Open Campus Academy
Student Handbook
2022-2023

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Superintendent of Schools
Dr. Jonathan Patterson

Open Campus Academy Administrative Staff
Dr. Margo Wimbish – Dean of Students
Mr. John McLucas - Assistant Deany
Dr. Carolyn McDermott - School Counselor
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 Performance and Common Core Standards are met and that the curriculum is rigorous and relevant.

Academic Dishonesty: 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: 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.

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. Students not meeting these requirements are subject to removal and will be sent back to the base high school.

Dual Enrollment: Dual enrollment will be considered on an individual student basis. Contact the base or homeschool counselor for more information.

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 must be taken 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.

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.

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

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 GHSA (Georgia High School Association). 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 and will be sent back to the base high school.

**Grade Level Promotion:** 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 10th: 5.5 units
- 10th to 11th: 11.5 units
- 11th to 12th: 17 units

**Grade Level Promotion – Mid Year:**

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

**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. Twenty-three units/credits are required for graduation.

**Infinite Campus:** Student information is stored virtually through Infinite Campus. Daily attendance is maintained in Infinite Campus (but all grading information is located in Edgenuity). **Parents should provide current contact (email and phone) information. Parents may update email addresses and phone numbers through their portal accounts.**

**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.

**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.

**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.

**Test Taking:** The following are rules regarding taking an online test:

- The classroom teacher must be notified prior to beginning any test. This includes pre and post tests in the prescribed curriculum and any test in aligned curriculum.
- 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 by 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 is using 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.

**ATTENDANCE**
Regular, consistent student attendance is essential to making academic progress at Open Campus Academy. **Students must attend school for a minimum of 5 consecutive hours each day (Monday through Thursday) and to work virtually on the other 3 days so they are always on track in Edgenuity.** 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 should be present for the equivalent of half of the student’s instructional day to be considered present for the day.

- **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.

**Certificates of Attendance:** 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.

**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.
- All college visits must be completed by **April 14, 2023.**
- Students must complete the “Notification of Intent to Visit a University/College” form and submit the top portion to the Attendance Office at least one day prior to the visits.
- Students must return completed Confirmation of an Off-Campus College Visit forms to the Attendance Office within three days of returning to school.

**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 Program Hours:** Open Campus is open from 8:30 a.m to 6:00 p.m. on Monday through Thursday. Students must arrive between the hours of 8:30 - 12:30. 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.

**DISCIPLINE**

Please refer to the Fayette County Schools Code of Conduct (6-12) handout for rules and regulations concerning disciplinary procedures for the 2021-2022 school year. 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 following:**

- 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 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, and 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…
- Tardiness to school or class
- 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
- Insubordination, failure to comply with the directions of a staff member
● Failure to attend could result in 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)

Dress Code: 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).
● Sleepwear and/or 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.
● Hats, caps, visors, durags or hoods may not be worn inside the building.
● Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.
● Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed

Gang-Related Activity

A gang member is a person who is part of an association of people which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, social media postings, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.
Penalty may range from short-term suspension to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion. The student may also be reported to law enforcement.

**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).

**PARKING**

Students who will be transporting themselves to the 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 and as close to the Academy building as possible. *Students are not allowed to return to their car during the day without permission from the office.*

**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 residence is required.

**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 Elementary School Students Cybersafe.

**SAFETY AND HEALTH**

**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.

**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.

**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.
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.

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.

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. Repeated events may result in dismissal from Open Campus Academy.

Deliveries, Lunch, and 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.

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.

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

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 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: Open Campus Academy is a tobacco free facility. Smoking 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 online at www.gafutures.org. For out of state schools, scholarships, or any other programs which require a transcript, students may request transcripts via the Counseling Office.

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 Student Support Team 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 Dr. Margo Wimbish at wimbish.margo@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.