures for documentation.

Both types of plagiarism are serious violations of the principles of academic integrity. **Plagiarism will not be tolerated.** Student work may be reviewed by anti-plagiarism software to check for violations.

CLASS CREDIT

Course credits are awarded when a student shows mastery of the curriculum in a given course. All courses have a final exam requirement or End of Course (EOC) assessment that must be completed in order to receive credit for the course. Final exams will count as 20% of the overall course grade.

CONCURRENT ENROLLMENT

Open Campus Academy is a program extension of the district's five high schools. Students attending Open Campus Academy can, with homeschool administrative approval, take specific classes at their base high school and at OCA at the same time.

CONTINUING ENROLLMENT

Students who show strong academic progress, have regular attendance, and have no discipline issues can return to Open Campus Academy the following semester without submitting a new application.

DUAL ENROLLMENT

Dual enrollment will be considered on an individual student basis. Contact the base school counselor for more information. Students work with their base school counselor during the Dual Enrollment process.

EDGENUITY

Edgenuity (www.edgenuity.com) is the computer-based curriculum platform used at Open Campus Academy. Edgenuity is accessible to students at home as well as at school. Notes and quizzes may be taken at home, but **all tests and writing assessments must be completed on site**. When working in Edgenuity, no other windows should be open. Parents should create a parent account for 24 hour access to grades and student progress.

CURRICULUM POLICY

Students are required to take all courses in proper sequence as determined by the teacher, counselor and principal. Final examinations or End of Course Tests will be administered in all high school courses and will count 20% of the final grade for the course. 8th grade exams will count 15%. All course work must be completed and graded before a student may take a final exam. It is the decision of the teacher when a student is eligible to take the final exam for each course. Students are expected to follow the online program course pacing guide.

EXTRACURRICULAR PARTICIPATION (NO PASS – NO PLAY)

Students are "required to pass classes that carry at least 2.5 Carnegie units counting toward graduation the semester immediately preceding participation" to be eligible to participate in athletics, clubs, and extracurricular activities. They must also be on track for graduation.

Students who are in a 5th year of high school (or more) are ineligible for all extracurricular athletic activities.

GHSA ELIGIBILITY

Students attending Open Campus Academy can participate in extracurricular activities at the base high school if they meet all regulations of Georgia High School Association (GHSA). Students should contact the individual coach or base school athletic director to determine eligibility status and course loads required to meet GHSA rules.

GRADES AND SUMMARY REPORTS

Report cards will be issued in alignment with the FCBOE calendar. Progress reports, pacing guides, and grade updates are available through Edgenuity. Please contact your student's teacher for specific questions regarding grades or progress. Students that do not show acceptable progress at an appropriate pace may be subject to removal.

GRADE PROGRESSION

All high schools in Fayette County are on a semester grading and scheduling system with two 18-week semesters. Each semester grade is final, and students must earn final semester grades of 70 or higher to pass.

The following guidelines define being on track:

- 1st year high school student – is eligible 1st semester; must earn 2.5 units 1st semester to be eligible 2nd semester
- 2nd year high school student - must have at least 5 units and have earned 2.5 units in the previous semester
- 3rd year high school student - must have at least 11 units and have earned 2.5 units in the previous semester
- 4th year high school student - must have at least 17 units

GRADE LEVEL PROGRESSION

Students earn one half (.5) unit of credit for each semester course that they pass. To be promoted from one grade level to the next, students must earn the following number of units:

9th to 10 th	5.5 units
10th to 11th	11.5 units
11th to 12th	17 units

Grade Level Promotion – Mid Year:

Grade 9 th to 10 th	8.5 units
Grade 10 th to 11th	14 units
Grade 11 th to 12 th	20 units

STUDENT CLASS LOADS

Students are expected to complete a minimum of six classes per semester (3.0 credits), but are able to work at a faster pace and complete more courses if desired.

STUDENT MAPS

Students will receive individual maps during orientation. Each map includes classes that have been completed and courses that are incomplete. This map is a summary of their high school transcript.

NOTE TAKING

Students are required to take hand-written notes on all subject matter presented on Edgenuity. These notes should not be shared with other students. At the end of each unit, these notes must be presented to the teacher prior to administration of the unit test.

TEST TAKING

The following are rules regarding taking an online test:

- The classroom teacher must be notified prior to beginning any test.

- There will be a time limit established for each test. This time limit will be determined by the classroom teacher. Accommodations may be provided for students with 504 or IEP plans.
- All other windows must be closed while taking a test.
- Tests must be completed in a single session unless approved by the teacher.
- All lessons in the aligned curriculum must be completed prior to attempting a test.
- Notes or other documents may be required to be presented to the teacher prior to the student being allowed to take a test. This decision is at each teacher's discretion.
- Any student who solicits help from another student or uses the internet to search questions during a test will be considered to have cheated on that test. The only communication allowed during a test will be with the teacher. Any student that offers or receives help during a test will be in violation of the FCBOE code of conduct.

OFF-TASK BEHAVIOR

Continued off-task behavior may result in disciplinary actions. Off-task behaviors include, but are not limited to use of cell phones, surfing the web, too much social interaction, sleeping, etc.

SCHEDULES

Students will receive individual schedules on the first day of school or semester.

RESPONSIBLE USE GUIDELINES FOR FAYETTE COUNTY SCHOOLS

Please see Student Code of Conduct for **Internet Acceptable Use** (Fayette County Board Policy IFBG) and **Rules to help keep Fayette County High School Students Cybersafe**.

ATTENDANCE

Regular, consistent student attendance is essential to making academic progress at Open Campus Academy. Students are expected to be in school each day unless excused for legitimate reasons. While Open Campus offers flexibility in scheduling, all students must meet minimum attendance expectations to remain in good standing and on track academically. Absences will be classified as excused or unexcused. Excused absences include emergencies such as illness, a death in the family, court appearances, or other extreme circumstances. Students who are absent must submit a written excuse to the Attendance Office within three (3) school days of returning. After that window, the absence will be marked as unexcused. All other absences will also be considered unexcused unless documentation is provided.

- **Student Report Times**

Students may report to the building during the designated hours below:

- Monday & Wednesday: 8:30 AM – 5:45 PM
- Tuesday & Thursday: 8:30 AM – 3:45 PM
- Friday: 8:45 AM – 11:45 AM (Optional)

Note: While students have a flexible arrival and departure window, all instructional sessions must be completed during these timeframes.

- **Weekly Attendance Requirement**

All Open Campus students are required to complete a minimum of 5 hours per day, Monday through Thursday, for a total of at least 20 hours per week. Students may meet this requirement by creating a personalized schedule within the approved hours of operation.

Friday attendance is optional unless a student is:

- Assigned Friday School due to disciplinary consequences

- Required to make up missed work, assignments, or tests

Students who fall behind on academic progress, attendance, or behavior expectations may be assigned mandatory attendance on Fridays.

TARDIES

Students may report to the building during the designated hours below, to meet the required 5 hour attendance requirement:

- Monday & Wednesday: Arrive between 8:30 AM - 12:30 PM
- Tuesday & Thursday: Arrive between 8:30 AM - 10:30 AM

Failure to meet the attendance or academic expectations may result in a parent/guardian conference, attendance contract, or removal from the Open Campus program.

Statement from FCSCC: Prior to the end of the school day, students shall be released only to their parents/legal guardians, or to persons properly identified to school office personnel by the parents/legal guardians, or upon written request by the parents/legal guardians confirmed by telephone or in person.

After five (5) parent/guardian-written notes excusing absences or requesting early dismissal, school administration may require appropriate medical documentation to validate any additional absences.

Failure to meet attendance requirements are grounds for removal from the program.

Unsupervised students are to leave campus immediately. All parking lots are off limits to students during the school day unless permission is received through the front office receptionist.

ABSENCE PROTOCOL

- Students who have been absent **are required to submit written excuse notes within THREE (3) school days** to the Attendance Office after the absence. After the three-day period, the absence is considered unexcused.
- After five (5) personal notes written by the parent/guardian for excused absences, doctors' notes will be required to excuse future absences.
- Students who do not submit acceptable excuse notes within the required 3 days will have their absences marked as "unexcused."
- The State Department of Education's provisions for excused absences are limited to the following reasons:
 1. personal illness
 2. serious illness or death in the immediate family
 3. documented court appearance/government order, including pre-induction into the military
 4. special/recognized religious holiday observed by student's faith that requires absence from school
 5. conditions in which attendance is impossible or hazardous to student health or safety as determined by the FCBOE
 6. absence to vote in an election
 7. absence of up to five (5) days per year for students of parents serving in the military who are being deployed or are on leave
- **Students may not participate in an after-school, extra-curricular activity if they are absent from school on the day of the activity.** Activities include, but are not limited to, practice, athletic games, dances, and plays.

CERTIFICATE OF ATTENDANCE

Fayette **LIFE** Academy
 "Where Creative, College, Career and Life Readiness Happens"

Students wishing to obtain a Certificate of Attendance must provide a request to the attendance secretary in the front office. Please allow three (3) days for processing and completion of the Certificate.

CERTIFICATE OF ENROLLMENT (COE)

Certificates are required documents for students who wish to obtain their first GA driver's license/permit.

- Students may request a COE at the front office.
- Students should **allow two school days** for the verification and notarization of the COE.

CHECKING OUT

To check out a student from Open Campus, a parent or guardian must call the front office, send an email, or submit a written note in advance. The request must include a valid telephone number for verification purposes. All check-out requests are subject to confirmation by office staff. If someone other than the parent/guardian will be picking up the student, the school must be notified ahead of time, and the designated individual must present a valid photo ID at the time of pick-up. Please note: Early check-outs may be recorded as an absence in accordance with the Open Campus attendance policy, depending on the time of departure.

CIVILITY POLICY

Members of the Fayette County School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering school or district grounds.

- **Disruptive Individuals Must Leave School Grounds**
Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or another administrative officer.
- Students who behave in a manner such as that described above, will face disciplinary action and prosecution under applicable laws. If any member of the public or any student uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students. If the abusive individual does not stop the behavior, the district employee may verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If necessary, the assistance of administrators or school resource officers will be sought. The employee may be asked to provide a written report of the incident for the purpose of prosecution under Georgia Law 20-2-1181 (GCA 32-9927).

COLLEGE VISITS

- Students in grades 11 and 12 may take two college visits during their junior and senior years. These absences will be entered into the attendance record as "college visits" and will be considered field trips as long as the student provides documentation.
- Students must return completed "Confirmation of an Off-Campus College Visit" form to the Attendance Office within three days of returning to school.
- All college visits must be completed by April 10, 2026.

CUTTING CLASS/TRUANCY

- Students who are in any place other than that authorized by the school during class time are considered to be "cutting class" and will be subject to disciplinary action.
- Students who are absent from school without a parent/guardian's knowledge and permission are considered truant and will be subject to disciplinary action.

EXTENDED ABSENCE DUE TO ILLNESS/HOMEBOUND

The Fayette County Board of Education provides a homebound teacher for students who are absent for long periods of time (10 days or longer) because of prolonged illness. Parents should contact the school counselor to request the services of a homebound teacher. Students are placed on homebound status upon receipt and acceptance of required documentation. Students are not eligible for homebound services if absences are due to communicable diseases. Parents should initiate this process as soon as possible to prevent loss of instructional support for students.

OPEN CAMPUS HOURS

Open Campus is open from 8:30 a.m to 5:45 p.m. Monday & Wednesday, 8:30 a.m to 3:45 p.m. Tuesday & Thursday. Students must arrive between the hours of 8:30 - 11:45. Optional Friday hours from 8:45 a.m. to 11:45 a.m. Once arriving at school, students must attend class for a minimum of 5 consecutive hours each day. Friday through Sunday will be an independent virtual learning time for students so that they remain on track (or ahead) in Edgenuity at all times.

COMMUNICATION

Students and parents/guardians are encouraged to regularly check each of their Edgenuity courses for information such as lessons, assessments, important dates, etc. Teachers and staff members are available via email. Please allow 24 hours for an email response.

COUNSELING

Counseling services provided for students include individual counseling, group counseling, guidance regarding graduation requirements, elective course selections, career path options, scholarship opportunities, technical school and college applications, and much more. Please contact our counselor, Dr. Carolyn McDermott, at mcdermott.carolyn@fcboe.org with any questions or to request an appointment.

CONTRABAND AND SEARCHES

All items not necessary for the Horizon Academy will be taken up and given to an administrator.

A search of buildings, grounds, cars, and classrooms by school staff and police K-9 units may be conducted at any time – whether students are present or not.

The following items are considered to be contraband and students are not allowed to have in their possession:

1. Drugs – prescription, non-prescription, controlled substances, alcohol
2. Tobacco in any form
3. Drug paraphernalia and “look alikes” including vape devices and fluids
4. Knives or cutting edges – regardless of size
5. Firearms and/or ammunition
6. Pyrotechnics of any kind
7. Wallet chains
8. Gang-like symbols in any form
9. Book bags - parent/administration conference required for exceptions
10. Cellular phones
11. Gang related symbols, art or paraphernalia
12. Lighters/matches
13. Laser pointers (laser pointers may be considered a weapon)
14. Flash drives, smart watches or any device that connects to the internet
15. Electronic games
16. Non-electronic games
17. Hats or any other types of head coverings

18. Money in excess of \$20.00
19. Weapons of any kind – real or facsimile or anything which could reasonably be considered a weapon
20. Bracelets, necklaces or other **leg, waist, wrist** or arm accessories
21. Any material or item deemed by the administration of the school to be counterproductive and inappropriate for the learning environment of the school
22. Lanyards and/or long key chains
23. Pepper Spray
24. Pencil sharpeners
25. All meals, snacks, and drinks other than water will be collected each morning at the metal detector and provided during lunch only. Contraband items confiscated from students will not be returned to the student.

POSSESSION OF WEAPONS

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.

DISCIPLINE

Please refer to the Fayette County Schools Code of Conduct (6–12) handout for rules and regulations concerning disciplinary procedures. The Code of Conduct information will be provided to each student during orientation. The Fayette 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.

Misbehaviors that will result in disciplinary action include, but are not limited to, the behaviors outlined in the Code of Conduct. As a consequence, students may be assigned Friday School for certain disciplinary infractions. Failure to attend an assigned Friday School will result in Out-of-School Suspension.

- Fighting and/or assault (physical and/or verbal) **In addition to school disciplinary consequences, students who fight may be arrested.**
- Vandalism; destruction of school and/or private property
- Use of violence, force, threat, and/or intimidation toward a student or school employee
- Use and/or possession of weapons including, but not limited to, pocket knives, firearms, smoke/stink bombs
- Obscenity/indecency, including the written or spoken use of vulgar language or gestures
- Inappropriate public display of affection
- Use or possession of tobacco – (Includes smoking tobacco, chewing tobacco, snuff, vapes, juuls, e-cigarettes, hookahs, or other similar items)
- Use or possession of drugs, alcohol, or drug paraphernalia (includes possession by consumption)
- Theft and/or possession of stolen property
- Truancy, cutting class, leaving school without permission
- Loitering or being in unauthorized areas
- Forgery and/or falsification of passes, notes from parents, report cards, etc.
- Academic dishonesty; any form of obtaining credit for work done by someone else, including but not limited to, cheating on tests, copying homework, copying word for word from references, using someone else's paper, or using AI.
- Insubordination, failure to comply with the directions of a staff member
- Failure to attend school on a consistent basis could result in a Friday Academy assignment
- Possession and/or use of electronic devices, water guns, electronic games, and similar items (If such items are needed for an educational purpose, the student must have prior administrative permission and such items are to be left in the front office until needed.)
- Violation of rules of conduct for school buses

- Abuse of student driving/parking privileges
- Book bags are not permitted.
- Possession of cutting implements normally used in connection with a class, such as a razor, knife, scissors, or box cutter
- Any unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data (See also Student Server Use – Terms and Conditions)

FORGERY

The crime of forgery generally refers to the making of a fake document, the modification of an existing document, or the unauthorized signing of a document by any person other than the one whose name is signed. This will be punished as a form of dishonesty.

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.

PROSECUTION

Any violation of the law committed by a student may be prosecuted.

ANTI-HARASSMENT POLICY

FLA will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. Disciplinary action will be immediate and severe. Incidences may be reported to the police and/or sheriff's department depending on the specific jurisdiction. Students can anonymously report unsafe situations, such as a student who has brought or has threatened to bring weapons to school, by calling the GBI School Safety and Violence Task Force Hotline: 1-877-SAY-STOP (1-877-729-7867).

Harassment of a student by another student is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's education benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats
6. Indecent exposure of any sort

Any student who believes he/she is a victim of sexual harassment by staff or student must report it to their teacher, counselor or the principal. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's grade or status. The right to confidentiality, both of the complainant and the accused, will be respected. Criminal proceedings in any case reported may be initiated.

HARASSMENT

The school district forbids sexual, racial, and other harassment of all employees and students while at school, in the workplace, 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.

DISRUPTION OF SCHOOL

GEORGIA LAW 20-2-1181 (GCA 32-9927) Disruption or interference with operation of public schools: It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (Acts 1976, p. 480; 1994, p. 1012, eff. May 1, 1994.)

DRESSCODE

Students should dress appropriately and adhere to the county dress code policy. **Students who are dressed inappropriately will be referred to an administrator.** Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal may interpret or add to these provisions as he/she deems to be in the best interest of the school, students, or the educational process. The following are the standards for school dress:

- Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.
- Pants, shorts, slacks, shirts, dresses and skirts will be of appropriate size and fit. Holes must be below the fingertips or mid-thigh. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below the fingertips or mid-thigh.
- Proper undergarments must be worn. Undergarments must not be exposed. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/glorifying death and/or violence.
- Transparent or mesh clothing must be worn with appropriate clothing underneath.
- Trench coats may not be worn inside the building.
- No blankets
- Clothing that is extreme form fitting (leggings, yoga pants, jeggings, compression shirts, etc.) must be worn with an outer garment of appropriate length (see item #2).
- Bedroom footwear may not be worn.
- Sunglasses may not be worn inside the buildings.
- Wallet chains or other type chains that may be dangerous or disruptive may not be worn.
- Headwear—including hats, caps, visors, bonnets, durags, sleep caps, scarves, fashion wraps, hoods, and bandanas—is not permitted inside the building, except for items worn for religious purposes; students and/or parents may be contacted to verify the religious significance of such coverings.
- Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.

- Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed.

ELECTRONIC DEVICES

No cellular phones, smart watches, iPods, headphones, CD players, electronic games, etc. are permitted during instructional time. The only electronic devices permitted are calculators and these will be used only at the discretion of the classroom teacher.

EMERGENCY PREPAREDNESS PROCEDURES

Tornado Watch

1. Verbal announcement over hand-held radios or P. A. system of a **TORNADO WATCH**.
2. Announcement of a **TORNADO WARNING** over hand-held radios or P.A. system. Upon receiving the signal, students will be relocated to assigned areas.
3. Return to classrooms upon instruction from an administrator.

Tornado Warning

At least once each school year, Fayette County Horizon Academy students participate in a practice tornado warning drill. The purpose of the drill is to give our school a chance to determine if we can receive a warning, and if we can demonstrate what to do when a warning is received or a tornado is sighted. The **TORNADO WARNING** signal for the Horizon Program will be an announcement on hand-held radios or over the P.A. system. Upon hearing the warning, students and all school personnel are to follow the procedure outlined below:

1. Report to the assigned area in a quiet and orderly fashion.
2. Listen carefully for emergency instructions from teachers/ administrators.
3. Face the interior wall in a fetal-protective position.
4. Protect head with arms.

FIRE DRILL

Fire Drills shall be held once each month, in accordance with the law. Each classroom should have posted the appropriate exit route to follow during such drills. Fire drills will be held during different times of the day, throughout the year. Be aware of your exit routes and remain quiet and orderly during the drill. Inclement weather or snow is not unusual during the winter months.

SEVERE WEATHER

In the event of severe weather, tune your radio to 1450 WKEU or 750 WSB AM. These two stations will carry up-to-minute information concerning the Fayette County System, including the Fayette County, Horizon Academy and possible school closings.

CODE RED DRILL

At least once a semester Fayette LIFE Academy will conduct a "Code Red", or lockdown drill. During these drills it is imperative that students quickly follow the directions of the teacher. For the purpose of this drill, students will be directed to an area of the room that is not readily visible from the outside windows. The classroom door will be locked and the door window will be covered. This drill is practice for the possibility of an armed and/or dangerous intruder on the campus. The intruder may be either inside or outside the building.

SAFETY AND HEALTH

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.

SCHOOL CLOSINGS

For information on school closings or late openings, students should listen to the television and WSB radio (750 AM and 95.5 FM). School closings will also be sent from the county via IC Messenger and will be posted on the school's social media accounts.

GRADUATION

Upon completion of the graduation requirements, students enrolled at Open Campus Academy can choose to participate in the traditional May graduation ceremony at their base high school. Students also have the option to participate in one of the Open Campus Academy graduation ceremonies (offered in December and May).

HOPE GPA

Students may view their preliminary HOPE GPA information online at www.GeorgiaFutures.org

METAL DETECTOR

All students must go through a walk-through metal detector upon arrival. A positive indication by the detector will result in a search of a student's possessions and person. A refusal to be searched may result in immediate and permanent removal from the program.

PARKING

Students who will be transporting themselves to Fayette LIFE Academy must apply for a parking permit. Parking permits will be issued once the student completes and submits all appropriate forms to the administrative assistant. The parking permit must be displayed at all times. Students should park in the assigned parking lot on campus. ***Students are not allowed to return to their car during the day without permission from the office. Additionally, students are not permitted to ride with other students to or from school.***

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES

To enroll in Fayette County Public Schools, a student must reside within the boundaries of Fayette County. A student must reside with a natural parent or a person who has been granted legal guardianship, a grandparent, a kinship caregiver with an affidavit, a person with a military power of attorney or the student must be under the care of a state agency with placement in Fayette County. Proof of residency is required.

RESPECT OF STAFF AND PROCEDURES OF SCHOOL

Students must follow staff instructions at all times without question, delay or comment. Failure to do so will constitute insubordination and will result in disciplinary consequences.

IMMUNIZATION

All students must have a current Georgia certificate of immunization **on file** with the Guidance Office **prior** to admission. Students must have been immunized against those diseases as specified by the Georgia Department of Human Resources. In addition, all students must furnish certificates of eye, ear, and dental examinations signed by private practitioners or qualified representatives of a local health department.

SECURITY

Students should take precautions to keep their belongings safe. They should not bring large sums of money, jewelry, and/or other valuables to school. They should not leave their possessions unattended. Students should report lost or stolen items to the front office.

STUDENT SEARCHES

Student cars brought on campus, student book bags, and school lockers, 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.

STUDENT RESPONSIBILITIES

Cell Phones: Cell phones are allowed in the building BUT must be turned in when entering the classroom. Failure to follow the cell phone procedures will result in disciplinary action. Cell phones collected by administrators must be picked up by a parent or legal guardian. Repeated events may result in dismissal from Open Campus Academy.

DELIVERIES, LUNCH, & MESSAGES

There will be no delivery of food except homemade lunches. Fast food lunches may NOT be delivered to the school. Homemade lunches may be dropped off at the front office. Messages will be taken for and delivered to students ***only if the messages are deemed emergencies.***

OBLIGATIONS

Textbooks, Chromebooks, and lab equipment are provided at no cost; however, students are responsible for such items and will be charged for loss, theft, or damage of their Chromebooks, textbooks, lab equipment, and/or PE locks. Please refer to a student's Infinite Campus Fees tab for details about fees owed. Seniors who have obligations will not be permitted to participate in the graduation ceremony until their obligations are cleared.

SMOKING/TOBACCO/VAPING

Open Campus Academy is a tobacco free facility. Smoking/Vaping is **not** allowed anywhere on the campus of Open Campus Academy. Electronic smoking devices are considered tobacco products in the Fayette County Code of Conduct. This is in compliance with the state of Georgia law. Any student found in violation of this law will be subject to the policy and procedures as outlined in the FCBOE Discipline Code of Conduct.

TRANSCRIPTS

For students applying to Georgia colleges and universities, transcripts may be requested through www.GeorgiaFutures.org. For out of state colleges and universities, transcripts may be requested through <https://student.naviance.com/auth/fclookup>. For hard copy transcripts for scholarships or other programs, students may request transcripts in the Counseling Office.

TRANSFER CREDITS

Any student wishing to take classes outside of the school district from private entities such as "The Campus" or "Faith Academy" must have signed approval from their home school principal.

RELEASE OF INFORMATION

Open Campus Academy will release to members of the public, upon request, directory information for any student enrolled at OCA. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their children.

Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal in writing within five school days of the first day of school each year or within five school days of their child's enrollment for those who enroll after school is in session.

The following categories are designated directory information and will be released to the public:

- Student name, address, telephone number

- Student date and place of birth
- Student participation in official school clubs and sports
- Weight and height of student if he/she is a member of an athletic team
- Dates of attendance
- Awards received
- Grade level
- E-mail address

Students may also be photographed, videotaped, or interviewed by the news media at school or at school activities. **Any parent objecting to their student being photographed, videotaped, or interviewed must inform the school principal in writing within five school days of the first day of school each year or within five school days of their child's enrollment for those who enroll after school is in session.**

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, administrators, 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 SST to consider the appropriateness and eligibility of a student for a 504 individual accommodation plan. For questions regarding 504 eligibility/accommodations or 504 procedural safeguards, contact Mr. John McLucas at mclucas.john@fcboe.org.

VISITORS

All visitors **MUST** report to the school office. **STUDENTS FROM OTHER SCHOOLS AND FRIENDS OF FLA 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.

	 LEADERSHIP	 INTEGRITY	 FOCUS	 ENGAGEMENT
CAFETERIA	Use respectful language	Clean your space	Stay in assigned area	Talk quietly only to classmates at your table
HALL	Model appropriate Behavior	Be respectful to all students, staff members and visitors	Walk single file and limit communication	Respect academic environment and personal space
CLASSROOM	Self monitor progress	Turn in your own work	Use technology appropriately	Stay on task and use technology appropriately
RESTROOM	Report Misuse	Keep it Clean	One person at a time	Enter and exit quietly
METAL DETECTOR	Be on Time and dress appropriately	Turn in personal technology	Be ready	Keep it Moving