



2021-22 Board Policies

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SECTION A: FINANCIAL & BUSINESS MANAGEMENT POLICIES

INTERNAL CONTROL POLICY

Introduction

Internal control policies provide KIPP Metro Atlanta with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Additionally, as a publicly supported entity, KIPP Metro Atlanta has additional responsibilities to ensure the public's confidence and the integrity of the organization's activities. The following policies will highlight some of the areas of internal controls.

A. Compliance with Laws

KIPP Metro Atlanta will follow all the relevant laws and regulations that govern the charter schools within the State of Georgia. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of KIPP Metro Atlanta:

i. Political Contributions

No funds or assets of KIPP Metro Atlanta may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of KIPP Metro Atlanta for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. KIPP Metro Atlanta also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

- a. Contributions by an employee that are reimbursed through expense accounts or in other ways.
- b. Purchase by the organization of tickets for political fundraising events
- c. Contributions in kind, such as lending employees to political parties or using the organization assets in political campaigns

ii. Record Keeping

To provide an accurate and auditable record of all financial transactions, KIPP Metro Atlanta's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the State of Georgia's statutes, applicable to Charter Schools.

Further, KIPP Metro Atlanta specifically requires that:

- a. No funds or accounts may be established or maintained for purposes that are not

- fully and accurately described within the books and records of KIPP Metro Atlanta.
- b. Receipts and disbursements must be fully and accurately described in the books and records.
- c. No false entries may be made on the books or records nor any false or misleading reports issued
- d. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

B. Organizational Conflict of Interest or Self-Dealing (Related Parties)

Purpose

The purpose of the conflicts of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Definitions

- i. Interested Person - Any Director, Officer, or member of a committee, who has a direct or indirect Financial Interest, as defined below in Section 6.2(b), is an Interested Person.
- ii. Financial Interest – A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family:
 - a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
 - b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or,
 - c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Procedures

- i. Duty to Disclose – In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence of his or her Financial Interest and all material facts relating thereto to the Board.
- ii. Determining Whether a Conflict of Interest Exists – After disclosure of the Financial Interest and all material facts relating thereto, and after any discussion thereof, the Interested Person shall leave the Board meeting while the Financial Interest is discussed and voted upon. The remaining Directors shall decide if a conflict interest exists.
- iii. Procedures for Addressing the Conflict of Interest:

- a. An Interested Person may make a presentation to the Board, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement resulting in the conflict of interest.
- b. The Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Corporation's best interest and benefit and whether the transaction is fair and reasonable to the Corporation; and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

iv. Violations of the Conflicts of Interest Policy

- a. If the Board has reasonable cause to believe that a Director, Officer, or member of a committee has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose
- b. If, after hearing the response of such person and making such further investigation as may be warranted in the circumstances, the Board determines that such person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

- i. Names of Persons with Financial Interest - The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- ii. Names of Persons Present - The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

C. Security of Financial Data

- i. The organization's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e. proper password

protection and authorizations for inquiry or browse only functions.)

- ii. The system's accounting data must be backed up regularly to ensure the recoverability of financial information in case of hardware failure
- iii. All other financial data, petty cash box, unused checks and unclaimed checks and unclaimed checks will be secured from unauthorized access

D. Security of Organization Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- Charter and all related amendments
- Minutes of Board of Directors and subcommittees
- Banking agreements
- Leases
- Insurance policies
- Vendor invoices
- Grant and contract agreements
- Fixed asset inventory list

E. Use of Organization Assets

No employee may use any of the organization's property, equipment, material, or supplies for personal use without the prior approval of the school Principal or the Executive Director

FINANCIAL MANAGEMENT POLICY

A. Basis of Accounting

KIPP Metro Atlanta will maintain its accounting records and related financial reports on the accrual basis of accounting.

B. Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental unit requirements of the Governmental Accounting Standards Boards (GASB), including Statement of Governmental Accounting Standards No. 34 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles.

C. Basis of Presentation

The operations of the fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, net assets, revenues, and expenditures.

D. Cash Management

KIPP Metro Atlanta will maintain cash accounts with a financial institution approved by the Board of Directors. The organization will monitor cash flow statements regularly to ensure proper cash management and to evaluate actual flows to projected trends.

E. Budgets

- i. The Managing Director of Finance, in consultation with staff, will prepare an annual operating budget of revenues and expenses and a cash flow projection. This budget and projection are reviewed and approved by the Board of Directors annually and modified as necessary.
- ii. Financial statements displaying budget vs. actual results are prepared by the Managing Director of Finance and presented to the Finance Committee and the full Board of Directors at each regularly scheduled meeting.
- iii. The annual operating budget will be balanced unless otherwise approved by the Finance Committee.
- iv. The organization will strive to raise the next fiscal year's fundraising goal before the final approval of the operating budget for the following year.
- v. In some instances, operating funds designated for a specific fiscal year may be received, and for accounting purposes, recognized as revenue in the prior year. For purposes of budgeting for the specified fiscal year, the finance committee may approve the schools, KTC, or MAC to budget a deficit equal to or less than the aforementioned designated operating funds depending on the size of the prior year surplus.
- vi. As part of the budgeting process, contingency items shall be identified and quantified before the final approval of the budget each year. A mid-year review process will determine the necessity of implementing contingency plans depending upon the variance of revenues (including fundraising goals) from the budget.

When managing to its budget, the organization will abide by the following guidelines in managing to its budget goals:

- i. A forecast will be presented to the Finance Committee at each regularly scheduled meeting.

During the forecast review process, management may identify a surplus from unrestricted revenue sources and discuss potential uses. If surplus exceeds \$200,000, Finance Committee will approve the use of this surplus, to include (but not limited to) the following options:

- Build the operating reserve. This is required before other options are considered if the year-end operating reserve is projected to fall below 2 months.
- Build the capital reserve.
- Investment in regional strategic priorities, including capital projects
- Pay off/down debt or contribute to the endowment
- Off-set next year's fundraising requirements

The forecast may reveal a revenue shortfall. In this case, management will present a plan to support the shortfall by reducing expenses or identifying alternative revenue sources. If neither of these options are feasible, the Finance Committee can provide access to reserves to cover the operating deficit.

- ii. Schools can petition to incur additional expenses if they receive fundraising/donation revenue above and beyond the organization's budget in the year the revenue is recognized. The Managing Director of Finance reserves the right to require a school to supplant existing expenses, depending on organization wide budget conditions.
- iii. Schools are held accountable to their performance against budget for an explicit set of revenue and expense accounts.

F. Insurance

- i. KIPP Metro Atlanta maintains levels of coverage, as required by the schools' charter authorizers (e.g. Atlanta Public Schools and Fulton County Schools) and as recommended by the Board of Directors, for the following policies:
 - General liability
 - Business & personal property (including auto/bus)
 - Workers' compensation
 - Personal injury liability
 - Educators legal liability (including D & O)
 - Umbrella liability
- ii. The organization requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

G. Financial Reporting

The Director of Finance and the organization's accountant will maintain supporting records in sufficient detail to prepare KIPP Metro Atlanta's financial reports, including:

- i. Annually:
 - a. Financial statements for audit
 - b. Annual budget
- ii. Monthly:
 - a. Internally generated budget vs. actual financial statements by fund and by program
 - b. Billing invoices to funding sources
 - c. Updated cash flow projection
- iii. Periodically:
 - a. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns

- as well as IRS Form 990
- b. Other reports upon request

H. Audit

The Chief Finance Officer will arrange annually for a qualified certified public accounting firm to conduct an audit of KIPP Metro Atlanta's financial statements in accordance with Government Auditing Standards and the Governmental Accounting Standards Board. The Finance Committee of the Board of Directors will approve the auditor in May of each year.

ASSETS, LIABILITIES, AND FUND EQUITY POLICY

A. Assets

i. Bank Accounts

Government funds are held in collateralized accounts. Other funds are held at Federal Deposit Insurance Corporation (FDIC)-insured banks

ii. Petty Cash / Cash for Change

A petty cash fund of \$50.00 may be maintained at each school strictly to provide change for cash payments from parents and/or scholars for student fees. The CFO or MD of Finance may extend this limit by school, on an exception basis, to meet specific school operational needs. Any exceptions granted will be formally documented.

No purchases, parent reimbursements, scholar reimbursements, or employee reimbursements may be made from the Cash for Change fund. All purchases, parent reimbursements, scholar reimbursements, and employee reimbursements must go through the KIPP Metro Atlanta purchasing or check request process.

These funds will be reconciled daily by the school, and formally signed off on monthly by school leadership and the regional finance team, in accordance with management process and policy. All change disbursed and replenishment activity must be clearly documented.

iii. Capitalization

Items are considered property and equipment and will be capitalized if it meets ALL the stated equipment criteria listed below:

- a. It can be expected to serve its principal purpose for at least one year.
- b. It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced.
- c. It is equal to or greater than \$1,000 per unit cost in value.

If an item does not meet the criteria above, it will not be capitalized.

B. Liabilities and Net Assets

i. Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving report or other approved documentation are recorded as accounts payable.

ii. Accounts Payable Payment Policy

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

iii. Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

C. Debt

i. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.

ii. All short-term and long-term debt is approved by the Board of Directors, and only as a last resort.

iii. Loan agreements approved by the Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

ENROLLMENT POLICY

It is the goal of KIPP Metro Atlanta Schools to consistently meet established enrollment targets at all schools.

It is the policy of KIPP Metro Atlanta Schools to annually establish both a ceiling and a floor for each school's enrollment level. The ceiling is defined as the maximum enrollment allowed by both the number of seats available in the grade level and the number of seats allowed by the charter agreement. The floor is defined as the minimum enrollment level required to maintain the grade level configuration, as defined

by the Chiefs of Schools, and to maintain a financially sustainable budget, as defined by the CFO. KIPP Metro Atlanta Schools will annually submit the projected ceiling number to its district authorizers, but will budget at or near the floor for the sake of conservatism.

The regional enrollment team will verify actual enrollment in the student database against budgeted enrollment twice per fiscal year, once in October on the date of the 40-day count determined by the APS district, and again before the March count. Schools are required to backfill open seats according to the regional enrollment strategy.

Enrollment issues will be addressed on a case-by-case basis through the annual SMS Dashboard and performance evaluation process.

The Executive Team reserves the right to waive this policy if the attrition is due to special circumstances.

CONTINGENCY BUDGETING

Because per pupil revenue from state and local sources constitutes KIPP Metro Atlanta's largest revenue stream, and because that revenue stream is variable, unpredictable, and outside of the organization's scope of control, KIPP Metro Atlanta has established the following guidelines for annual contingency budgeting:

- Each year, schools will be asked to identify line items for potential budget cuts in the event that revenue is not received at the projected amount. The level of cuts will be established annually based on information provided by state and local revenue sources and will be expressed as a percentage of the total budget. The contingency budget will be maintained at a percentage of the board approved annual budget and will vary from year to year. Schools will be asked to cut special events, non-essential trips, and non-essential staffing, and supplies/materials prior to reducing essential staffing. Essential and non-essential staff will be determined by the CAO and the ED in partnership with Principals.
- Each year, the KIPP Metro Atlanta Regional Support Team will be asked to identify line items for potential cuts as well. Because the MAC Shared Services Team invests in critical programs and services to support region-wide priorities and initiatives, the MAC Team will cut at the discretion of the Executive Team.

OPERATING DEFICITS POLICY

It is the policy of KIPP Metro Atlanta Schools to operate within budget with a goal of "break-even" using revenue from public sources. However, because there is no guaranteed public revenue stream to support the KIPP Through College (KTC) Program, this program may operate at a deficit in any given year. In addition, because growing schools do not always generate enough revenue to cover expenses in the early years of operation and the Georgia funding formula does not align to operations, especially for high schools, those schools may also operate at a deficit. The regional budget may operate at a deficit until all schools reach full growth. It is the policy of KIPP Metro Atlanta to fund any program/entity deficit with surpluses from other schools/programs and/or with privately raised dollars.

RESERVE POLICY

- A. In order to sustain operations, a reserve will be maintained for use in the event of negative cash flow, no matter the cause or magnitude, at the consolidated KIPP MAC legal entity and/or at any one or more subsidiaries and/or reporting entities (schools). The reserve will not be management's first line of defense for balancing the budget. Prior to accessing the reserve, management will attempt to balance the budget by:
 - i. Utilizing a surplus at one reporting entity to fund a deficit at another
 - ii. Re-allocating funding priorities
 - iii. Forcing budget cuts
 - iv. Increasing the fundraising goal to the maximum allowable amount as determined by the Finance Committee's established financial sustainability metrics.
- B. Management may then, with the permission of the Finance Committee, access the reserve as a last resort to balance the budget.
- C. KIPP Metro Atlanta (including schools, Regional Support Team , and KTC) will maintain a minimum of one month and an ideal goal of two months of operating expenses in a separate reserve fund. The "one month" amount will be determined by taking the total amount of the approved consolidated annual budget for that fiscal year and dividing it by twelve. If the consolidated organization does not have sufficient cash to maintain the reserve fund, the Finance Director will determine a schedule to build up the reserve to meet the minimum requirement. Each year, if the "one month" floor for the reserve fund increases (because the annual budget increases) the organization will budget sufficient resources in the following year's budget to bring the reserve fund up to the minimum level. The Finance Committee may, at its discretion, approve management's access to the reserve as needed, after all other measures to balance the budget have failed, even if the reserve is below the two-month ideal and/or one-month minimum requirement.
- D. The reserve level will be reviewed regularly by the Finance Committee as part of its financial reports. The Finance Committee recognizes that due to timing of certain revenue streams, there may be times when it will be required to dip into the reserves on a short-term basis. Should the CFO/Managing Director of Finance need to temporarily utilize a portion of the reserve, the CFO/Managing Director of Finance must prepare a recovery plan to restore the reserve to the minimum requirement. The report will be shared with the Finance Committee at its next regularly scheduled meeting unless the situation dictates that an emergency meeting be called.
- E. The Board will strive to maintain an unassigned fund balance in the General Fund of between five to fifteen percent (5% to 15%) based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in state funding. Fund balance is classified as "unassigned" includes all spendable amounts not contained within the other classifications below:
 - I. Non-spendable: the fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale, and corpus of a permanent fund.
 - II. Restricted: the fund balance that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions, covenants, and grant agreements).

III. Committed: the fund balance that can be used only for the specific purposes determined by a formal action of the Board. Constraints can be removed or changed only by the Board. Actions to constrain resources should occur prior to KIPP Metro Atlanta’s fiscal year, although the exact amount may be determined subsequently.

IV. Assigned: the fund balance intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Board will have the authority under this policy to assign funds for a particular purpose.

F. At the end of the fiscal year, components (schools or departments) of KIPP Metro Atlanta Collaborative may have “interfund” loans and receivables with each other. Interfund accounts will be reviewed and may be forgiven in full at KIPP South Fulton Academy, KIPP South Fulton Primary, KIPP Woodson Park Academy, and the Food Service program due to their unique operating agreements (charter and partnership agreements or federal food service program requirements).

CAPITAL PROJECTS POLICY

It is the policy of KIPP Metro Atlanta Schools to execute on capital projects according to the following definitions and guidelines:

A. Project Definitions

- i. A project is defined as a specific set of objectives or tasks that once completed, meet an organizational need.
- ii. A capital project is a project that helps maintain or improve an asset, often called infrastructure. To be included in a Capital Budget, a project must meet ONE of the following requirements (criteria): It is a new construction, expansion, renovation, or replacement project for an existing facility or facilities.
- iii. A project can span across multiple campuses.
- iv. Projects may be grouped together under one project ID if they meet ONE or more of the following criteria:
 - a. Work is aligned to the same objective as defined by the Facilities and/or IT Director.
 - b. Work is provided in bulk by the same vendor.
 - c. Work must be done simultaneously to achieve the project objective.

B. Project Prioritization

The DOO and Building Engineer will maintain a list of school based needs and wants. A need is defined as work that must be done to protect student health and safety, to comply with state, local, and/or federal law, and/or to protect the integrity of the teaching and learning environment as determined by the School Leader and COO. A want is defined as work that would beautify the school and/or make teaching and learning easier, but that is not required by law and/or is not required to prevent a material negative impact on teaching and learning.

The COO will work with the Director of Facilities/IT to determine the final annual list of project priorities for facilities and for technology.

C. Decision Rights & Approval

The COO is the final decision maker on the logical order and priorities of projects; public and private grant assignments; and the timing of work.

The Finance Committee must approve all projects over \$100k and all cumulative contracts in excess of \$200k in alignment with the procurement policy.

D. Cash Flow Requirements

The MD of Finance and/or COO may veto a project or place it on hold if there is not sufficient cash available to cover projected vendor payments for the work. The MD of Finance and/or COO may lift the veto or hold as cash becomes available. The COO may also fund capital projects with operating funds, provided that there is written agreement from the state, school district, and/or other capital campaign donor to reimburse the funds within the current fiscal year, and provided that the COO certifies that the realization of the funds in the current fiscal year is highly likely.

E. Reporting

i. Finance will provide:

- a. Monthly spending report by school, project, donor, and vendor
- b. Quarterly cash flow report

ii. Operations will provide:

- a. Monthly project priority lists for both facilities and IT
- b. Monthly work status reports for both facilities and IT

iii. External Relations will provide:

- a. Monthly grant report including donor names, projected amounts, projected dates of receipt, and donor restrictions
- b. Donor reporting schedule including list of specific requests from other departments and deadlines for submission.

F. Grant Assignments

The COO and Managing Director of Finance will assign a grant tag to each project based on available funds, donor priorities, and grant restrictions.

The COO will attempt to spend all state facility grant dollars prior to utilizing private capital campaign funds.

The COO may change a grant assignment within the current fiscal year provided that donor restrictions don't prohibit the change.

G. Capital Reserve Account

KIPP MAC may on occasion experience times when a major capital expenditure is unexpectedly and urgently required (e.g., a steam pipe bursts or a boiler fails). This policy is designed to ensure that this ongoing need is addressed. The capital reserve serves as a “rainy day” fund for major capital expenditures that are unexpectedly required as described above. The reserve is maintained and managed in a separate account from daily operating funds.

Withdrawals from the capital reserve will require approval by the Finance Committee.

H. Above and Beyond Projects and Funds

If existing projects approved as a part of the current capital or operating budget or campaign are completed with a budget surplus remaining, those funds may be assigned, at the discretion and the mutual agreement of the COO and CFO/MD of Finance, to new capital improvement projects.

If a budget surplus from existing projects does not exist, then new projects must be approved by the Finance Committee. If new projects require additional fundraising, then the Development Committee must also approve. The new project must be defined as a need according to the definition above. If the project is not defined as a need, and/or if the board does not approve the additional funds, the MD of External Relations can fundraise separately for the project in question; however, the new funds raised would not count toward the existing campaign goal.

Schools may utilize operating budgets for capital projects with approval from the COO and MD of Finance . Schools must notify the Director of Facilities prior to beginning any capital work.

CASH DISBURSEMENT/CHECK WRITING POLICY

A. Check Preparation

KIPP MAC uses Concur, a web-based accounts payable tool, to collect purchase orders and approvals; collect invoices, check requests, and employee reimbursement coding; and issue related payments. Infrequently, checks can be prepared manually so long as they are prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks will be produced in accordance with the following guidelines:

- i. Expenditures must be supported in conformity with KIPP MAC purchasing, accounts payable, and travel & business entertainment policies.
- ii. Timing of disbursements should generally be made to take advantage of all early-payment discounts offered by vendors
- iii. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services
- iv. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks

- v. All supporting documentation, including applicable receipts, invoices, W-9 forms, and/or contracts, is attached to the corresponding check prior to forwarding the entire package to an authorized check signer
- vi. Checks shall be utilized in numerical order (unused checks should be kept in a locked area).
- vii. Checks shall never be made payable to “bearer” or “cash”
- viii. Upon the preparation of a check, the vendor invoice number is logged in the financial accounting software system in order to prevent subsequent reuse.

Expense reimbursement requests must be submitted, along with all supporting documentation, within 30 days of the receipt date, in order to be reimbursed.

B. Check Signing

Expenses of less than \$10,000 require a single approval of a Principal, Managing Director of KTC, or Regional Leadership Team member prior to payment initiation. Approvers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement. Expenses of \$10,000 or more require second approval by the COO or CEO. The Managing Director of Finance reviews all disbursements. Check signers are limited to the Managing Director of Finance, COO, CEO, and Board Secretary.

No checks shall be signed prior to the check being completed in its entirety - no signing of blank checks.

C. Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as “VOID”. All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. The stop payment is recorded in the accounting system.

PROPERTY MANAGEMENT POLICY

A. Record and Report of Property

- i. Each entity is responsible for maintaining records for every item of property greater than \$500 in the organization’s possession; all equipment purchased with Title 1 funds must be included on the inventory listing. The following information must be included:
 - a. Name and description
 - b. Serial number, model number, or other identification
 - c. Vendor name, acquisition date and cost

- d. Location and condition of the equipment
- e. Ultimate disposition data, including date of disposal and sales price or method of disposal

B. Physical Inventories

- i. The organizations perform a physical inventory of all property in its possession or control at the end of each organization year.
- ii. The physical inventory records include each asset, the related control number, location, and a brief description of its condition.
- iii. The physical inventory is reconciled to the detailed fixed asset subsidiary, and differences are investigated and reconciled.

C. Disposal of Property and Equipment

- i. No item of property or equipment shall be removed from the premises without prior approval from the Director of Facilities or the COO.
- ii. An Asset Disposal Form will be completed to dispose of an asset. The form identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- iii. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the General Fund.

PROCUREMENT POLICY

A. Documentation & Advanced Approval

Each purchase over \$1,000, including those made by credit card, should be authorized in advance with a purchase order or check request signed by the Principal, MAC Budget Owner, or MD of Finance. Advance authorization via e-mail is acceptable. Purchase orders must be submitted to Finance, along with the packing slip and/or contract if applicable, with the invoice for payment. Utilities, personnel stipends, and food are exempt from the purchase order/check request documentation requirements.

B. Contracts & Purchasing Limits

All completed purchase orders must be signed by the preparer and approved by the Principal (for schools) or executive director (for KIPP MAC and KIPP Through College).

For the purposes of this policy, KIPP Metro Atlanta defines a contract as any firm purchasing commitment for goods or services that extends for a time period of greater than one month with an annualized cost of \$2,000 or more. Repeated commitment for the same goods or services with the same vendor or contractor for less than one month each where the annual aggregate cost is greater than \$2,000 would still be subject to this policy. This policy also applies to renewals of and amendments to existing contracts.

All agreements falling within these parameters must be reviewed, approved, and co-executed by the CFO or MD Finance prior to committing to the purchase with vendors or contractors.

In instances where these agreements are for contractor services or contract labor, the MD Talent or functional leadership team designee must also review and approve the agreement.

For contract services or contract labor, a standard KIPP Metro Atlanta form contract should always be used as the basis for any agreement. This form contract should be requested from the Finance Team as needs for contract services and/or contract labor arise.

Contracts in excess of \$10,000 between KIPP Metro Atlanta and outside parties must be reviewed and approved by the executive director or COO.

Contracts of \$10,000 or less do not require approval from the executive director or COO.

All contracts or purchasing commitments in excess of \$100,000 annually or cumulative contracts or commitments over \$200,000 must be approved by the KIPP Metro Atlanta Finance Committee prior to execution.

C. Expenditure Limits

KIPP Metro Atlanta's employees with purchasing authority are expected to make purchasing decisions with the students' best interest in mind. Public revenue will be spent on items and services that benefit the students academically. KIPP MAC, schools, and KTC may contribute up to \$100 per employee per year on staff incentives including total purchases related to:

- personal celebrations,
 - holiday gifts,
 - sympathy gifts,
 - admin/teacher incentives, etc.
- For example, a school with a staff of 50 people would have an annual budget of $\$100 \times 50 = \$5,000$. Principals may allocate the budget as they choose and need not spend exactly \$100 per person. No single gift should exceed \$75 per person. Schools must budget for the staff incentives out of their baseline expense allocations.
 - The MAC office follows the same limit for its employees, and has a separate appreciation allocation of up to \$32 to show appreciation for school employees.
 - Any additional staff incentive expenses exceeding \$100 per person per year must be paid for personally by staff unless approved in advance by the COO.
 - Specific staff incentives from the MAC office to recognize employee length of service are not included in the \$100 cap.

D. Required Solicitation of Quotations from Vendors

Except for purchases qualified under "Special Purchasing Conditions" below, expenditures exceeding \$25,000 for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving written quotations from at least three (3) vendors. Specific

selections shall be recommended, via the principal or regional leadership team member, to the Executive Director for approval with written quotations attached for review.

Recommendations shall be based on consideration of all applicable criteria as described under "Evaluation of Alternative Vendors" below.

If a request for proposal or bid process is to be used for solicitations for goods and services, they should provide for all of the following:

- i. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features, which unduly restrict competition.
- ii. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals (see the next section entitled "Evaluation of Alternative Vendors" for required criteria)
- iii. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
- iv. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitations.
- v. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
- vi. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
- vii. A description of the proper format, if any, in which bids or proposals must be submitted.

E. Evaluation of Alternative Vendors

It is the policy of KIPP MAC to request written proposals from at least three vendors for all purchases that will exceed \$25,000. Alternative vendors shall be evaluated on a weighted scale that considers the following criteria:

- i. Adequacy of the proposed methodology of the vendor
- ii. Skill and experience of key personnel
- iii. Demonstrated company experience
- iv. Other technical specifications (designated by department requesting proposals)
- v. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
- vi. Vendor's financial stability
- vii. Vendor's demonstrated commitment to the nonprofit sector
- viii. Results of communications with references supplied by vendor
- ix. Ability/commitment to meeting time deadlines
- x. Cost
- xi. Minority- or women-owned business status of vendor
- xii. Other criteria (to be specified by department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, in each situation requiring consideration of alternative vendors, the department responsible for the purchase shall

establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Principal or director, the final selection shall be approved by the executive director prior to entering into a contract.

F. Special Purchasing Conditions:

i. Emergencies:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved.

ii. Single Distributor/Source:

Where there is only one (1) distributor for merchandise or services needed and no other product or provider meets the stated needs or specifications, bids will not be necessary.

iii. Federally-Funded Programs:

Purchases that will be charged to programs funded with federal awards may be subject to additional policies.

G. Ethical Conduct in Purchasing

Ethical conduct in managing the Organization's purchasing activities is an absolute essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff and the general membership.

Staff shall discourage the offer of, and decline, individual gifts or gratuities of value over a cumulative annual amount of \$50 from a vendor which might influence the purchase of supplies, equipment, and/or services. Gifts to the Organization, viewed as normal business incentives to obtain future Organization-approved business such as for meeting sites, are acceptable donations.

H. Conflicts of Interest Prohibited

No member of the Board of Directors of the Organization or staff members thereof shall, either directly or indirectly, be a party to or be in any manner interested in any contract or agreement with the Organization for any matter, cause, or thing whatsoever by reason whereof any liability of indebtedness shall in any way to be created against the Organization. If any agreement or contract shall be made in violation of these regulations, the same shall be null and void, and no action shall be maintained thereon against the Organization.

I. Purchases with federal awards

i. Micro Purchases <\$10,000 in aggregate

Micro purchases may be made without soliciting competitive quotations if management considers the price reasonable. Therefore, no pre-procurement price comparison (e.g. price or rate quotations) is required to be documented. Purchases must be approved by in accordance with the purchasing authority.

ii. Small Purchases \$10,000-\$250,000 in aggregate

The following procedures apply for small purchases.

- i. Determine potential qualified sources of requested goods or services.
- ii. Document the number of qualified sources and the names of the qualified sources. If less than three qualified sources are solicited, document why three or more qualified sources are not available.
- iii. Document price quotations from the qualified sources and attach support if available.
- iv. Document the vendor selected. If the selected vendor was not the most price advantageous, document rationale for selection of vendor. Refer to other evaluation factors in the Evacuation of Alternative Vendors section.
- v. If the procurement is expected to equal or exceed \$25,000, verify that the vendor is not suspended or debarred according to SAM.gov.
- vi. Upon award, a contract can then be initiated with the vendor. Contracts are mandatory if the sum of purchases from the vendor is over \$5,000.
- vii. Ensure that the appropriate personnel approve the contract and invoice.

iii. Procurement by competitive proposals > \$250,000.

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. Must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

iv. Procurement by noncompetitive proposals.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Justification for why the procurement is a sole source purchase must be documented. This methodology may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request; or
- d. After solicitation of a number of sources, competition is determined inadequate.

J. Gift Cards - NEW

Gift cards issued to employees must be taxed according to IRS regulations. In order to support IRS compliance, gift cards must only be purchased by the designated central procurement manager. The issuing budget manager is to fill out the Gift Card Request Form so that appropriate taxes can be levied on the next paycheck. Gift cards may be given to employees up to \$75, per the staff incentive policy. Gift cards are only to be issued as an incentive or reward and may not be used to reimburse staff or pre-purchase any expenses.

PROCUREMENT POLICY/ VENDOR CREDIT AND CASH MANAGEMENT PLATFORMS

A. Lines of Credit and Credit Accounts

Vendor credit may not be established without the review and approval by the CFO or MD Finance. Vendor credit should not exceed 30 day terms or \$25,000. If vendor lines of credit exceed 30 day terms OR \$25,000, Finance Committee approval is required to approve the line of credit.

B. Cash Management Platforms

Cash Management Platforms may not be set up without the express review and authorization by the CFO or MD Finance. All Cash Management Platforms must be managed centrally by the Finance Team. For the purposes of this policy, "Cash Management Platforms" refer to anything resembling a bank account (inclusive of actual bank accounts), PayPal accounts, Stripe and Square Accounts, online payment platforms for web stores, donations/donating platforms, fundraising platforms, and any other cash or credit card collection platforms.

TRAVEL POLICY

While traveling to conferences or on other official school business, KIPP Metro Atlanta employees are expected to abide by the following policies:

A. Meals

All employees of the school shall receive a "per diem" for meals while traveling on school business.

The per diem shall be defined as follows:

- One (1) Meal Allowance — In order to obtain one (1) meal allowance, the travel status must exceed three (3) continuous hours.
 - For the morning meal allowance, the travel status must occur between 12:00 a.m. and 10:00 a.m.
 - For the midday meal allowance, the travel status must occur between 10:00 a.m. and 3:00 p.m.
 - For the evening meal allowance, the travel status must occur between 3:00 p.m. and 12:00 a.m.
- Two (2) Meal Allowances (Morning and Midday) — In order to obtain two (2) meal allowances (morning and midday), the employee must begin the travel status before 6:30 a.m. and return before 7:30 p.m.
- Two (2) Meal Allowances (Midday and Evening) — In order to obtain two meal allowances (midday and evening), the employee must begin the travel status before 11:00 a.m. and return after 7:30 p.m.
- Three (3) Meal Allowances (Morning, Midday, and Evening) — In order to obtain three (3) meal allowances for all day, the employee must begin the travel status before 6:30 a.m. and return after 7:30 p.m.

B. Per Diem Schedule

Morning Meal: \$16.00
Midday Meal: \$17.00
Evening Meal: \$28.00
Daily Total: \$61.00

Meal Allowances align with the GSA schedule as of the time of authorship and will adjust annually based on the GSA schedule.

It is the policy of KIPP Metro Atlanta Schools to allow tips with meals associated with work related travel, special events, and in-house professional development sessions and meetings to which food is delivered, and to allow tips on taxi travel. Discretionary tips may not exceed 15% of the total bill for meals and/or taxi travel. In the event that an employee pays a tip and seeks reimbursement for the cost of the tip, the tip must be indicated on the receipt.

PLEASE NOTE:

- In exceptional situations, a temporary credit card may be issued to employees who are traveling and cannot support related travel and expense needs on a reimbursement basis. KIPP Metro Atlanta will not issue "prepaid per diems."
- KIPP Metro Atlanta does not pay for alcoholic beverages.
- Employees will need to submit a reimbursement request within 30 days after travel occurs. The request must include:

- The business purpose of the trip
- The date(s), time(s), and place of the trip
- Itemized receipt(s)
- Employees who exceed the per diem amount on purchases charged to their corporate card will be responsible for the difference in the corporate charges and the per diem maximum. In these cases, employees should submit a personal check for the difference within two weeks of the close of the corporate card period.
- Per Diem rates do not apply to team, development, or business meals as they provide additional benefit to the organization via a valid business purpose.

C. Lodging

All employees of the school required to stay overnight while traveling on school business, shall receive the following lodging allowance according to the GSA schedule for the destination (available at GSA.gov).

- Lodging should be arranged and paid for by school prior to travel dates.
- Employees should not be required to pay for lodging on a personal card.
- Employees may exceed the GSA schedule rate by 20% with advance written permission from their manager. For reference, the GSA schedule dictates a lodging rate of \$152/night for Atlanta through August of 2019.
- Accommodations that are required by KIPP Foundation related travel (for example KIPP School Summit, KIPP Leadership Development programming, or School/Regional Leader Retreat) are not subject to the limit prescribed by the GSA schedule.

D. Transportation

All employees, while traveling on school business, shall receive the following reimbursements/allocations with regard to transportation expenses:

- i. Employee Mileage Reimbursement:
 - a. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel in excess of 30 round-trip miles (in a single trip). The starting point is considered to be the employee's school or office.
 - b. All employees requesting such mileage reimbursement are required to furnish a Travel Report containing the destination of each trip, its purpose, and the miles driven within one month after the travel date. All receipts must be submitted with the report. Mileage shall be determined using a commonly used Internet map site, such as Google Maps.
- ii. Commercial Air Transportation:
 - a. Every effort should be made to secure a 21-day advance ticket purchase.
 - b. Any fare booked within 7 days of date of travel must be pre-approved by the employee's manager.

- c. Employees should always book travel using the least expensive option of major airline carriers, not based on frequent flyer reward benefits. All frequent flyer miles earned are for employees' personal use.
 - d. Commercial air transportation will be provided according to the least expensive class of service available. The Principal (or KTC Director or RST Manager) will approve all airline reservations for school business trips.
 - e. Employees may purchase upgrades and extra leg room with their own funds, but these expenses will not be reimbursed.
 - f. Early check-in fees are reimbursable on Southwest Airlines only. Early check-in fees for other airlines can be purchased by employees using their own funds.
 - g. KIPP Metro Atlanta will reimburse for one checked bag and will not reimburse heavy bag fees.
 - h. Employees should not be required to pay for air travel on a personal card.
- iii. Other Transportation:
- a. Reimbursements shall be provided to all employees for rental car fees, Uber/taxi fees, train tickets, bus tickets, and ferryboat passes (receipts required).

CONTRACTOR DESIGNATION POLICY

A. Classification of Workers as Independent Contractors or Employees

KIPP MAC will include as part of its consideration all 20 standard factors employed by the IRS in making determinations about classifying workers as independent contractors or employees. In addition, KIPP MAC will consider other factors it deems appropriate, and assign weight to factors to coincide with company priorities and principles. The 20 factors described in IRS guidelines are:

- i. Instructions. A person who is required to comply with instructions about when, where, and how to work is ordinarily an employee.
- ii. Training. Training of a person by an experienced employee or by other means is a factor of control and indicates that the worker is an employee.
- iii. Integration. Integration of a person's services into the business operations generally shows that the person is subject to direction and control and, accordingly, is an employee.
- iv. Services rendered personally. If the services must be rendered personally by the individual employed, it suggests an employer-employee relationship. Self-employed status may be indicated when an individual has the right to hire a substitute without the employer's knowledge.
- v. Hiring, supervising, and paying assistants. The hiring, supervising, and paying of assistants by the employer generally indicates that all workers on the job are employees. Self-employed persons generally hire, supervise, and pay their own assistants.
- vi. Continuing relationship. The existence of a continuing relationship between an individual and the organization for whom the individual performs services is a factor tending to indicate the existence of an employer-employee relationship.
- vii. Set hours of work. The establishment of set hours of work by the employer is a factor indicating control and, accordingly, the existence of an employer-employee relationship. Self-employed persons are "masters of their own time."

- viii. Full time required. If workers must devote full time to the business of the employer, they ordinarily will be employees. A self-employed person, on the other hand, may choose for whom and when to work.
- ix. Doing work on employer's premises. Doing work on the employer's premises may indicate that the worker is an employee, especially if the work could be done elsewhere.
- x. Order or sequence of work. If workers must perform services in an order or sequence set by the organization for which they perform services, it indicates that the workers are employees.
- xi. Oral or written reports. A requirement that workers submit regular oral or written reports to the employer may be indicative of an employer-employee relationship.
- xii. Payment by hour, week, month. An employee usually may be paid by the hour, week, or month whereas a self-employed person may be paid by the job on a lump-sum basis (although lump-sum may be paid in intervals in some cases).
- xiii. Payment of business expenses. Payment by the employer of the worker's business or travel expenses may indicate that the worker is an employee. Self-employed persons usually are paid on a job basis and may take care of their own business and travel expenses.
- xiv. Furnishing of tools and materials. The furnishing of tools and materials by the employer indicates an employer-employee relationship. Self-employed persons ordinarily provide their own tools and materials.
- xv. Significant investment. The furnishing of all necessary facilities (equipment and premises) by the employer suggests that the worker is an employee.
- xvi. Realization of profit or loss. Workers who are in a position to realize a profit or suffer a loss as a result of their services generally are self-employed, while employees ordinarily are not in such a position.
- xvii. Working for more than one firm at a time. A person who works for a number of persons or organizations at the same time is usually self-employed.
- xviii. Making services available to the general public. Workers who make their services available to the general public are usually self-employed. Individuals ordinarily hold their services out to the public by having their own offices and assistants, hanging out a "shingle" in front of their office, holding a business license, and advertising in newspapers and telephone directories.
- xix. Right to discharge. The right to discharge is an important factor in indicating that the person possessing the right is an employer. Self-employed persons ordinarily cannot be fired as long as they produce results that measure up to their contract specifications.
- xx. Right to terminate. Employees ordinarily have the right to end the relationship with the employer at any time they wish without incurring liability. A self-employed person usually agrees to complete a specific job and is responsible for its satisfactory completion or is legally obligated to make good for failure to complete the job.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on a cash basis, is \$600 or more. The amount reported on a Form 1099 will be equal to the compensation paid and will not include reimbursements which should be properly accounted for separately.

B. Record-Keeping Associated with Independent Contractors

KIPP MAC shall obtain a completed Form W-9 from all vendors to whom payments are made. All independent contractors who work around students must obtain a favorable background check prior to the start of work. A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

PERFORMANCE AND PAYMENT BONDS POLICY

Performance and payment bonds in the amount of 100 percent of the contract price may be required for construction and material or service contracts if the Finance Committee determines the requirement is necessary to protect the interests of KIPP Metro Atlanta.

When proposing bids for projects over \$100,000, the participating bidders shall include the cost of performance and payment bonds in their proposals, shown as separate line items. When recommending approval of contracts over \$100,000, the staff will make recommendations as to the necessity of any and all bonds depending on the type of project, qualifications of the contractor and/or the financial stability of the bidder.

If performance and payment bonds are deemed to be necessary, the bonds shall be furnished as security of the faithful performance of the work in the contract agreement, including stipulations and agreements of the contract and guarantees the payment of all bills and obligations, including payment of materials and labor by the contractor to all subcontractors and material suppliers arising out of the performance of the contract which might or would in any manner become a claim against KIPP Metro Atlanta.

Performance bonds, if required for construction and material or service contracts, shall guarantee the work included in the construction contract agreement against faulty materials or poor workmanship, or both, for one (1) year after final acceptance of the work by KIPP Metro Atlanta. All Performance and Payment Bonds provided by the contractor must be accompanied by evidence from the insurance company that they are licensed by the Commissioner of Insurance to do business as an insurance company in Georgia and is further authorized to serve as a surety. Surety must have a minimum AM Best rating of "A-VII."

CASH MANAGEMENT POLICY

- A. Purpose. The purpose of this policy is to set forth guidelines for managing the operating and excess operating/reserve funds of KIPP Metro Atlanta. These policies and procedures will be reviewed on an annual basis by the Finance Committee. Any modifications to the policy must be approved by the Finance Committee.
- B. Objectives. The overall investment strategy is to maintain a diversified, liquid portfolio. Flexibility must be maintained so that the funds are available to meet anticipated cash needs as determined by the cash flow forecast. Average maturity of the portfolio will be kept short to provide liquidity.

Individual investments will be selected to achieve the following objectives in priority order:

- i. Safety of principal
- ii. Liquidity for operating needs
- iii. Maximization of yield

iv. Diversification of risk

C. Investment Guidelines:

- i. Liquidity: The portfolio will maintain liquidity sufficient to meet operating needs (subject to quarterly update).
- ii. U.S. Currency: All investments will be held in U.S. Dollars.
- iii. Eligible Investments:
 - a. Obligations issued by the U.S. Treasury
 - b. Obligations issued by U.S. Federal Agencies
 - c. Certificates of Deposits
 - d. Money Market Mutual Funds
 - e. Commercial Paper, Corporate Notes and Bonds
- iv. Credit Quality: All holdings will be investment grade credit quality. Non-U.S. Government holdings will be subject to the following limitations:
 - a. All investments must carry an "A2" long-term rating by Moody's or an "AA" by Standard & Poor, or a short-term rating of "P1" by Moody's or "A1" by Standard & Poor.
- v. Trading: All purchases and sales will be executed at the best net price to the organization. All securities purchased will be held in the name of the organization.

D. Review:

- i. The Finance Committee will review this policy on an annual basis or whenever a significant change is anticipated in the organization's cash requirements.
- ii. The Finance Committee will review the investment portfolio composition on a quarterly basis to ensure compliance with this policy.
- iii. The following individuals have authority to execute transactions on behalf of the organization:
 - a. The COO
 - b. The Director of Finance
 - c. The Executive Director

RECORD RETENTION AND DOCUMENT RETENTION POLICY

A. General

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate KIPP Metro Atlanta’s operations by promoting efficiency and freeing up valuable storage space.

B. Document Retention

KIPP Metro Atlanta follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Item	Retention Period
Corporate Records	
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years/Permanent
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries	7 years
Invoices	7 years
Credit Card Receipts	3 years

Bank Records	
Check Registers	7 years/Permanent
Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll and Employment Tax Records	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years
Employee Records	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after hire or 1 year after termination (whichever is later)
Donor and Grant Records	
Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion
Legal, Insurance, and Safety Records	
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration

OSHA Documents	5 years
General Contracts	3 years after termination

C. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

D. Document Destruction

KIPP Metro Atlanta’s Director of Finance is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

E. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against KIPP Metro Atlanta and its employees and possible disciplinary action against responsible individuals. The Executive Director and Chief Operating Officer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

WHISTLEBLOWER POLICY

A. General

KIPP Metro Atlanta is committed to lawful and ethical behavior in all of its activities and requires board members, employees, and volunteers to act in accordance with all applicable laws, regulations, and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of KIPP Metro Atlanta’s Whistleblower Policy are to establish policies and procedures to:

- i. Prevent or detect and correct improper activities
- ii. Encourage each board member, employee, and volunteer (“Individual”) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by KIPP Metro Atlanta
- iii. Ensure the receipt, documentation, retention of records, and resolution of reports

- received under this policy
- iv. Protect Individuals from retaliatory action

B. Reporting Responsibility

Each Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by KIPP Metro Atlanta, its board members, employees, volunteers, or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- i. Providing false or misleading information on KIPP Metro Atlanta's financial documents, grant reports, tax returns, or other public documents
- ii. Providing false information to or withholding material information from KIPP Metro Atlanta's auditors, accountants, lawyers, board members, or other representatives responsible for ensuring KIPP Metro Atlanta compliance with fiscal and legal responsibilities
- iii. Embezzlement, private benefit, or misappropriation of funds
- iv. Material violation of KIPP Metro Atlanta policy, including among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention
- v. Discrimination based on race, gender, sexual orientation, ethnicity, and disability; facilitation or concealing any of the above or similar actions

C. Reporting Concerns

i. Employees and Volunteers

Whenever possible, employees and volunteers should seek to resolve concerns by reporting issues directly to his/her manager or to the next level of management as needed until matters are satisfactorily resolved. However, if for any reason an employee or volunteer is not comfortable speaking to a manager or does not believe the issue is being properly addressed, the employee or volunteer may contact the Executive Director. If an employee or volunteer does not believe that these channels of communication can or should be used to express his/her concerns, an employee or volunteer may contact the KIPP Metro Atlanta Board Chair. Reports should be submitted in writing to boardchair@kippmetroatlanta.org.

ii. Board Members

Board members may submit concerns to the Executive Director. If the board member is not comfortable reporting to the Executive Director or if he/she does not believe the issue is being properly addressed, the board member may report directly to the Board Chair.

D. Handling of Reported Violations

KIPP Metro Atlanta will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Executive Director of KIPP Metro Atlanta to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. KIPP Metro Atlanta

staff will issue a full report of all matters raised under this policy to the KIPP Metro Atlanta Board Chair. The Finance Committee may conduct further investigation upon receiving reports of suspected fraud.

For matters reported directly to the Board Chair, the Board Chair shall make all reasonable efforts to acknowledge receipt of the report to the reporter if the identity of the reporter is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Board Chair shall promptly report its findings to the KIPP Metro Atlanta Board of Directors.

E. Authority of Finance Committee

The Finance Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

F. No Retaliation

This Whistleblower Policy is intended to encourage and enable board members, employees, and volunteers to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no board member, employee, or volunteer who, in good faith, reports a concern shall be threatened, discriminated against, or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

G. Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

H. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the reporter or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

CREDIT CARD POLICY

KIPP Metro Atlanta maintains a corporate credit card account with SunTrust bank. No one can apply for or use a credit card account on behalf of KIPP Metro Atlanta other than the existing account without approval of the Board. The CFO and/or MD Finance reserves the right to increase limits on a temporary basis to facilitate effective operational purchasing. Otherwise, limits will be assigned to cardholders across functions and campuses according to the following guidelines:

- In an effort to provide streamlined and responsible purchasing support, KIPP Metro Atlanta provides users with one of two card types (along with their primary purposes):
 - Purchasing Card - P Cards should be used to facilitate any necessary purchasing required to support campus operations. These purchases may include supplies, ad hoc services, event support, etc.
 - Travel and Expense Card - T&E Cards should be limited to facilitate individual and team travel and expense, team meals, professional development, and campus event support. T&E Cards should not be used for recurring supplies purchases or other campus operating activities.
- Primary campus purchasing personnel may have access to a P Card which will have a maximum limit of \$10,000 per user with a general limit of \$20,000 per campus per month (or \$15,000 per month for “single school” campuses). As a general guideline, schools should have no more than 2 purchasing cards, however the CFO and/or MD of Finance may grant cards to additional personnel in the purchasing space if there is a valid business need. These cards should be used to facilitate general recurring purchasing for school operations and events.
- If a school has a demonstrated need for a higher limit, this limit can be extended up to an additional \$5,000 at the discretion of CFO and/or MD Finance, but this should be the exception to the rule.
- School Leaders may have T&E Cards with a maximum limit of \$4,000 per month - these cards should be used primarily for School Leader and Director of Operations travel and expense, while supporting professional development and other campus events.
- Facilities Associates may have P Cards with a maximum limit of \$5,000 per month - these cards should be used primarily for day-to-day tactical purchasing for facilities management and maintenance and repair.
- RST Managing Directors and Chiefs may have T&E Cards with a maximum limit of \$4,000 per month - these cards should be used primarily for professional development, team related expenses, and travel and expense purposes. No recurring operating charges should be placed on these cards.
- Personnel who engage in frequent or significant travel may be issued a credit card on a full or temporary basis at the discretion of the CFO or MD Finance. The maximum limit of these cards will be determined and set by the CFO and/or MD Finance based on budget parameters and the business requirements of the role.
- Regional Purchasing Personnel may have P Cards with a maximum limit determined by the CFO and/or MD Finance to facilitate the execution of regional purchasing and school support purchasing, based on the strategic requirements of the role.

Other General Rules and Criteria:

- The CFO and/or MD Finance, as acting credit card platform administrator, may revoke or limit card usage for any user at any point based on requirements to meet budget targets, suspected

- or express card misuse, and/or recurring delinquency or neglect of policy.
- Individual user credit cards shall have a single transaction limit of \$9,999.
- All credit card purchases are subject to the criteria set forth by our general procurement policies - this expressly includes the requirement for Purchase Orders for credit card purchases over \$1,000.
- The Control Account and/or any card linked to the regional purchasing team are not subject to a transactional dollar threshold.

The following transactions are at all times prohibited on KIPP Metro Atlanta credit cards:

- Alcohol
- Premium travel or premium travel upgrades
- Payments to Independent Contractor
- Payments to Employees (or to Employee businesses)
- Gift cards

All users will follow the above policy and sign off on management’s Credit Card User Agreement annually.

FACILITY USAGE POLICY

KIPP Metro Atlanta facilities are intended for the purposes of educating KIPP students; however, they may be used from time to time in accordance with the approved purposes outlined below:

A. Approved Groups and Purposes

- i. Private individuals (e.g. personal events/parties, family reunions, etc.) are not permitted to use school facilities.
- ii. Facilities cannot be used for fundraising activities unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
- iii. Use of facilities by the schools and by school-related organizations takes precedence over all other uses.
- iv. Facilities may only be used after the normal school day, on weekends, during holidays and the summer months, or on days when school is not in session.
- v. Use of the facility must be requested in writing using the Facility Use Request Form to the school principal or designee and approved before the event is scheduled.
- vi. The school principal or designee is responsible for approving facilities requests.
- vii. KIPP MAC has the right to deny or withdraw facility use privileges at anytime.
- viii. Use of school facilities shall not be denied on the basis of an organization’s religious, political or philosophical views and or expressive activity. Organizations granted permission to use school facilities shall not unlawfully restrict participation in the activity or event because of an individual’s race, color, religion, sex, national origin, age or disability.

B. Fees

- i. The Director of Facilities shall establish a fee structure that enables KIPP Metro Atlanta to

recoup the costs incurred in the use of facilities by non-school or school-related groups. The fee structure may also allow for fee waivers under circumstances approved by the Director of Facilities.

C. Usage

- i. Groups are responsible for the proper conduct of all persons attending the event.
- ii. All groups are responsible for any damage or loss incurred as a result of their use and for restoration of school property in the event of any damage.
 - a. Any group that uses KIPP MAC facilities agree to indemnify and hold harmless KIPP MAC against all claims, demands, suits, damages, or sums of money to any party accruing KIPP MAC for loss of life or personal injury or property loss or damage from the group's participants or attendees.
 - b. Any group must obtain appropriate insurance coverage for the event at the facility; the cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the group.
- iii. Groups are solely responsible for the fulfillment of the regulations of the following: State Department of Public Safety, State and Local Fire Laws, State and Local Police Laws, Internal Revenue Admission Laws, State Laws Relating to Rental of School Facilities. Costs and/or staffing associated with meeting these requirements are the sole responsibility of the group.
- iv. Guns, weapons or guard dogs are not allowed in any school building or on any school property.
- v. The use of alcoholic beverages, drugs, profane language, or gambling in any form is NOT permitted on school property. Use of tobacco products on school property or within school buildings or facilities is NOT permitted.
- vi. Anyone using a school facility contrary to this policy will be considered an unauthorized user of the facility. The individual(s) may be subject to arrest for trespassing.

BUDGET MEETING POLICY

It is the policy of KIPP Metro Atlanta to hold a minimum of two public meetings on proposed operating budgets each year. These meetings will be held in advance of the board budget approval meeting that occurs in June of each year.

KIPP OPPORTUNITY FUND & ENDOWMENT FUND DISTRIBUTION POLICY

Purpose

KIPP Metro Atlanta is committed to supporting our students to and through college, and as such, allocates resources to offer financial assistance to eligible families to cover a limited portion of education related expenses during high school and college.

Eligibility Requirements – KIPP Opportunity Fund

The KIPP Opportunity Fund (KOF) is a separate legal entity from KIPP Metro Atlanta Collaborative. It is a

State Scholarship Organization (SSO), which enables it to receive donated tax credits to issue as high school scholarships. SSO's are governed by Official Code of Georgia Title 20 (O.C.G.A. § 20-2A), which supersedes the policy herein. At the time of authorship, O.C.G.A. § 20-2A required:

- 92%+ of annual SSO revenue to be distributed as scholarships/tuition grants.
- The maximum scholarship amount provided cannot exceed the average expenditures (state and local) per student in fall enrollment in Georgia, which for 2020 was \$10,957. Limits can be set lower than this figure based on income level or other criteria.
- Scholarships cannot be limited to students of one school.
- Scholarship award decisions must consider the financial needs of applicants.
- Donors cannot designate a scholarship recipient for their donation.

In issuing scholarships, priority is given to students who have completed the highest available KIPP grade in their respective district .

Allocation Philosophy

Allocation decisions for the KOF are determined based on the fundamental principles of the KIPP Through College mission-and also take into consideration family income and financial status as well as student participation in the KIPP Through College program. The KOF is designed to meet gap funding requirements for last dollars, and as such, funds are distributed broadly with smaller allocations. In addition, while multi-year commitments are never made to students, priority is given to students who received prior year allocations, have continuing needs, and have met the requirements of their KOF award.

Award Decisions

The KIPP Through College (KTC) Director is responsible for convening a KOF committee on an annual basis. The committee, made up of both KTC staff and community members, reviews all student application materials and makes a recommendation to the KTD Director for KOF awards. The KIPP Metro Atlanta Executive Director is ultimately responsible for reviewing and approving the award decisions.

Award Terms

The KOF awards request recipients complete community service hours.

Eligibility Requirements – KIPP Endowment Fund

The KIPP Endowment Fund is only available to students who are considered “alumni” of KIPP Metro Atlanta and are enrolled or enrolling in college. To be considered an alumnus of KIPP Metro Atlanta, a student must have completed 8th grade at a KIPP Metro Atlanta middle school or 12th grade at a KIPP Metro Atlanta high school. Priority is given to students who have completed the highest available KIPP grade in their respective district (8th grade for Fulton County students, 8th grade for Atlanta Public Schools students in the Class of 2014 and before, and 12th grade for Atlanta Public Schools students in the Class of 2015 and beyond).

Allocation Philosophy

Allocation decisions for the Endowment are determined based on the fundamental principles of the

KIPP Through College mission--academics and character--and also take into consideration family income and financial status as well as student participation in the KIPP Through College program. The criteria are as follows:

- 2.5 GPA
- Parent income not exceeding \$65,000
- Seniors are given highest priority
- Award recipients must complete community service to 1% of the total award (i.e. if the award is \$3,000, they must complete 30 hours of service at a KIPP school or KTC)

The endowment is designed to meet gap funding requirements for last dollars, and as such, funds are distributed broadly with smaller allocations. In addition, while multi-year commitments are never made and not guaranteed to students, priority is given to students who received prior year allocations, have continuing needs, and have met the requirements of their endowment award.

Award Decisions

The KIPP Through College (KTC) Managing Director is responsible for reporting to the board on an annual basis. There is also a committee to review applications. The committee, made up of both KTC staff and/or community members, reviews all student application materials and makes a recommendation to the KTC Director for endowment awards.

Award Terms

The endowment awards are primarily structured as “loans” that are paid back through required community service hours; however, the KTC staff has discretion to determine the terms for each individual student’s endowment package. The awards identify eligible expenses which generally include: tuition, books, supplies, technology needs, athletic fees, dorm fees, meal cards, uniforms and graduation fees. The KTC Managing Director, with approval from the CAO, can make exceptions for reasonable educated related expenses.

SECTION B: PERSONNEL POLICIES

EQUAL OPPORTUNITY EMPLOYMENT

KIPP Metro Atlanta Schools, as a matter of policy and practice, is committed to equal employment opportunity for every employee and job applicant. The organization prohibits discrimination based on race, gender/sex, national origin, color, ethnicity, religion, age (40 and over), mental or physical disability, sexual preference or orientation, gender identity and veteran status.

This policy applies to every aspect of employment including hiring, training, compensation, transfers, promotions, demotions, discipline, job assignments, employment, termination, and other working conditions.

An employee who believes they are being or has been discriminated against in violation of this policy should notify the director of human resources or the managing director of talent. All complaints of discrimination are carefully investigated.

The organization flatly prohibits retaliation against anyone for making a complaint of discrimination.

REASONABLE ACCOMMODATION OF DISABILITIES POLICY

A disability is a permanent or less-than-short-term mental or physical condition that substantially interferes with one or more major life activities. KIPP does not discriminate against employees or applicants because of disability.

It is, in addition, KIPP's policy to reasonably accommodate an employee's or applicant's disability. An employee or applicant in need of an accommodation should notify Human Resources. Once that happens, Human Resources will engage the employee/applicant in an interactive process to determine how best to reasonably accommodate the individual.

Not every requested accommodation is reasonable. "Reasonable accommodation" is defined as an accommodation that allows the individual to perform the essential functions of a job now or in the immediate future. KIPP will make an accommodation that is reasonable unless that accommodation creates an undue hardship for the organization.

STANDARDS OF CONDUCT

KIPP Metro Atlanta employs individuals of integrity, high ideals and expectations, and sensitivity to other individuals in our educational environment. Employees must take personal responsibility for understanding the organization's standards of conduct and applying them in daily activities. All employees are expected to:

- Make decisions based on what is best for students in all cases
- Maintain honest, equitable, professional relationships with students, parents, volunteers, and other staff members
- Observe local, state and federal laws, policies, rules, and regulations
- Abstain from fighting or threatening violence

- Demonstrate knowledge of research and competence in state-of-the-art practices in the employee's field of expertise
- Maintain confidentiality of privileged information
- Support cooperation between the school and the community
- Safeguard school property, equipment, and materials
- Comply with all policies contained within KIPP Metro Atlanta's Employee Handbook and implement policies in a spirit of good faith

Any employee who violates the policy shall be subject to discipline up to and including termination of employment.

Background Checks, Fingerprints and Clearance Certification

For safety and security reasons, all KIPP Metro Atlanta employees, contractors and volunteers who work around students must undergo a criminal background check prior to beginning employment/service. KIPP Metro Atlanta requires all employees to obtain an updated background check every five years. The cost of required background checks will be covered by KIPP Metro Atlanta. A third party service is used to collect fingerprints for the background checks, which are forwarded to the Georgia Bureau of Investigation (GBI) and the Federal Bureau of Investigation (FBI). The criminal history sent by the GBI and FBI is reported as far back as a criminal history exists.

If either an applicant or an existing employee has been convicted of any crime, Human Resources will determine if employment is possible based on the following criteria: the position applied for, length of time in position, contact with students, type of crime, number of crime(s), date(s), and relation to performance of job duties. An applicant or existing employee convicted of a felony that involves harm to a minor will be ineligible for employment or will be subject to termination if they are a current employee. Applicants and existing employees have an ongoing obligation to notify their manager and Human Resources within three days of all arrests and convictions (excluding minor traffic violations).

An employee or candidate for employment with KIPP Metro Atlanta will need to obtain a Clearance Certificate from the Georgia Professional Standards Commission (GaPSC). If an employee or candidate is unable to obtain a Clearance Certificate, it could result in termination of employment or revocation of initial offer of employment. Any required fees by the GaPSC to gain Clearance Certification, or any supplemental Certification, will be the responsibility of the employee and will not be reimbursed.

Benefits Information

KIPP Metro Atlanta is pleased to offer a comprehensive and competitive benefits program and makes significant financial contributions to help to enable benefit choice and affordability.

All full-time employees working at least 30 hours per week in a benefit eligible position are eligible to enroll in any group benefit plan offered by KIPP Metro Atlanta Schools.

Benefits include medical insurance, dental insurance, vision insurance, life insurance, employee assistance program, retirement options, and optional supplemental insurance. All employees are eligible for employer provided basic life and long-term disability insurance. KIPP Metro Atlanta has the right to change its benefit offerings and service providers at any time.

New employees of KIPP Metro Atlanta who enroll in benefits will start receiving medical, dental, vision, basic life, and long-term disability insurance on the first day of the month following a thirty (30) day waiting period that begins on their first day of employment. As an exception, new employees who start at the beginning of the school year (July) will be eligible for benefits as of August 1. In order to begin coverage on schedule, current employees must enroll prior to July 1 of each year.

The Internal Revenue Service (IRS) states that eligible employees may only make elections to the plan during their initial eligibility period or once a year at open enrollment. Pre-tax benefit choices are binding through the end of the plan year, June 30. However, the IRS provides specific instances when an employee can make mid-year election changes. Examples include:

- Getting married or divorced
- Death of spouse or dependent
- Birth or Adoption
- Loss of Dependent Status
- Involuntary Loss of Coverage for Employee, Spouse, or Dependent

These special circumstances, often referred to as “qualifying events,” allow employees to make plan changes at any time during the year in which they occur. The changes must be made within thirty (30) days of the event in order to make the qualified change. All other changes will be deferred to open enrollment.

Upon separation from KIPP Metro Atlanta Schools, medical, dental, and vision coverage for former employees will expire after the last day of the month in which employment ends. For example, if an employee separates on October 15, coverage will last through October 31. Life and long-term disability coverage will expire immediately following the last day of employment. Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Premium Contributions

- The organization will contribute a fixed amount to each eligible employee’s portion of medical benefits and life insurance.
- Each eligible employee is responsible for paying the other portion of the premium each month.
- Half of the employee’s monthly contribution will be deducted directly from their paycheck each pay period.

Detailed information about benefits will be maintained within the HRIS.

Workers’ Compensation Information

KIPP Metro Atlanta offers a comprehensive workers’ compensation policy at no cost to its employees and, in most cases, the insurance policy covers costs for approved and recommended medical or healthcare coverage related to the injury. This policy covers injury, illness, or death sustained in the course of employment.

Should an employee or volunteer get hurt while at one of KIPP Metro Atlanta's facilities, they must inform their manager and director of operations immediately after the incident to complete a First Report of Injury Form. The employee is then required to see one of the physicians on the medical providers panel posted in the school's front office or break-room. If the employee chooses not to go to one of the doctors listed on the medical providers panel, they risk their claim being rejected by the insurance company.

If the workers' compensation insurer covers an injury, employees may be eligible for income benefits if the injury causes them to miss seven days. KIPP Metro Atlanta Schools will continue the employee's compensation during the initial seven-day absence for all normal workdays.

Technology Equipment Usage Policy

All employees who are issued KIPP Metro Atlanta technology equipment agree to abide by this Technology Equipment Usage Policy. For the purposes of this policy, technology equipment includes all equipment issued to the employee, such as: a computer, monitor, laptop, cell phone, printer, power cord, mouse, etc. KIPP Metro Atlanta technology equipment is intended exclusively for educational and business purposes and is provided for the use of its employees for the performance of their job duties and related activities.

KIPP Metro Atlanta agrees to purchase equipment on behalf of staff members identified as needing such equipment to fulfill their work duties. The equipment is the property of KIPP Metro Atlanta and, although the equipment may be taken from school premises during the employee's term of employment, it remains the property of KIPP Metro Atlanta. The equipment, documents, and information stored and processed by the computer or laptop remain the property of KIPP Metro Atlanta. Acceptable uses of such technological equipment are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.

Any equipment requiring the use of a login name and/or password must be made available to the principal, human resources or chief executive officer upon request. Employees may use password(s) unknown to KIPP Metro Atlanta, but must disclose their password(s) to KIPP Metro Atlanta upon request. Employees are prohibited from the unauthorized use of password(s) of other employees.

All email messages and electronic files created, maintained, or shared using a KIPP Metro Atlanta issued computer or laptop are the property of KIPP Metro Atlanta. Therefore, employees should not assume that messages and files are confidential. The employee understands that all communication on or transmitted through the KIPP Metro Atlanta issued technology equipment is public information. As a public entity, KIPP Metro Atlanta is subject to open records laws and all communications are deemed "public records." As such, all communication utilizing public resources as a means of communication (e.g., school laptop, computer, etc.) can be requested at any time from media agencies and the public. Back-up copies of email and computer files may be maintained and/or referenced for business or legal reasons.

Employees must exercise reasonable care to keep assigned equipment in good working order and to safeguard equipment from loss or theft. In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report, should be filed by the employee for the protection coverage to take place. A copy of the police/fire report should be provided to the director of technology. If equipment is damaged, missing any components, lost, or stolen, employees are required to notify their manager immediately. If the laptop damage is beyond repair and needs to be replaced, we will evaluate

replacement options on a case by case basis. Instances of negligence and/or inappropriate use may be subject to disciplinary action up to and including termination. Each case will be determined by the director of technology with the support of the director of human resources. Employees who are released from employment for any reason (resignation, discharge, etc.) must return their assigned equipment no later than their final day of employment with KIPP Metro Atlanta, or face legal action. KIPP Metro Atlanta will not permit the purchase of KIPP Metro Atlanta technology to be released to active employees.

The use of school technology equipment should interfere in no way with an employee’s job duties and/or performance, and employees are prohibited from using their assigned equipment in a way that is disruptive or offensive to others, or harmful to school morale. Such prohibited transmissions include those in violation of the KIPP Metro Atlanta Human Rights, Copyright, and Technology Equipment Usage Policies, in addition to all federal and state laws.

Employees are to utilize KIPP Metro Atlanta technology for school related purposes and the job performance. Incidental personal use of technology is permitted as long as such use does not interfere with the employee’s job duties and performance, system operations or other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communications. Any personal use by employees must comply with this policy.

Any violation of this Technology Equipment Usage Policy may result in disciplinary action, including possible termination of employment.

EMPLOYEE LEAVE POLICY

This section describes KIPP Metro Atlanta’s policy on granting leave. Except in the cases of holidays and the leave covered by the Family and Medical Leave Act of 1993, leave eligibility is not automatic. Employees have the responsibility to request leave from their manager as soon as possible and to establish that leave has been approved.

While KIPP Metro Atlanta will continue to make reasonable efforts to provide leave benefits as described in this section, it reserves the right to modify or terminate any leave benefit now in effect.

Paid Time Off (PTO) Procedures

Full-Time Employees

In addition to school holidays and breaks, eligible employees will receive leave days each year to be used for any combination of sick or personal time off. Managers have the authority to approve or deny any leave request presented to them. The number of annual PTO days and breaks for which each full-time employee is eligible is stated below (see the appendix for a list of holidays for which staff is eligible). On these days, full-time hourly employees will be compensated for a maximum of 8 hours.

Full-Time Employee Type	Annual PTO Eligibility	Monthly PTO Accrual
Non-Annual Employees – Schools	8 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Spring Break +	0.67 days

	Summer Break <i> Non-annual hourly employees are not eligible for summer pay unless they receive management approval to perform work during the summer</i>	
Annual Employees – Schools	16 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Spring Break + 2 weeks of Summer Break	1.33 days
Annual Employees – KTC and RST	19 PTO days + Fall Break + Thanksgiving Break + Winter Break + Mid-Winter Break + Friday of Spring Break + 1 week of Summer Break	1.58 days

For purposes of this benefit, non-annual employees are defined as employees who are scheduled to work during the school year, i.e. July – May. Annual employees are defined as employees who are scheduled to work all 12 months.

Paid time off is not automatic. Eligible employees must earn PTO days. PTO is earned each month an employee works. Although a full-time employee will be able to view all of the PTO days they can earn during the year, and can take the days prior to earning them, if the employee stops working for KIPP Metro Atlanta (for any reason) they may be required to pay back the organization for all days taken before earned.

In the event that a current employee transfers to a different school/entity within KIPP Metro Atlanta, they will be eligible to keep the total number of paid time-off days accrued to date and will begin earning days based in their new position beginning the first day with the new school/entity.

Part-Time Employees

All part-time employees are eligible to earn paid time off. These employees earn 1 hour of PTO for every 20 hours worked for a maximum of 50 hours earned per year. In addition to accrued leave, part-time employees will receive pay for the following holidays only. Employees working “on-call” are not eligible to receive holiday pay.

- New Year's Day
- Martin Luther King Jr. Day
- President's' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Should part-time employees who have not earned PTO require time off, they should inform their manager as soon as possible. Employees understand that because they are taking time off before they have earned

PTO, the day(s) taken off will be unpaid.

Procedures to request PTO

- Future Time Off: As soon as eligible employees know that they need to take time off, they must do so through the KIPP Metro Atlanta HRIS. Employees are required to use all paid leave before taking any unpaid leave. The only exception is for non-annual hourly employees, who may choose to take unpaid leave during the school year in order to use paid leave during Summer Break.
 - Full-time employees' leave time must be requested in the following increments (regardless of the employee's work schedule):
 - 8 hours = 1 day
 - 6 hours = $\frac{3}{4}$ day
 - 4 hours = $\frac{1}{2}$ day
 - 2 hours = $\frac{1}{4}$ day
- Part-time employees' leave requests will be in increments equal to hours worked. For example, if the employee works a 4 hour shift, they would request 4 hours = 1 day.
- RST and KTC Staff can only take time in increments of 1 or $\frac{1}{2}$ day(s).

The employee's manager will approve/deny the leave request electronically. If necessary, the employee's manager will meet with the employee to discuss the approval or denial of the leave request.

- Time Taken in Past: In the event that an employee is ill and needs to take a day before getting the day approved, as soon as the employee returns to work, they must complete a paper leave request form (found in the school's main office) or within the HRIS and give it to their manager for approval.

The completed form must be submitted to Human Resources within 48 hours of returning to work. The employee and manager are responsible for ensuring that this process is followed. An employee who cannot come to work due to an unexpected illness must inform their manager prior to their scheduled arrival time.

Critical Days

At the beginning of each school year, principals, chief schools officer, chief operating officer, chief of staff, and executive director will identify "critical days" for which staff members are restricted from using their leave days.

Critical days include the day(s) before or following a holiday and/or school break, standardized testing days, professional development days, half days, new scholar orientation, the first day of school, and the last two weeks of the traditional school year.

Unless otherwise approved due to medical emergencies, staff members who do not report to work on a critical day may not be paid. A doctor's note will be required for all critical day absences resulting from medical emergencies.

The list of critical days for the current school year is located in the Appendix of the employee handbook.

Approval/Denial of PTO

KIPP Metro Atlanta Schools wants employees to use Paid Time Off (PTO) for rest, renewal, and well-being, and encourages all employees to request time to maintain balance between personal and work lives. Likewise, managers will work to honor PTO requests whenever possible, come up with solutions in the event of possible barriers for taking time off, and in the event that PTO needs to be denied, offer a clear explanation to employees.

The manager will have the discretion to deny any leave request based on the burden placed on the school or the organization. If the leave request has been denied and the employee still chooses to take the unapproved day off, that is insubordination. Consequences for insubordination include being written up, to losing the leave day, to termination. Other circumstances where these consequences would apply are:

- The staff member did not seek approval for the leave from the manager in advance
- The staff member takes more than their total number of eligible leave days
- The staff member takes time off and doesn't report it to their manager and Human Resources

Partial Day Leave

Salaried school-based staff requesting to leave early will use the appropriate portion of their leave days:

Early Leave Time	Portion of Day Used	Hours Conversion
Before 9:30 AM	1 day used	8 hours
9:31 AM - 12:30 PM	3/4 day used	6 hours
12:31 PM - 2:00 PM	1/2 day used	4 hours
After 2:01 PM	1/4 day used	2 hours

Hourly employees will submit time off for actual hours not worked in increments of 2 hours.

School-based staff members who are approved to use PTO during Early Release Days will be required to use $\frac{3}{4}$ of a PTO day. Employees who are approved to use PTO during Half Days will be required to use $\frac{1}{2}$ of a PTO day.

RST and KTC employees can only request a full or half day off.

Late Arrival

Staff members who expect to arrive later than the following times for any reason must call their manager's cell phone as soon as possible:

- KIPP STRIVE Academy, KIPP STRIVE Primary, KIPP Soul Primary, KIPP Soul Academy, KIPP Vision Academy, KIPP Vision Primary, KIPP WAYS Academy, KIPP WAYS Primary, KIPP Woodson Park Academy, and KIPP South Fulton Academy staff after 7:00 a.m.
- KIPP Atlanta Collegiate after 7:40 a.m.

Other excused and unexcused tardies for salaried school-based employees will be treated as follows:

Arrival Time	Portion of Day Used	Hours Conversion
7:30 AM - 9:30 AM	1/4 day used	2 hours
9:31 AM - 12:30 PM	1/2 day used	4 hours
12:31 PM - 2:00 PM	3/4 day used	6 hours
After 2:01 PM	1 day used	8 hours

Rollover of Unused Days

All employees can carry over up to five (5) total unused days at the end of each school year for a maximum of thirty (30) days. (Only employees who have worked with KIPP Metro Atlanta for at least six years and who have rolled over five unused days at the end of each year will reach this maximum. Donated leave hours are not eligible for carryover into the next school year.)

The maximum thirty (30) days an employee can accumulate (roll-over from previous years) is in addition to the days an employee can earn in the current fiscal year. (While a non-annual employee can have up to 38 PTO days in a single year, they can never roll over more than 30.)

An employee cannot take off more than thirty (30) paid time off days in a given year, unless it is approved FMLA.

Payment of Unused Days

Employees who leave the organization for any reason (e.g., termination, resignation, independent contractor status, etc.) will forfeit all unused accrued paid time off. Employees who stay through the end

of the school year will be compensated for up to three (3) unused accrued paid time off days. Employees leaving in the middle of the school year do not have that option.

Leave Time Donation

In the event an employee has to take an extended leave of absence due to parental leave, medical need, or other emergency situations, other employees may volunteer to donate their leave days to the colleague in need. The employee must have used all paid time off days in order to use pre-approved donated days and the need must be documented by a doctor's note. Employees can donate only to employees who work for the same school or entity. For example, KIPP STRIVE Academy employees can donate only to and receive donated days from other KIPP STRIVE Academy employees. Full-time employees can only receive and donate hours equivalent to the increments outlined in the Employee Leave Policy. Part-time employees can only receive and donate hours that are equal to or less than their schedule. This process is completely voluntary and anonymous. Donated hours are not eligible for carryover into the next year.

In order to donate a day to a colleague, the employee donating the day must be a current employee. Employees may not donate days after giving notice of resignation. Employees who wish to donate must complete the donation section of the paper leave request form. A copy of the leave request form can be found within the appendix or the HRIS.

Bereavement Leave

Following the death of a family member, an employee is eligible for five (5) bereavement days per incident that will not be deducted from their PTO balance. Employees may be eligible for up to a total of ten (10) days of bereavement leave per school year. Additional bereavement leave may be requested through the Human Resources department and may require documentation.

Jury Duty

KIPP Metro Atlanta encourages all employees to serve when called for jury duty. If an employee receives a jury summons, the employee must notify their manager immediately. When an employee (hourly or salaried) is summoned for jury duty, KIPP Metro Atlanta will:

- Pay the employee's regular salary for the days served based on what their schedule would have been on that day. The employee will lose no regular pay due to jury duty.
- Consider the employee's jury duty pay as payment for extra expenses incurred.

If the court subpoenas an employee as a witness for personal reasons, the employee must use their PTO time and submit a request to their manager for approved leave for the day(s) involved. The employee must report to work on days or partial days when they are not required to report to jury duty or appear as a witness.

Military Service Leave

Employees ordered to annual tours of duty for the reserves or National Guard during the work year will be granted paid leave up to 18 days for each assignment. Longer military leaves without pay will be

granted any time an employee is absent from work for an extended period because of Eligible Military Service (as defined below). Upon satisfactory completion of the military service, employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave.

For purposes of this policy, “Eligible Military Service” means certain types of service (listed below) in the following branches of the U.S. military:

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty
- Commissioned corps of the Public Health Service
- Any other category of persons designated by the President in time of war or national emergency

Eligible Military Service also includes:

- Duty as a member of an organized militia or reserve component of the Armed Forces
- Active state service by a member of the Georgia National Guard or any Georgia resident who is a member of the National Guard of any other state

Eligible employees may take leave under this policy for the following types of military service:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Submitting to an examination to determine your fitness for any of these services
- Funeral honors duty performed by National Guard or Reserve members
- Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are activated under federal authority or attending authorized training in support of a federal mission

If you need to take military service leave, you or an authorized military service officer should provide Human Resources with at least 30 days’ notice if possible. If 30 days’ notice is not possible because of military necessity or for other reasons, you should give as much advance notice as possible. Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to Human Resources.

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to Human Resources, including their military discharge documentation, if available, as follows:

- If their military service was for active duty, they must submit an application for reemployment within 90 days of completion of service.
- If their military service was for training they must submit an application for reemployment within:
 - 10 days of completion of service if training was less than 30 days
 - 14 days of completion of service if training was 31 to 180 days
 - 90 days of completion of service if training was over 180 days

If an employee is unable to comply with this schedule through no fault of their own or if they are injured or recovering from an injury, they should speak with Human Resources as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to KIPP Metro Atlanta’s rules regarding unexcused absences.

In all cases, military leaves shall be granted in accordance with applicable federal and state laws

Parental Leave

Primary caregivers who have been employed by the organization for twelve or more consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive forty (40) days of paid Parental Leave. Primary caregivers who have been employed by the organization for less than twelve consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive twenty (20) days of paid Parental Leave.

For purposes of this Parental Leave benefit, “primary caregiver” will be defined as the individual giving birth or, in cases of surrogate birth or adoption, the individual who will assume the primary responsibility of staying home with the child. All cases of requested Parental Leave will require documentation.

Primary Caregiver	
Months of Employment	Paid Time Off
0-11	20 days (4 weeks)
12 or more	40 days (8 weeks)

Secondary caregivers who have been employed by the organization for twelve or more consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive twenty (20) days of paid Parental Leave. Secondary caregivers who have been employed by the organization for less than twelve consecutive months at the time of the birth or adoption of a child(ren) are eligible to receive ten (10) days of paid Parental Leave.

Secondary Caregiver	
Months of Employment	Paid Time Off
0-11	10 days (2 weeks)
12 or more	20 days (4 weeks)

Eligible employees must take the Parental Leave within six months of the birth or adoption of a child(ren), and the leave may be taken only in full day increments. If the need for parental leave is foreseeable, employees must provide their manager and Human Resources with at least three weeks advance notice of the date on which parental leave will begin.

These employees will be eligible for leave in accordance with the Family and Medical Leave Act of 1993 (see below for more information). All employees requesting this leave must complete a Request for FMLA Form by contacting Human Resources. As with FMLA, employees are eligible to utilize qualifying Parental Leave balances once per rolling calendar year (i.e. a 12 month period measured from the date an

employee first uses any Parental Leave).

Paid Medical Leave

Employees who are under the care of their medical provider or sent home by their manager and/or the KIPP Metro Atlanta Regional Nurse due to medically based issues, are eligible for paid medical leave. Approved employees may receive up to ten (10) days of paid medical leave per incident. Detailed documentation will be required for eligible employees and should be communicated to their managers and the Human Resources department. This is not accrued leave and is granted based off of approval from the Human Resources department.

Family and Medical Leave Act (FMLA) of 1993

The Family and Medical Leave Act (FMLA) of 1993 defines four types of leave categories during which an employee is entitled to for up to twelve (12) weeks of unpaid leave during any period of twelve consecutive months. Below are the four types:

- The birth and care of newborn child of the employee
- A child is placed with the employee for adoption or foster care
- The employee's spouse, child, or parent has a serious health condition
- The employee has a serious health condition that prevents performance of job functions

FMLA was extended to include Military Leave requirement per Section 585(a) of the National Defense Authorization Act in November 2008.

To be eligible for FMLA leave, an employee must have been employed by the organization for at least 12 months and have worked at least 1,250 hours in the previous 12 months. KIPP Metro Atlanta requires employees who need to take FMLA to formally request it by completing a Request for FMLA Form (contact Human Resources for the form) at least two weeks (or as soon as possible) prior to needing the leave time. Staff members are also required to inform their manager (or principal) about the need to request FMLA as soon as possible.

The 12 weeks of FMLA will be a combination of paid and unpaid leave. KIPP Metro Atlanta employees are required to use all unused paid leave and donated day(s) as part of the FMLA leave of 12 weeks. During the leave, health benefits remain in effect if the employee continues to still pay their premium portion. Employees are eligible to receive pay for scheduled breaks while on leave.

The employee will be required to inform their principal or manager and the Human Resources department when expected to return to work. Upon return from FMLA leave, KIPP Metro Atlanta will make every effort to place the employee in their original or equivalent position.

For employees not eligible for leave under the Family and Medical Leave Act, KIPP Metro Atlanta will review business considerations and the individual circumstances involved before leave may be granted. If granted, these employees are required to use all unused paid leave time and donated day(s) as a part of their leave. Employees not eligible are those who have worked here less than a year or have worked fewer than 1,250 hours in the preceding 12 months.

Snow Days or Unexpected Office/School Closures

If the school/office is closed unexpectedly or for a snow/inclement weather day(s), employees may be required to make up the work day during the year. This procedure applies to all KIPP Metro Atlanta employees.

In the event of inclement weather, KIPP Metro Atlanta Schools will make a decision regarding the closing of schools. Often, KIPP Metro Atlanta follows the Atlanta Public school closing policy; however, students and staff should wait for an official announcement from KIPP Metro Atlanta regarding the official closure decision.

If KIPP Metro Atlanta Schools close for any reason, we will communicate closing information on our KIPP Metro Atlanta Facebook page, website www.kippmetroatlanta.org, or local media outlets.

When operations are officially closed due to emergency conditions, KIPP Metro Atlanta Schools will pay employees for their established work schedules, with hourly employees being paid for a maximum of 8 hours per day. Essential personnel may be required to report to work if weather conditions permit. In that event, essential personnel will be notified by their manager. If an emergency closing has not been authorized, employees who fail to report for work will not be paid for the time missed. Staff who have already scheduled PTO or are on approved leave (i.e., FMLA) during a snow day(s) or other unexpected school/office closure, will be required to use their already scheduled PTO or leave time.

THE WORK ENVIRONMENT

Behavioral Guidelines

KIPP Metro Atlanta recognizes that healthy and nurturing relationships are a critical component of our educational experience. Positive relationships among students and between students and professional staff are integral to our success and standards of excellence.

We also understand that environments that serve children have been used by some adults to cultivate inappropriate relationships and even sexual abuse of children and young people. After careful consideration, we have agreed as a community to adhere to specific behavioral guidelines designed to articulate our collective understanding of interactions that are welcome and appropriate in our educational environment and those that are not acceptable or permitted between adult staff members and the children and young people we serve. These corresponding examples are not exhaustive and any employee who violates these guidelines shall be subject to discipline up to and including termination of employment.

Appropriate Physical Boundaries	Inappropriate Physical Boundaries
Brief side hugs and/or brief shoulder to shoulder hugs	Lingering hugs or full-body hugs
Culturally appropriate kiss on the cheek (depending on the culture of the school and families)	Kiss on the mouth or culturally inappropriate kiss on the cheek

Holding younger students should be “as needed” for comfort or care	Holding students over three years old on the lap or in one’s arms
Pat on the shoulder or upper back	Touching buttocks, chests, or genital areas
Holding hands when walking with a young student. For example, when other students are partnered and holding hands with one another Hand-shakes, high-fives, knuckle bumps, or hand slaps that are not hard	Holding hands with a student (unless it is a young child who needs assistance or guidance)
Brief touch of a student’s upper back Touching as required for specific coaching or training* Picking up a student who needs medical care or physical assistance	Touching the head, face, or hair of a student Touching knees or legs is generally prohibited Touching a student’s side, stomach, or lower back
If trained, following appropriate physical restraint protocol	Physical discipline or corporal punishment in any form

*Coaching, weight training, and athletic training may require contact that would normally be prohibited. However, these activities require collective decision-making and standardize practices to ensure the contact is consistent across trainers and coaches.

Appropriate Emotional Boundaries	Inappropriate Emotional Boundaries
Including or copying parents and other adult leaders of the program on all emails or text messages to students (although the technology method can be different) Using school phones and email addresses to contact students Instructing students to contact adult leaders via school phone number, email address, etc.	Private emails and text messages to students Giving out one’s private contact information to students Using one’s private email address to contact students
Taking students on school sponsored field trips approved by the principal with consent from parents/guardians	Having students over to one’s house or taking them on trips without other adults being present Being possessive of students and demanding a great deal of their time
Securing permission of parents/legal guardians before posting photos of students or details of	Pushing students to reveal personal information or personal problems.

<p>program activities on any electronic media. Identifying information (i.e. names or tags, home address, etc.) should never be used.</p>	<p>Inviting students to be “friends, fans, etc” on personal social networking sites, or using personal social media/networking sites for school communications with students</p> <p>Asking questions about the students personal relationships, either peer or family, unless specifically required by role and job description within the school</p>
<p>Verbal praising of achievements, progress, and diligence</p> <p>Using verbal praise to reward appropriate behaviors, improvements in performance</p>	<p>Comments (positive or negative) that relate to physique, body development, express affection and/or involve other boundary violations. This includes comments that are positive or negative, oral or written via any form of media</p>

Appropriate Behavioral Boundaries	Inappropriate Behavioral Boundaries
Working with a student in a classroom with an uncovered glass window or open door	Being alone with a student in isolated areas such as closets or dressing rooms
Sitting beside a student	Being alone with a student in staff-only areas or other private rooms
Treating all students fairly and consistently	Favoring some students over other students
Following behavioral guidelines of the school and requiring students to also follow the behavioral guidelines of the program and the school as a whole	Using, possessing, or being under the influence of illegal drugs Being under the influence of alcohol Swearing or using vulgar language
Maintaining dress within the school’s code Using separate shower and changing facilities from the students or using the same facilities but at different scheduled times Sleeping in separate beds from students during overnight trips	Possessing or displaying sexually oriented or morally inappropriate printed or electronic materials (e.g., magazines, cards, videos, films, clothing, internet sites, etc.) Undressing or being nude, including taking a shower in the presence of a student Sleeping in the same bed, sleeping bag, or tent with a student, unless the adult is the parent of the student

	Discussing one's own sexual activities
<p>Answering ordinary questions that students have about the teacher's family members or history and occasionally drawing upon one's own experiences to enhance a teaching point</p> <p>Referring students who have serious questions about sexuality and sexual behaviors to an appropriate resource, informing one's direct supervisor of the conversation and documenting the referral and reason for the referral</p>	<p>Engaging in any sexually oriented conversations with students unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to students an established curriculum on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counseling</p>

Student Transportation Policy - New

Field Trip Transportation

Student transportation on field trips must be provided by a KIPP Metro Atlanta approved vendor.

Non-Field Trip Transportation

If a student requires assistance with transportation of any sort, whether to go home or to a school-related event, employees should follow these mandatory steps until transportation is arranged:

1. Contact the student's parent/guardian to request that the parent/guardian transport the student; or
2. Contact the student's emergency contacts to request that the emergency contact transport the student.
3. If the parent/guardian or emergency contacts are unable to arrange for transportation home, then follow these steps:
 - i. Arrange for round trip travel via Uber or Lyft to bring the parent/guardian or emergency contact to the school to pick up the student and to transport all parties home.
 - ii. Inform the parent/guardian or emergency contact that KIPP will send a ride-share service to bring that person to the school to pick up the student and then transport the student and the accompanying adult home.
 - iii. When making ride-share purchases, use a KIPP credit card and save the receipt. This step may require the assistance of school operations.
 - iv. Notify the principal.
 - v. Notify the school social worker/counselor so that they can follow up with the parent/guardian the next day.
4. If unable to make contact with parent/guardian or any emergency contacts to arrange transportation home, contact the school social worker/counselor to formally implement the Student Abandonment Process.
5. For transportation to school-related events, contact the parent/guardian and emergency

- contacts to transport student to the school-related event.
6. If transportation is for a school-related event and we are unable to reach a parent/guardian or emergency contacts, the student will not be allowed to participate in the school-related event. Contact the school social worker/counselor and follow the Student Abandonment process.

Chaperones and Volunteers

Chaperones and volunteers are prohibited from transporting students in their private motor vehicles for school-sanctioned activities/events/field trips or at the request of a KIPP employee.

Personal Relationships in the Workplace Policy

KIPP Metro Atlanta is committed to maintaining a professional work environment that encourages all employees to perform at their highest level and that supports career advancement on the basis of factors such as ability and work performance. In accordance with this commitment, unless otherwise approved by the executive director or board of directors, KIPP Metro Atlanta employees may not: (1) directly or indirectly supervise employees with whom they have a familial or dating relationship; (2) influence or attempt to influence decisions affecting the terms and conditions of employees with whom they have familial or dating relationship (including but not limited to decisions regarding hiring, promotion, or termination); or (3) influence or attempt to influence the award of contracts to vendors with whom they have a familial or dating relationship. For purposes of this policy, a “familial relationship” means a relationship between members of the same family or household. A “dating relationship” means a relationship between individuals engaged in a romantic or sexual relationship.

Questions concerning this policy or its applicability in specific situations should be referred to the director of human resources or the chief executive officer.

If KIPP Metro Atlanta employee has a familial or dating relationship with an employee under their direct or indirect supervision, the parties must promptly notify the director of human resources or the executive director. In situations where the executive director or board of directors approves such staffing arrangements, procedures will be implemented to ensure that decision-making is not influenced by any potential conflict of interest.

Failure to report the existence of a familial or dating relationship in compliance with this policy may result in disciplinary action, including possible termination.

No Harassment Policy

KIPP Metro Atlanta prohibits harassment of anyone based on the person’s race, sex, national origin, color, religion, age (40 and over), disability (mental or physical), sexual orientation, sexual preference or gender identity. Anyone violating this prohibition is subject to discipline, including possible employment termination.

Harassment is any form of uninvited and unwanted physical or verbal behavior which creates an intimidating, hostile, or demeaning environment for education or employment. Creating a harassment-free environment requires the commitment of our entire community.

Examples include (but are not limited to):

- Verbal abuse
- Unwelcome physical touching
- Obscene or demeaning remarks, jokes, or slurs
- Comments about a person's race, religion, gender, national origin, age, color, disability, sexual preference, sexual orientation, or gender identity
- Display of explicitly offensive or demeaning materials
- Comments about someone's physique
- Staring at someone in a suggestive manner
- Blocking or impeding someone's movements

Sexual Harassment

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and the Title IX Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or advancement or participation in a school activity
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person
- Comments or behavior resulting from hostility towards someone based on her/his gender

Reporting Harassment

KIPP Metro Atlanta is committed to prompt and fair resolution of harassment issues. Any employee experiencing harassment should do any or all of the following:

- As soon as possible, notify someone in Human Resources or the chief executive officer
- Be prepared to provide specifics, including when, where and how you were harassed, witnesses (if any) and other evidence such as e-mails, text messages, notes, etc.

Human Resources will investigate the matter, doing its best to maintain confidentiality to the extent possible. At the conclusion of the investigation, KIPP Metro Atlanta will take whatever steps are necessary and appropriate to remedy the situation and prevent it from recurring.

Retaliation against anyone merely for making a report of harassment is **ABSOLUTELY PROHIBITED**.

Children in the Workplace

This policy is established to avoid disruptions in job duties of employees and co-workers, reduce personal and property liability, and help maintain KIPP Metro Atlanta's professional learning environment.

The presence of children in the workplace with the employee relative prior to the dismissal of KIPP Metro Atlanta students is not permitted. Supervisors may grant exceptions for temporary, unforeseen circumstances, but no parent or relative may have a child in the workplace without the supervisor's permission.

Employees must contact their supervisor as soon as possible to obtain permission to have a child

accompany the employee while working. Factors the supervisor will consider are how long the child needs to be there, the work environment in the employee's area, and possible disruption to the employee's and co-workers' work.

A child brought to the workplace is the responsibility of the employee relative and must be under the direct supervision of the employee/parent at all times. KIPP Metro Atlanta Schools accepts no liability for injuries to children who are on campus in violation of this policy.

Personnel Records

KIPP Metro Atlanta maintains work-related records for each employee. These files are confidential and are accessible only to the employee and the following individuals: principals, executive director, chief schools officers, chief operations officer, chief of staff, managing director of talent, director of human resources, and human resources managers.

It is the employee's responsibility to supply KIPP Metro Atlanta with accurate information. Employees are required to update human resources and the school as personal information changes throughout the year. Employees should make changes to their personal information by logging in to the HRIS.

Employees must provide KIPP Metro Atlanta with the following documentation for their personnel files:

- Personal information, which may include home and mobile phone numbers, home address, etc.
- Transcripts or other proof of graduation from colleges or universities from which employees received a post-secondary degree
- Documentation of professional certifications or licenses
- Criminal background check
- Resume
- Emergency contact information
- Employment verification (only for teachers, teacher leaders, counselors, and coordinators)

Grievance Procedure

During the day-to-day operation of KIPP Metro Atlanta, misunderstandings and problems that require attention sometimes arise. Should an employee feel as though their problem has not been adequately addressed or resolved, the employee should use the following grievance procedure.

Step One: Informal Discussion

An employee having a problem, complaint, issue or dispute, either with a fellow employee or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom they have the problem, complaint, issue or dispute, within five working days of the occurrence or cause of such matter.

Step Two: Administrative Review

If the matter is not resolved through informal discussion, the aggrieved employee may submit a written request for a face-to-face meeting with the principal (or their manager if they are an RST or KIPP Through

College employee) and any other person or persons whose actions or decisions give rise to the matter.

The principal (or manager if an RST or KIPP Through College employee) will try to schedule such meeting to occur within five business days of their receipt of the request. At such meeting, each party will have the opportunity to be heard and to request relief. After such meeting, the principal (or their manager if they are an RST or KIPP Through College employee) will issue a written recommendation as to how the matter should be resolved. All parties present at the meeting shall receive copies of the written recommendation.

Step Three: Review by the Human Resources Department

If the aggrieved employee remains dissatisfied after step two, the employee may, within five business days after their receipt of the principal's or manager's written recommendation, file a written grievance, either electronically or through regular mail, with their designated human resources manager.

The human resources manager will respond upon receipt of such grievance by acknowledging such receipt to the aggrieved employee and notifying the aggrieved employee of a meeting at which the employee can discuss the grievance with the human resources manager and/or the director of human resources. If deemed necessary, the Human Resources department will conduct a timely and thorough investigation of the grievance. After such an investigation, the human resources manager and/or the director of human resources will notify the employee of the department's recommendations.

Step Four: Review by the Managing Director of Talent

If the aggrieved employee remains dissatisfied after step three, the employee may, within five business days after their receipt of the Human Resources department's recommendations, file a written grievance, either electronically or through regular mail, with the managing director of talent.

The managing director of talent will respond upon receipt of such grievance, by acknowledging such receipt to the aggrieved employee, and notifying the aggrieved employee of a meeting at which the employee can discuss the grievance with the managing director of talent. After the meeting the managing director of talent will determine if further investigation is necessary. Upon conclusion, the principal and/or manager and the aggrieved employee will be notified of the managing director of talent's decision and recommendations. The managing director of talent has the ultimate and final decision in the grievance process.

Employees are encouraged to take advantage of the formal grievance procedure for issues that cannot be resolved informally, without fear of reprisal as the result of using this process.

Human Rights Policy

KIPP Metro Atlanta brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, ethnicity, sexual orientation, age, or handicap status. KIPP Metro Atlanta is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values.

KIPP Metro Atlanta wishes to stress that it is the responsibility of every member of the school community to observe and uphold the principles of equal opportunity as they affect staff, faculty, families, and students in all aspects of school life. It is the responsibility of every member of the KIPP Metro Atlanta community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

Drug-Free Workplace

KIPP Metro Atlanta takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse-free workplace. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

Substance Abuse Policy

KIPP Metro Atlanta recognizes alcohol and drug abuse are potential health, safety, and security problems. We expect all employees to cooperate in maintaining a work environment free from the effects of alcohol, drugs, or similar substances. Compliance with this substance abuse policy is a condition of employment. Violations of the policy will likely lead to discipline and/or discharge.

Employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on the premises, or anywhere during working time. Employees reasonably suspected of being under the influence of such substances at work are subject to drug and alcohol testing.

Employees are required to report to their jobs in appropriate mental and physical condition, ready and able to work. Being impaired at work is unacceptable, regardless of the reason. KIPP Metro Atlanta does not allow employees to perform their duties under the influence of prescription medication that could adversely affect their ability to safely and effectively perform their jobs. An employee taking prescription medication that could impair the employee's ability to work safely or effectively must notify Human Resources prior to doing any work. Working while impaired, no matter what the reason, subjects an employee to discipline, including discharge.

Anyone who violates this policy is subject to disciplinary action, including possible termination of employment.

Possession of Firearms in the Workplace Policy

KIPP Metro Atlanta is committed to maintaining a safe learning environment for all of our students, families, visitors, and staff. Except as expressly stated in this policy or as otherwise required by law, all students, visitors, and staff are prohibited from possessing firearms at any of our events, on our property, on our buses, or within the school safety zone.

This policy does not prohibit staff or visitors who have a valid weapons carry license from keeping a firearm in a locked, privately-owned car on school property or in the school safety zone; however, the firearm must be locked up, out of sight, in an enclosed compartment, or in the trunk.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination. In addition, KIPP Metro Atlanta reserves the right at any time and at its discretion to search all persons, containers, briefcases, purses, lockers, desks, and other property for the purpose of determining whether any individual is in possession of a firearm in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to disciplinary action, up to and including termination.

Any questions concerning this policy or its applicability in specific situations should be referred to the director of human resources or the executive director.

Animals on Premises Policy

No person shall bring, possess, carry, keep, maintain or exhibit an animal on school premises except for educational or instructional purposes as part of the curriculum or an educational enrichment program relating to a specific course of study. A teacher or staff member must request and receive permission from the principal before an animal is brought to school. The request for permission must state the period the animal is requested to be on school property and show how the animal in a school or classroom, as part of the curricula or in conjunction with a course of study, can enrich educational programs, facilitate the learning experience, and otherwise provide valuable educational benefits for students.

At least (3) days prior to an animal being brought to school, the teacher must send written notice to parents/guardians of students as directed by the principal or building administrator. The notice shall provide the opportunity to disclose known allergies, immune deficiencies or other objections so that special precautions or accommodations can be taken.

The person bringing an animal on school premises assumes all risks of loss or harm related to the animal.

These policy guidelines are not applicable to animals trained as therapy-assisted pets. Animals trained to assist the blind are excluded from these guidelines.

Terminating Employment Policy

KIPP Metro Atlanta values a productive and mutually satisfactory employment relationship with each employee. However, both the employee and employer have the right to terminate the employment relationship at will.

Upon separation, employees are required to return all property owned/issued by KIPP Metro Atlanta and complete an exit interview with Human Resources. Employees will be paid through their last day of employment, which is their last day worked. Non-annual salaried employees who are employed through the end of the school year will, however, be paid through June 30. Employees who terminate employment mid-year will be issued a physical check which will be issued once all exit items are completed.

Employees will be notified of their employment status for the following school year before June.

Resigning employees are expected to notify the principal (or their manager if they are an RST or KTC employee) of their resignation by March 15 of each year.

With regard to employees leaving during the middle of the school year, the following policies are in place:

Resignation

If the employee decides to terminate their employment at KIPP Metro Atlanta before the end of the school year, the employee will be expected to give the principal (or their manager if they are an RST or KTC employee) at least four weeks written notice of such intention. Unless otherwise approved by the Human Resources department, employees resigning prior to the last day of school will not be eligible for rehire. If an employee does not provide adequate notice or depart from KIPP Metro Atlanta Schools in a professional manner, details of the separation may be reported to the Georgia Professional Standards Commission under Standard 9: Professional Conduct (Rule 505-6-.01 The Code of Ethics for Educators). This could lead to an ethics violation to be listed on the employee's certification.

Discharge

The principal (or their manager if they are an RST or KTC employee) may decide to terminate the employment relationship at any time during the school year.

- In situations where the employee has, in the scope of their employment, violated local, state, or federal laws; or where the employee has acted with willful disregard for their duties as an employee; or where the employee has not performed their duties at the high standards held for all KIPP Metro Atlanta employees; or under other circumstances where the principals/KTC director sees fit, the principals/KTC director may terminate the employment relationship without notice.
- Wherever possible, and to the extent that they see fit, the principals/KTC director will give the employee notice of the decision to terminate the employment relationship.
- In circumstances where the employment relationship must be terminated due to a reduction in the work force resulting from budgetary constraints, the principals/KTC director will give the employee two weeks' notice of the termination.
- If an employee disputes a decision of the principals/KTC director to terminate the employment relationship, the employee should follow the grievance procedure outlined above.

Corporal Punishment Policy

KIPP Metro Atlanta Schools prohibits the use of corporal punishment by all employees. Corporal punishment includes any consequence that results in physical pain or harm to students. On rare occasions, physical force may be necessary to restrain a person or to prevent injury in accordance with the Seclusion or Restraint of Students Policy. When such force is used, it should be applied without anger and as a restraint rather than retaliation. Employees who find it necessary to use physical force with students should immediately provide a written report of the details to the principal of the school

Seclusion or Restraint of Students - New

KIPP Metro Atlanta Schools is dedicated to providing students with effective and safe learning environments. Pursuant to state board rule, KIPP Metro Atlanta Schools expressly prohibits the use of the following by any of its employees:

1. Seclusion;
2. Prone restraint;
3. Mechanical restraint;
4. Chemical restraint; and
5. Physical restraint, except in those situations in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint is expressly prohibited in KIPP Metro Atlanta Schools:

1. As a form of discipline or punishment,
2. When the student cannot be safely restrained, and/or
3. When the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.

Nothing in this policy shall be construed to interfere with a KIPP Metro Atlanta Schools employee's authority to:

1. Implement time-out or any other classroom management technique or approach, including a student's removal from the classroom;
2. Take appropriate action to diffuse a student fight or altercation;
3. Use his or her discretion to take necessary actions to protect students or others from imminent harm or bodily injury.

Nothing in this policy should be construed to impose ministerial duties on individual employees when acting to protect students or others from imminent harm or bodily injury.

Nothing in this policy should be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents/guardians shall be notified when students are removed from the school setting by emergency medical or law enforcement personnel.

Definitions:

Chemical restraint – any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

Mechanical restraint – the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Physical restraint – direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill,

redirecting attention, providing guidance to a location, or providing comfort.

Prone restraint – a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the prone position.

Seclusion – a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in this policy, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time-out – a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined

Physical Restraint

Physical restraint may only be used in limited circumstances in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Preventive measures such as providing reinforcement and providing an enriched environment should be utilized routinely to reduce the potential need for restraint and time out. Staff should become familiar with precursors to dangerous behavior and implement less intrusive procedures when they occur.

In determining when and how to implement this regulation on any associated procedures, educators will have to exercise their professional judgement and discretion. Therefore, the regulation and related procedures are not to be construed as imposing ministerial duties on individual employees. Further, they are not intended to interfere with the duties of law enforcement or emergency medical personnel.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress. Whenever possible, all physical restraints should be conducted by a team of three people with an adult to observe and monitor to ensure student and staff safety. Whenever possible, staff trained in the use of physical restraint will physically restrain students. In situations when a trained staff member is not present, but a student is an immediate danger to themselves or others, the student may be restrained. In such situations, individuals present should be directed to summon trained staff and/or seek assistance as quickly as possible. If a staff member who is not restraint trained has to restrain a student, the staff member should attend restraint training as soon as possible.

Physical restraints do not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. For example, running after and holding a student who is about to run in front of an oncoming automobile is not in any way prohibited. Providing physical guidance (e.g. lightly holding a student at the elbow to guide him/her from one location to another) is also permitted.

Use of Physical Restraint

Physical restraint should only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success. When a student exhibits behaviors that place the student or others in imminent harm and the student is not responsive to verbal directives or less intensive de-escalation techniques and restraint may be necessary, a trained staff member should be notified as soon as reasonably possible. If possible, a trained individual will conduct the restraint and a trained individual will observe and monitor the restraint. However, there may be some situations in which no additional staff is available for the restraint or to serve as an observer or monitor.

Staff Training

KIPP Metro Atlanta employees shall attend training with the Local Education Agency (Atlanta Public Schools or Fulton County Schools) on the appropriate use of physical restraint. In the event that LEA does not offer training to KMA employees, KMA shall make appropriate training available to district staff. This training will be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, as well as prevention and de-escalation techniques. The school leader and/or designee will identify for training those staff members working in schools/programs in which staff historically has been called upon to physically restrain students, or other as deemed appropriate based on their employment positions. Each KIPP Metro Atlanta School will maintain written and/or electronic documentation on training provided and the list of trained staff members. Records of such training will be made available to the State Department of Education or any member of the public upon request.

Documentation

The use of physical restraint will be documented by staff participating in or supervising the restraint for each student in each instance in which the student is restrained. Staff should use KIPP Metro Atlanta's Incident Report Form to document the use of physical restraint. Each school shall maintain a copy of completed Restraint Incident Report Form as well as any other summary reports, in accordance with the requirement of the State Department of Education and existing record retention schedules. Additionally, a copy of the Incident Report Form should be emailed to the Director of Student Support Services within one school day of the incident.

Parental Notification

Parents shall be informed within one school day when physical restraint is used and shall be provided a copy of the completed Incident Report Form at that time. Parents and KIPP Metro Atlanta may mutually agree that notification may be provided via electronic mail. The principal or his/her designee shall also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.

Mandated Reporting of Abuse/Neglect Policy

All school personnel and volunteers are mandated reporters of suspected child abuse, including neglect. State law requires that school employees report any suspected child abuse immediately, and no later than within 24 hours. Mandated reporters are required to report suspected child abuse when they have

reasonable cause to believe that a child under 18 years old has been harmed, or is in danger of being harmed physically, sexually, through neglect, or that the child is otherwise endangered.

Once a teacher or staff member becomes aware that a student may be the victim of abuse or neglect, they must notify the designated reporter. At KIPP Metro Atlanta, the designated reporter is most often the school counselor/social worker or principal; however, reporting requirements vary by location and employees should verify the correct reporting structure for their school. All staff members who suspect abuse or neglect must fill out a written or electronic child abuse/neglect incident report provided by their school.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor.

When reporting the incident to the school counselor/social worker, principal, or directly to the Department of Family and Children Services (DFCS), staff must provide the following information (or as much as is known): the name, birth date, address of the alleged victim, and the names of the parents and/or caretakers; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred). If possible, staff members should also have information available about the student's siblings (names, dates of birth, ages, and schools).

When the report is taken by the intake worker answering the hotline, DFCS must assign the investigation and confirm that assignment within 48 hours of the hotline call. Once the case has been assigned, DFCS will send a letter or email to the school providing the contact information for the caseworker and documentation of the initiation of the investigation. The caseworker will contact the designated reporter if further information is needed. When necessary, the caseworker will speak directly with the employee who reported the abuse or neglect.

“Child abuse” means: (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child; (B) Neglect or exploitation of a child by a parent or caretaker thereof; (C) Endangering a child; (D) Sexual abuse of a child; or (E) Sexual exploitation of a child. O.C.G.A. § 19-7-5.

Common injuries for school personnel to be aware of include “bruises that are patterned, resemble the shape of an object, or on non-boney areas of the body like the buttocks, ears, neck, inner thighs/genitals, etc., and/or bruises that are in various stages of healing after an absence from school; bite marks that are too large to be from another child or inconsistent with animal bites; burns that appear to result from immersion in hot liquid or resemble an object like a cigarette or car lighter.” Child abuse also occurs, for example, where a parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. When reporting physical abuse, it is also important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined in the Georgia Code (O.C.G.A. § 19-7-5) as “a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not such person's spouse to engage in any act which involves: (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (B) Bestiality; (C) Masturbation; (D) Lewd

exhibition of the genitals or pubic area of any person; (E) Flagellation or torture by or upon a person who is nude; (F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (H) Defecation or urination for the purpose of sexual stimulation; or (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.”

A child’s disclosure of sexual abuse must be handled sensitively. When a student attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse, but should not encourage the student to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the student’s words verbatim as much as possible. Refer the student immediately to the designated reporter.

Neglect is “the failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care, supervision or emotional support for a child for whom they are responsible. Physical injury to a child may occur as the result of a parent or caregiver's failure to provide. Types of neglect include: A) Physical neglect - Failure to provide basic needs like food, shelter, clothing, and medical care B) Emotional neglect - Failure or refusal to provide a child with love and attention C) Educational neglect - Failure to enroll a child in school or ensure they attend. Children must be in school between the ages of 6-16.”

Public Relations/Media Policy

The chief executive officer is the only authorized KIPP Metro Atlanta spokesperson. KIPP Metro Atlanta employees are under no circumstances authorized to speak to the media without prior approval from the executive director.

All media contacts, including interviews, press releases, articles, and media coverage, should be made to or cleared by the executive director or the managing director of external relations. Any inquiries from the media (including newspapers, TV stations, radio, and blogs) should immediately be referred to the managing director of external relations.

If a member of the media contacts an employee or arrives on campus, employees should automatically refer them to the managing director of external relations. Employees should:

- Tell them “Our chief impact officer is the person you need speak to.”
- Obtain their contact information and forward it to the chief impact officer
- Provide them with the chief impact officers’ name, phone number, and email address:
Crystal Nasir
Chief Impact Officer
cnasir@kippmetroatlanta.org

Tips for interacting with the media:

- Be polite and professional.
- Remember that anything employees say can be quoted and used.
 - Nothing is off the record, even if you say “off the record.”
- Do not say, “No comment” or “I’m not allowed to talk to you.”

Email Communication Policy

Employees should use good judgment and appropriate professional writing style in all internal and external emails.

As a public entity, KIPP Metro Atlanta is subject to open records laws and our documents and electronic communications (emails and texts) are considered “public records.” Therefore, the vast majority of KIPP Metro Atlanta emails and documents can be requested at any time from any member of the public, including media agencies.

Social Media Policy

We are proud of our KIPP Metro Atlanta Team & Family and the commitment we have all made to support our students on their path to and through college. Employees are encouraged to connect with our official KIPP Metro Atlanta Facebook, Instagram, and Twitter social media accounts and share the story of KIPP with their online communities.

In order to protect our students, our staff, and KIPP’s reputation throughout the community, it is required that employees adhere to KIPP Metro Atlanta’s social media policy and use caution when connecting with others online. This policy covers all types of postings on the Internet; social networking sites (such as Facebook, LinkedIn, etc.); blogs and other online journals and diaries; bulletin boards, wikis, and chat rooms; micro blogging, such as Twitter; postings of videos on YouTube and similar media; and postings on a personal profile or website.

Protect our KIPPsters’ privacy. Do not post confidential or proprietary information about KIPP Metro Atlanta students, alumni, parents, or employees.

- Do not post media of students (minors) from your personal account. KIPP Metro Atlanta’s media release covers official KIPP use only. KIPP Metro Atlanta employees may not personally post media showing students, staff, or parents including but not limited to photographs, videos, audio clips, and/or statements on personal or social networking sites.
- We are always looking to celebrate what is happening in our schools, so if you have a photo or other form of media you would like to share, email the managing director of external relations to request that it be shared through our official account. Please also include a brief description of what is depicted.
- Any mention of students’ names should be first names only.

Protect your privacy. Employees should carefully consider the content presented on a personal blog, website, or social networking site that has the potential to be in contravention of KIPP’s educational mission.

- Employees should keep their profiles on social networking sites private in order to prevent students, parents, school leaders, and community members from seeing their personal photos or opinions.
- Inappropriate content on social network sites may result in disciplinary action.

Be transparent.

- If it is clear who you work for, be clear your views are your own. Using KIPP logos or insignia may imply you are authorized to speak on behalf of KIPP.
- Only represent and speak on behalf of yourself, unless otherwise authorized.
- If you communicate on social media sites, blogs, wikis, videos, podcasts, social networks, or other forms of online communication regarding KIPP Metro Atlanta, disclose your connection or role within our organization. When doing so, use good judgment and an appropriate and professional writing style.

Be above reproach.

- To be above reproach, it is required that employees who wish to connect with any KIPP students (current or alumni under the age of 18), their parents, or their families on social media, do so by creating and maintaining two distinct profiles: one personal and one professional. Employees should invite students (current or alumni), their parents, and/or families to friend or follow the professional profile only.
 - The benefit of maintaining two profiles is that professional and personal representations are completely separate. Personal postings and photos posted by you or others will not be visible to members on your professional profile.
- All KIPP Metro Atlanta staff members engaged in personal or professional social networking communications which reference KIPP-related content should do so in a manner consistent with the organization's mission and values, administrative policies and procedures, safeguards to ensure the privacy and security of employee and student information, as well as proprietary business information.
- Employees should not use blogs, web pages, or social networking sites to present information about themselves, colleagues, or students that is defamatory or that violates KIPP Metro Atlanta's policies against discrimination and harassment. Pictures or descriptions of conduct that would subject an employee to disciplinary action could be detrimental to that employee's status as an educator or professional and could harm the academic process.
- The use of social media communications by KIPP Metro Atlanta employees that violates administrative policies and procedures, and/or compromises the privacy and security of confidential information shall be subject to corrective action, including possible termination. Disclosing confidential business or student information might also be subject to investigation and/or legal proceedings.

This policy is not intended to discourage employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or other terms and conditions of employment, forming, joining or supporting labor unions or engaging in other legally protected activities.

*Technology Use Policy***Background**

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

Contents

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

Purpose

This policy includes federal regulations regarding issues of child safety and acceptable use of the Internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

This policy establishes criteria for the safety and acceptable use of the Internet by students, educators, and school personnel at KIPP Metro Atlanta schools.

- **Scope:**
 - The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access and sharing.
 - With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.
- **Acceptable Use:**
 - Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.
 - Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.
 - Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.
 - KIPP Metro Atlanta's administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business-need to do so.
- **Accountability and Responsibility:**

- The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in their classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies and focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:
 - Creating, storing, sending, or viewing pornographic material.
 - Downloading, uploading and/or executing viruses.
 - Corrupting, destroying, deleting, or manipulating system data with malicious intent.
 - “Hacking” or any other unlawful online activities.
 - Disclosing, using, or disseminating personal information regarding minors.

- Employees are required to execute appropriate and reasonable care over all assigned technology equipment. Repeated neglectful damage can result in receiving alternative technology equipment and staff members may receive disciplinary action up to and including termination. The alternative technology equipment will continue to meet instructional/administrative standards, but may not be the same as the previously assigned technology equipment.

- **Content:**
 - Content should be appropriate, in good taste, and not harmful to any individual or group.
 - Student pictures and names can be published on the school web site at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information, should not be published.
 - Pages should comply with KIPP Metro Atlanta policies and regulations.
 - Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

- **Etiquette:**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

- **Security:**

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

- **Vandalism:**
Vandalism will result in revocation of user privileges. Vandalism includes any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.
- **Safety:**
Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.
 - KIPP Metro Atlanta will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography or (3) other materials deemed to be "inappropriate for minors."
 - Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
 - Safety includes monitoring the online activities of minors.
- **Implementation:**
 - KIPP Metro Atlanta board of directors (KIPP STRIVE Academy, KIPP STRIVE Primary KIPP WAYS Academy, KIPP WAYS Primary, KIPP Vision Academy, KIPP Vision Primary, KIPP Soul Primary, KIPP Soul Academy, KIPP South Fulton Academy, KIPP South Fulton Primary, KIPP Atlanta Collegiate, KIPP Woodson Park Academy, and KIPP Through College are under the governance of KIPP Metro Atlanta board of directors) will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.

Conflict of Interest Policy

Employees of KIPP Metro Atlanta are expected to conduct their business with the highest ethical standards of integrity, honesty, and fairness. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the organization are to act in the best interest of the organization. Employees must avoid any situation that involves or may involve a conflict between their personal interest and the interest of the organization.

Under no circumstance shall an employee perform any outside work that adversely affects KIPP Metro Atlanta's image, or that affects the employee's job performance, punctuality, loyalty and obligations to the organization, or ability to fulfill other responsibilities of the employee's primary job for KIPP MAC.

While the following list is not exhaustive, at a minimum, employees shall not engage in the following conduct unless they have sought, and been granted, permission in advance as indicated below.

1. Engage in any business with KIPP MAC other than in their capacity as a KIPP MAC employee or contractor.
2. Accept a monetary gift of any kind or any non-cash gift above \$50 in value from vendors, suppliers, contractors, etc. currently or seeking to do business with the organization, including parents and guardians. This includes lunch and/or dinner with vendors.
3. Accept a monetary gift of any kind or any non-cash gift above \$50 in value from parents, guardians, and students.

4. Accept any alcoholic beverages from any parent, guardians, students, outside vendors, suppliers, or contractors.
5. Perform or solicit outside work or business during paid working time or during paid absences.
6. Provide services to KIPP Metro Atlanta (including its staff, students, etc.) during the school year other than as an employee or contractor of KIPP Metro Atlanta, or with KIPP's express approval to provide such services through an organization partnering with KIPP Metro Atlanta.
7. Use KIPP Metro Atlanta's tools or equipment for outside work.
8. Accept any other job, or participate in any personal outside consulting activities, or other external activities that (a) could be viewed as impairing the employee's judgment in the performance of their duties and responsibilities for the organization; (b)) could involve the use of the name of the organization so as to falsely suggest the organization's endorsement or support; or (c) might reasonably require disclosure of confidential information to which the employee is privy by virtue of employment.
9. Be a part of any arrangement or circumstance, including a family or other personal relationship, that could dissuade the employee from acting in the best interest of the organization.
10. Engage in any situation that could give the appearance of a conflict of interest, even if no actual conflict exists.

If any employee encounters any of the situations above or has any other questions regarding an actual or potential conflict of interest, the employee should disclose the situation in writing to Human Resources. Human Resources, the Executive Director, or their designees will have the discretion to determine whether the situation involves a prohibited conflict of interest, and how the employee should proceed.

Additionally, where a relative holds a significant interest in any outside business or organization which does or seeks to do business with KIPP Metro Atlanta, the employee must disclose this potential conflict and shall not be involved in any way in the decision regarding whether to engage any such business.

For purposes of this policy, relatives defined as individuals who are related by blood, marriage or adoption, including, but not limited to, the following relationships: spouse, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.

Privacy Policy

Employees are expected to respect the privacy of individuals throughout the school. Subject to the requirements of the Georgia Open Records Act, KIPP Metro Atlanta considers the following files to be confidential:

- General Employment Files
- Payroll Files
- Student Individual Education Plans (IEP) Files (except for teachers of the student)
- Employee Evaluations
- Student Records

Employee evaluations are considered confidential. While teachers and staff members are encouraged to share their professional development goals with one another based upon the outcome of the evaluation, comparing quantitative and qualitative evaluation results can be damaging to the staff morale and is discouraged.

Insurance Policy

KIPP Metro Atlanta shall purchase and maintain insurance covering its operations. Said insurance shall include, but not be limited to, workers compensation in compliance with state law, employers liability insurance to cover bodily injury by accident in the amount of \$100,000 for each accident, bodily injury by disease in the amount of \$100,000 for each employee, comprehensive general liability insurance in the following forms: (1) comprehensive form; (2) contractual insurance; (3) personal injury; (4) broad form property damage; (5) premise – operations; and (6) completed operations. This coverage shall be in the amount not less than

\$1,000,000, combined single limit, and shall also cover the use of all equipment, hoists, and vehicles on the premises not covered by automobile liability.

SECTION C: COPYRIGHT POLICY

- I. **Single Copying For Teachers:** A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
 - a. A chapter from a book.
 - b. An article from a periodical or newspaper.
 - c. A short story, short essay, or short poem, whether or not from a collective work.
 - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

- II. **Multiple Copies For Classroom Use:** Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
 - a. The copying meets the tests of brevity and spontaneity as defined below.
 - b. The copying meets the cumulative effect test as defined below.
 - c. Each copy includes a notice of copyright.

Definitions:

Brevity:

- a. Poetry:
 - A complete poem if less than 250 words and if printed on not more than two pages, or
 - From a longer poem, an excerpt of not more than 250 words.
- b. Prose:
 - Either a complete article, story, or essay of less than 2,500 words, or
 - An excerpt from any work of prose of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.
[Each of the numerical limits stated in "a" and "b" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- c. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

Spontaneity:

- a. The copying is at the instance and inspiration of the individual teacher, and
- b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- c. There shall not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Use Of Computer Software:

Once software has been legally obtained, staff may:

- make an archival or backup copy of a software program that they own. The backup copy is to be used only if the original fails. Teachers may not use the backup copy on a second computer simultaneously with the master.
- put a copy of a program on a hard drive (in addition to the backup copy)
- adapt the program to their use by adding to the content or adapting it to another language. They may not sell, distribute, or transfer the adapted version of the program.
- write the publishers of copyrighted programs in order to obtain permission to use the software in a manner that otherwise could be in violation of copyright law.
- ask the staff member responsible for technology to purchase site licensing or multiple copies of the program.

Staff may not:

- make multiple backup copies
- make one copy for home and one copy for school
- make a copy for a friend (unless it is public domain)
- load one program into several computers for simultaneous use
- load a program onto a network without a network license
- make multiple copies of the printed documentation that accompanies copyrighted software unless written permission has been obtained
- All employees are responsible for ensuring that no copies are made of software that is provided by the software publisher for evaluation.

A teacher or sponsor who allows participants to violate the law may share legal liability. Staff should always promote fair use and copyright legal procedures with students.

SECTION D: BOARD MEETING PARTICIPATION POLICY

All KIPP Metro Atlanta Board meetings are open to the public. Meeting dates and times are available on the organization's website.

Time is set aside at each of its regularly-scheduled quarterly meetings to provide stakeholders the opportunity to address the Board. The public comment period is designed to gain input from the public and not for immediate responses by the Board to the public comments presented.

Individuals who wish to address issues related to an individual school should communicate directly with the school's advisory board using that school's advisory board communication protocols or by following the established grievance process outlined in the student/parent handbook (if applicable). Individuals who wish to address the regional governing board about a more global concern at a Board meeting will be required to sign up in advance of the meeting by calling the executive director's office at least 24 hours in advance.

- Speakers should be courteous and professional. The presiding Board officer may terminate public comments that are profane, vulgar or defamatory.
- Speakers will be heard in the order in which they called in.
- Speakers have three minutes each and must stop speaking promptly when signaled.
- The board reserves the right to cap the public comment period to the first 7 parents who sign up.
- Speakers may not address confidential student or personnel matters, but may submit such concerns to the Board in writing.
- Board members will not respond to the comments during the meeting. If follow-up is necessary, the appropriate staff or a representative of the Board will follow-up in a timely manner via email, letter, or telephone.

SECTION E: STUDENT POLICIES

SCHOOL NUTRITION CHARGE POLICY

The School Nutrition Charge Policy only applies to non-Community Eligibility Provisions schools. Scholars residing in households that either do not qualify for free and reduced priced meals, or do not complete an application for free and reduced price meals, will be charged the full price for school breakfasts and lunches. School meal fees are published at the beginning of each school year.

To expedite meal service, KIPP Metro Atlanta school cafeterias do not accept cash payments for meals. Instead, each scholar has a cafeteria account and a four-digit Personal Identification Number, which is used to charge meals at the point of service. Parents/guardians are strongly encouraged to pre-pay for their scholars' meals, in order that their scholars' account balances do not fall into arrears. Payments may be made by check, money order, credit card or online via MyPayments Plus (www.mypaymentsplus.com).

Scholars with negative account balances will receive invoices on a monthly basis. The school will continue to provide scholars with past due balance school meals, however, charges will continue to accrue and parents are responsible for unpaid balances.

Past due cafeteria account balances should be cleared by the end of each month.

Any questions or concerns regarding KIPP Metro Atlanta's school nutrition charge policy should be directed to the Director of School Nutrition at (404) 924-6310.

TRANSPORTATION POLICY

Parents/guardians must provide contact information and identification information for any person authorized to pick up their student. Parents/guardians who provide transportation for their children are expected to pick up their children in a timely manner at the end of each school day. Parents of students in grades K-8 must notify the office if a child has permission to walk home, or ride Marta. Teachers and staff members at KIPP Metro Atlanta commit to work long hours to ensure a helpful, successful school. We appreciate that students are picked up within 10 minutes after school, field trips, extracurricular activities, and other events have ended.

If students remain at school longer than thirty (30) minutes after the scheduled pick-up time without prior arrangements, families may be charged \$1 per minute. These charges will be based upon the time indicated on the school office clock and are not negotiable. Parents have thirty (30) days to pay any outstanding fees related to tardy pick-ups.

Parents are expected to pick up students remaining after school for after school activities. Where bus transportation is provided, parents are also expected to pick up scholars who miss their bus ride home.

Bus Transportation for Grades K-8: The bus services provided are extremely limited and may not be available or a suitable solution for all families due to bus capacity and route availability. Routes and stops are created to provide the most efficient and economical services available. Families are informed about bus assignments, bus routes and bus stops prior to the start of each school year. Bus routes and stops are subject to change each year. All students are expected to be at their specified stop on time. Buses will not

wait for tardy students. If a student is suspended from the bus for disciplinary reasons or misses the bus, parents are expected to find another source of transportation to and from school.

Bus Transportation for grades K-2: Where transportation is provided, parents will be required, during registration, to indicate an authorized adult to pick up their student at the bus stop each day. The driver will not drop off a student in grades K-2 at a bus stop without an authorized adult to pick the student up. In the case where there is not an authorized person to pick up the student, the student will be returned to the school. Parents may incur late arrival fees in such instances.

For grades 9-12: Students may utilize public transportation (MARTA) to get to and from school. Be advised that families will be required to complete an application process to receive free or discounted cards at the beginning of the year. As the school may provide MARTA passes for students and they will be representing our school, they are expected to maintain scholarly behavior while on the train and/or bus. Students who are identified by MARTA personnel as not behaving appropriately may forfeit their reduced fare passes and be required to provide their own transportation to and from school. Parents must inform the office if a child has permission to walk home only in cases where the student has been dismissed early.

HEALTH POLICY

Immunization

State law requires that all children in elementary, middle, and high school must have an updated Georgia Certificate of Immunization.

Immunizations are required for measles, rubella, tetanus, diphtheria, polio, mumps, whooping cough and hepatitis B. The Georgia DHR Form 3231 and Certificate of Immunization must be used for students in grades K-12. A local health department computer-generated form is acceptable.

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file – either a valid Georgia Immunization Certificate (Form 3231) indicating a medical exemption or a signed, notarized statement, which is called an affidavit of religious exemption.

For entrance into the sixth grade, each student must have at least one additional dose of MMR vaccine.

For entrance into the seventh grade, each student entering or transferring into a KIPP Metro Atlanta School, must receive a tetanus, diphtheria, and pertussis (whooping cough) booster vaccination (Tdap) and an adolescent meningococcal vaccination (MCV4).

For entrance into the eighth through twelfth grade, any student new to Georgia must receive a tetanus, diphtheria, and pertussis (whooping cough) booster vaccination (Tdap) and an adolescent meningococcal vaccination (MCV4).

Illness Policy

For the well being of all the children, a sick child should be kept at home. Do NOT bring your child to school if your child has any signs of illness such as fever, sore throat, contagious skin rash, cough, headache,

vomiting or diarrhea. Students must be free of fever, vomiting and diarrhea for 24 hours before returning to school. Students should remain at home until they can maintain a normal temperature (below 100 Fahrenheit or 37.8 Celsius) for a full 24 hours or more without taking fever – reducing medication.

After more than three consecutive absences for illness, students will need to bring a doctor's re-admittance form to school on their first day back to school to receive an excused absence for missed days.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. The school does not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

Medication Administration

Medication should be administered at home whenever possible, however, the need for medications during the school day or school-sponsored activities should not limit students' access to educational opportunities to the extent possible. A parent or guardian may request that prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. If your child must take any medication at school (even over-the-counter medications like Ibuprofen) you and your child's doctor must complete and sign a Medication Form. Parents or guardians must request medication administration and submit all required documentation at the start of each school year or whenever medical orders are changed.

Medications administered by school personnel shall be in accordance with guidelines from the Food and Drug Administration. KIPP Metro Atlanta Schools shall establish rules, protocols and procedures for the possession, storage, use, dispensation and administration of medications in accordance with applicable state law and State Board of Education rules.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. School nurses or other employees may administer Levalbuterol Sulfate to students upon the occurrence of an actual or perceived respiratory distress, whether or not such student has a prescription for Levalbuterol Sulfate. Any school employee who in good faith administers or chooses not to administer these medications to a student in such circumstances shall be immune from civil liability, pursuant to Georgia statute.

Self-Administration of Asthma Medication

Students to carry and use Anaphylaxis (EpiPen) medication while in school, at a school sponsored activity, while under supervision of school personnel or while in before-school or after-school care on school operated property if:

- The student's health care providers or doctor provides a written statement/order specifying use and administration of medication;
- The student is identified as qualified and able to self-administer medication by healthcare professional;

- The parent/guardian provides written permission for child to carry Anaphylaxis (EpiPen) medication.

WELLNESS POLICY

KIPP Metro Atlanta Schools will develop and maintain a plan for implementation of a wellness policy that outlines the approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. KMAS will manage and coordinate the execution of this wellness policy by delineating roles, responsibilities, actions and timelines specific to each school; and including information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found at: <https://www.kippmetroatlanta.org>.

Recordkeeping

We will retain records to document compliance with the requirements of the wellness policy at the KIPP Metro Atlanta Regional Support Team Office and/or on the KMAS network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on committees;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

KMAS will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. KMAS will make this information available via our website and/or other communication delivery systems. KMAS will provide as much information as possible about the school nutrition environment. This will include a summary of the events or activities related to wellness policy implementation. Annually, KMAS will also publicize the name and contact information of the regional and school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, KMAS will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of KMAS are in compliance with the wellness policy;
- The extent to which KMAS' wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of KAMS wellness policy. The position/person responsible for managing the triennial assessment and contact information is:

Kimberly Foster, MBA, BSN, RN Regional School Nurse
 KIPP Metro Atlanta Schools
 1445 Maynard Rd NW | Atlanta GA 30331 P: 404-924-6310
 kfoster@kippmetroatlanta.org

STUDENT DRESS CODE POLICY

The student dress code policy at KIPP Metro Atlanta is that ALL students are expected to wear the school uniform every day, unless otherwise indicated.

HUMAN RIGHTS POLICY

KIPP Metro Atlanta brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status. KIPP Metro Atlanta is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. KIPP Metro Atlanta wishes to stress that it is the responsibility of every member of the school community to observe and uphold the principles of equal opportunity as they affect staff, faculty, families, and students in all aspects of school life. It is the responsibility of every member of the KIPP Metro Atlanta community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

HARASSMENT POLICY

KIPP Metro Atlanta is committed to equitable and swift resolution of harassment issues. Any student experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
3. If you are not comfortable confronting the offender alone, ask a friend or adult to accompany you, or write a letter to the offender, keeping a copy.
4. Students should notify the Principal, or if they are uncomfortable doing so, they should speak with another adult.

As soon as possible, the adult notified will report to the Principal. The Principal will notify the authorities, if necessary.

DISCIPLINE POLICY

KIPP Metro Atlanta Schools in Atlanta Public schools has adopted the Atlanta Public Schools policies regarding their Student Code of Conduct and Student Offenses included here as Appendix A. KIPP Metro Atlanta Schools in Fulton County have adopted the Fulton County Student Code of Conduct included here as Appendix B.

At KIPP Metro Atlanta Schools, we believe in the power of language. As such, words and their uses must align to and reflect our equity commitment. Our Scholar Code of Conduct Glossary exists to provide internal shared terms for discussing discipline policies with scholars, families and staff. It is our intention that these terms better reflect our restorative approach and that they work to dismantle the school-to-prison pipeline. We honor that these terms and definitions are not wholly comprehensive as equity terminology is always expanding. However, we do believe the glossary below offers a promising starting point for upholding our commitment to equity.

Term	KIPP Metro Atlanta Term	Impact/Rationale for Term
Offense/Violation	Breach or Infraction	Utilizing the language breach of infraction suggests a breach of a community norm, versus a criminal offense. Utilize “infraction” to identify what happened and “breach” to identify the impact of what happened <i>Example: “Breach of trust” or “Breach of community norms”</i>
Suspension/ISS/OSS/Detention	Out-of-School Reflection In-School Reflection	We believe in a restorative and collaborative approach. Therefore, these terms identify that we are intervening, supporting and allowing scholars to reflect on their choices.
“4.6.20. Withhold or revoke student privilege(s), freedoms, or choice”	We do not revoke freedoms or choice for our scholars	This is in direct contradiction with our Mission Statement.
Harassment	Unwarranted physical contact or speech.	This describes the action without criminalizing the behavior. The decision to utilize “Unwarranted physical contact or speech” is a grade specific choice for schools
Theft	Taking possessions without permission	This describes the action without criminalizing the behavior.

Robbery	Taking possessions by force or intimidations	
Assault	Attempted/unintentional physical harm	
Battery	Physical harm	
Terroristic Threats	Threatening Actions	Removes the label of terrorists from our scholars while describing the behavior.

In instances where KIPP Metro Atlanta Schools has a policy that conflicts with the APS Student Code of Conduct and Student Offenses or the Fulton County Student Code of Conduct, the KIPP Metro Atlanta Schools Student Policy shall control.

TIME OF REFLECTION (SUSPENSION) AND EXPULSION POLICY

In-School Time of Reflection (Formerly In-School Suspension)

The purpose of in-school time of reflection is to provide an isolated environment for those students who may need to be temporarily removed from the general school population for repeated misbehaviors. Students who are assigned to in-school time of reflection must report to the ISS coordinator by 7:15 a.m. and remain in school until 3:50 p.m. All school work will be brought to the student and he/she must complete all work during the allotted school day.

The purpose of in-school time of reflection is to provide an isolated environment for those students who may need independent reflection time for repeated misbehaviors. Students who are assigned to in-school time of reflection must report to school at the start of the school day and remain for the amount of time prescribed by the principal. All school work will be brought to the student and he/she must complete all work during the allotted school day.

The Principal, or his/her designees, may impose an in-school time of reflection at his/her discretion. Before imposing an in-school time of reflection, the Principal shall verbally inform the student of the in-school time of reflection, the reason for it, and whether it will be served in school. The student shall be given an opportunity to deny or explain the charges. The Principal or school administrators shall also notify the parent(s) or guardian(s) of the time of reflection within one (1) business day, by email or phone, at the provided address or phone number on record.

Additionally, a written notice shall be sent (by means reasonably calculated) the same day of the parental notification to the last known address on record. Such notice shall provide a description of the incident, or incidents which resulted in the in-school time of reflection, the specified time of the time of reflection, and the opportunity for the parent to schedule an informal conference with the Principal. All students will be marked present for the days that they attend in-school time of reflection.

Short-Term Time of Reflection (Formerly Short-Term Suspension)

The Principal, or his/her designee, may impose a short-term time of reflection at his/her discretion. Before imposing a short-term time of reflection, the Principal shall verbally inform the student of the time of reflection, the reason for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges. The Principal shall also notify the parent(s) or

guardian(s) of the time of reflection within one (1) business day, by email or phone, at the provided address or phone number on record.

Additionally, a written notice shall be sent to the last known address (by means reasonably calculated) the same day of the parental notification to the last known address on record. Such notice shall provide a description of the incident, or incidents which resulted in the time of reflection, the specified time of the time of reflection, and the opportunity for the parent to schedule an informal conference with the Principal.

Long-Term Time of Reflection (Formerly Long-Term Suspension)

The Principal may impose a long-term time of reflection of more than ten (10) school days. Such a time of reflection may be imposed after the following actions occur:

1. The principal recommends a hearing with a consequence of greater than ten days
2. The student is taken to hearing with a hearing officer
3. The hearing officer finds the student guilty of the offense and delivers the consequence of a time of reflection greater than ten days.

Additionally, a written notice of the hearing shall be sent to the last known address (by means reasonably calculated) the same day of the parental notification to the last known address on record. Such notice shall provide a description of the incident, or incidents which resulted in the time of reflection, the specified time of the time of reflection, and the opportunity for the parent to schedule an informal conference with the Principal. The Principal should use the KIPP Metro Atlanta approved hearing letters.

At the formal hearing, the student and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The Principal, in consultation with teachers and staff, is responsible for making the final decision with regard to long-term time of reflection.

Expulsion

Grades 3-12

If a student is being considered for expulsion from KIPP Metro Atlanta, the Principal shall provide written notification to the student and his or her parent(s) or guardian(s) that the student is being considered for expulsion using the approved hearing notification letter. Such notice shall also set a time and place for a formal disciplinary hearing with the Principal, inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice, as well as state the policy that the student has been accused of violating. At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence. The parents, should they so choose, may also present materials to the hearing officer for consideration.

If, following the formal disciplinary hearing, the hearing officer maintains that the student will be expelled due to a violation of specific KIPP Metro Atlanta Policies then the hearing officer shall provide notification of the expulsion in person to the parent(s).

Re-Enrollment Following Expulsion

Depending on the severity of the incident, students may be eligible for re-enrollment to the school from which they were expelled. In order to be eligible, a student must spend at least **one full semester** enrolled at a different institution prior to their re-enrollment. A student's seat can be held for **up to one (1) year**

from the date of expulsion; the student would not need to reapply or be subject to waitlist restrictions. To re-enroll, students must follow the following procedure:

1. Write a formal letter requesting an interview for re-enrollment which explains why they should be allowed to re-enroll.
2. Document evidence of positive behavior change during their semester away
3. Interview in front of a panel of KIPP Metro Atlanta staff members.

Once the panel interview takes place, the staff will recommend to the principal whether or not a student may be re-enrolled. The principal will make his or her final decision within 24 hours of the re-enrollment interview.

If a student who has been re-enrolled at KIPP Metro Atlanta following an expulsion commits another violation that results in the same consequence. The student will be **permanently expelled** from KIPP Metro Atlanta Schools and not eligible for re-enrollment in the future.

Alternate Instruction

Students who are suspended will be provided with alternate instruction. Arrangements will be made between the school and each individual family for the delivery of services, pick-up/delivery of work, and the making up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for students with disabilities.

Due Process Procedures

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, then that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

Discipline Appeal Process

Student(s) and parent(s)/legal guardian(s) may appeal any disciplinary action resulting in expulsion directly to a member of the KIPP Metro Atlanta Executive team within five (5) business days of the hearing officer's decision and state the reason for the appeal. Issues not addressed during the initial Disciplinary Hearing will not be heard on appeal.

- Parents or guardians may appeal an expulsion for two reasons:
 - the decision was made without having a preponderance of evidence, OR
 - there was a breach in policy (must be described) during the time of the Principal's decision

The Executive team member will communicate their decision, via email or phone, **within five (5) business days** and will send a written notice the same day the decision is communicated.

If the outcome of the Executive team member's decision is unsatisfactory, the parent may write an appeal letter directly to the Atlanta or Fulton County Board of Education.

In all events of expulsion, the Principal will work in conjunction with the family to find the best possible alternative setting for the student.

ATTENDANCE POLICY

The following guidelines have been established to minimize absenteeism. The Georgia Board of Education allows for documented absences due to:

- Personal illness
- Death or serious illness in the family
- Recognized religious holidays
- Absences caused by order of government
- Inclement weather or dangerous conditions
- Voter registration or voting in a public election, not to exceed one (1) day per school year

If a student misses the bus or oversleeps, it is the parent's responsibility to find a way for the child to get to school. Transportation problems are not considered excused absences.

In the event that a student is absent for the first part of the day, he or she is still encouraged to report to school. Scholars who report to school after 12:00 p.m. (Monday – Friday), however, will be considered absent for the entire school day. In addition, students who report to school but leave before 10:30 a.m. will be considered absent for the entire school day.

When a student is absent, a parent or guardian must communicate in person or in writing with the school. This communication should clearly state the reason(s) for the absence. For extended absences (three or more consecutive days), supporting documentation (i.e. doctor's note) is required. Furthermore, once a student has reached ten (10) cumulative absences for the year, official documentation must be provided in order for any subsequent absences to be excused.

Any absence that is not supported with written documentation and/or does not fall within the guidelines of excused absences as defined by the Georgia Board of Education will be considered unexcused.

In grades K-12, excessive absences may be considered in any retention decision. If a student is absent a total of more than ten days, formal inquiries will be made and reported to the appropriate agency. In addition, students absent more than fifteen days may be considered for retention. Students are also expected to arrive on time to school each day. School begins each day at 7:30 a.m. School handbooks outline school hours to include start time, end time and late arrival. Student attendance performance will be documented in each student's attendance record.

GRADING POLICY

Grades K-4

Kindergarten through fourth grade scholars are evaluated with a "standards-based" grading system which is different from traditional "points-based" grading. Scholars are graded on their level of mastery for each standard that is covered in each of their classes. For each standard, a scholar's performance over time is averaged using a calculation called a decaying average where the most recent attempts at mastery are given heavier weight in the average than earlier attempts at mastery. For example, if a scholar has been assessed on a standard three times, the most recent attempt at mastery counts for 60% of the score for that standard, and the first two attempts count for the rest of the score. In this way, a decaying average rewards improvement and assumes that a scholar's mastery will continue to improve over the course of

the year. All grades and leadership totals are cumulative for the year.

Final grades for state reporting are on a pass/fail basis, in alignment with district guidelines.

**The grading system for KIPP Woodson Park Academy may be moderately adjusted as a result of its K-8 enrollment model.*

Grades 5-8 (KIPP Metro Atlanta Schools in Atlanta Public Schools and Fulton County Schools)

Fifth through eighth grade scholars are evaluated with a “standards-based” grading system which is different from traditional “points-based” grading. Scholars are graded on their level of mastery for each standard that is covered in each of their classes. For each standard, a scholar’s performance over time is averaged using a calculation - both standard averages and/or decaying averages will be utilized. Decaying averages refer to where the most recent attempts at mastery are given heavier weight in the average than earlier attempts at mastery. For example, if a scholar has been assessed on a standard three times, the most recent attempt at mastery counts for 60% of the score for that standard, and the first two attempts count for the rest of the score. In this way, a decaying average rewards improvement and assumes that a scholar’s mastery will continue to improve over the course of the year. All grades and leadership totals are cumulative for the year.

Final grades for state reporting will be converted to an alpha-numeric grading in alignment with district guidelines.

**The grading system for KIPP Woodson Park Academy may be moderately adjusted as a result of its K-8 enrollment model.*

Grades 9-12

KAC’s academic year is broken into two semesters. The marking periods are long enough (approximately 18 weeks) to allow scholars several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine scholars’ grades and assess their skill levels. Due to the 4x4 schedule, scholars will receive 1 credit for each course per semester. Scholars and parents will receive a report card for each semester and progress reports at the mid-semester point for semester 1 and 2.

In alignment with Atlanta Public Schools, our scholars will be graded on a 100 point, numerical scale on both individual assignments and final quarter grades. The grading scale is as follows:

Letter Grade	Numerical Equivalent	Description
A+	99 - 100	Excellent achievement at the assigned performance level.
A	92 – 98	
A-	90 – 91	
B+	88 – 89	Above Average achievement at the assigned performance level.

B	82 – 87	Average achievement at the assigned performance level.
B-	80 – 81	
C+	78 – 79	
C	72 – 77	
C-	70 – 71	
F	0 – 69	Did not achieve at the assigned performance level.

GPA Conversion

To prepare scholars for the college admission process, each semester we will convert the numerical GPA to a 4.0 scale. The conversion will be based on the unweighted, cumulative, numerical GPA that posts to scholars’ transcripts. The 4.0 GPA Conversion will be as follows:

Letter	Numerical Equivalent	GPA	Letter	Numerical Equivalent	GPA	Letter	Numerical Equivalent	GPA
A	95-100	4.0	B	84	2.9	C	73	1.8
A	94	3.9	B	83	2.8	C-	72	1.7
A	93	3.8	B-	82	2.7	C-	71	1.6
A-	92	3.7	B-	81	2.6	C-	70	1.5
A-	91	3.6	B-	80	2.5	F	0-69	0
A-	90	3.5	C+	79	2.4			
B+	89	3.4	C+	78	2.3			
B+	88	3.3	C+	77	2.2			
B+	87	3.2	C	76	2.1			
B	86	3.1	C	75	2.0			
B	85	3.0	C	74	1.9			

AP Bonus Points

Because we encourage classes with more challenging curricula, KIPP Atlanta Collegiate awards extra grade points (10 points on the numerical scale) to a scholar for successfully earning credit in advanced placement courses. The only advanced placement courses eligible for these credits are courses that meet the College Board’s AP standards with differentiated curricula that culminate in an AP examination following the

course. It is important for all scholars to recognize that the added points WILL NOT allow a scholar to receive credit for a course if they score lower than 70% without the bonus points. If a scholar fails to earn 70% without the bonus points, they WILL FAIL the course and not earn credit. For example, if a scholar earns a 70% in an AP course, their transcript will record the grade as an 80%; if a scholar earns a 69% in the course, they will fail and the transcript will reflect a 69%.

AP Exams

Scholars enrolled in AP courses are expected to take the AP Exams. For the 2020-21 school year, KAC will cover the cost of any exams taken by a scholar. Any scholar who refuses to take the AP exam will forfeit the bonus points and the course title on their transcript. Please note that AP Exam Fees will also be assessed to scholars' accounts.

Final Quarter Grades

A scholar will receive a final grade for each course at the conclusion of each quarter. The final quarter grade will be a measurement of all of the work given throughout the quarter and a passing grade will result in the scholar earning 0.5 credits. Final grades are rounded to the nearest whole number. For courses that have an EOC given by the state of Georgia, the score on that assessment will account for 20%* of the scholar's final grade for the final semester the course is given (i.e. the Algebra EOC will account for 20% of a scholar's 2nd semester grade). If a scholar receives a final grade (including the addition of any applicable EOCs) lower than 70%, he or she fails that course for the year.

PROMOTION POLICY

Grades K-4

Students must meet grade level standards in the core content areas (including reading, written communication, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject.

Students absent 15 days for more may be considered for retention.

Students will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team, learning specialist, and Principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Class work
- Social/developmental characteristics
- Other pertinent data

Before a scholar can be retained, there should be documented evidence of:

- Discussion of barriers impacting scholar's ability to achieve (should occur within a Tier 2, Tier 3, or IEP meeting)
- Use of screener data as well as other data to determine specific areas of deficits.

- Interventions delivered with fidelity (as recommended by the intervention)
- Progress monitoring data collected on intervention effectiveness (at least every other week, but ideally weekly)
- Team meetings that include a review of data, change in intervention or change in the delivery of intervention if found not effective

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for students with IEPs.

KIPP Metro Atlanta Schools aligns with the state of Georgia’s policies for gateway years for grade 3.

KIPP Metro Atlanta Schools follows the criteria set forth by state and local districts for promotion criteria regarding the Milestones exam.

Grades 5-8

To be considered for promotion to the next grade, students must meet at least two of the following three criteria for ALL of the core skill classes (including ELA, Math, and either Science OR Social Studies):

- Have a final yearly grade of 70 or above in the academic subject

Additionally, students will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team and Principal. This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Class work
- Social/developmental characteristics
- Other pertinent data

Before a scholar can be retained, there should be documented evidence of:

- Discussion of barriers impacting scholar’s ability to achieve (should occur within a Tier 2, Tier 3, or IEP meeting)
- Use of screener data as well as other data to determine specific areas of deficits.
- Interventions delivered with fidelity (as recommended by the intervention)
- Progress monitoring data collected on intervention effectiveness (at least every other week, but ideally weekly)
- Team meetings that include a review of data, change in intervention or change in the delivery of intervention if found not effective

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for students with IEPs.

Grades 9-12

A scholar’s “grade-level” in high school is determined by the annual credit requirements detailed in the scholar handbook. In general, to be promoted to the next grade level, scholars must earn credit in all of their required classes as well as have the total credits required for each level. The total credits, by category, as well as required courses for promotion are listed below.

Scholar promotion will be done bi-annually to reflect the way that credits are earned. Transcript audits will be done in January and June at which point scholars and parents will be notified of the scholar’s grade-level designation.

Scholars will have a variety of ways to recover the credits they fail to earn initially. If a scholar is required to make-up a course, both the initial failing grade as well as the passing grade on the repeated course will show up on their transcript and be averaged into their cumulative GPA.

Annual credit requirements for promotion are below.

Annual Credit Requirements

The chart below describes the number of annual credits each student must earn in order to be promoted as well as the overall graduation requirements:

Credit Type	Sophomore	Junior	Senior	Graduation
Math	1	2	3	4
English	1	2	3	4
Foreign Language	1	1	2	2
Science	1	2	3	4
Social Studies/History	1	2	3	3
Elective (5) / Fine Arts (1)	1	2	4	5
PE/Health	.5	1		1.5
Community Service (140 Hours)				0.5
Total	6.5	12	18	24

**Please note that the change to a 4x4 schedule for the SY21 school year will result in scholars earning a possible 8 credits instead of 7. Graduation requirements will be evaluated if we keep the 4x4 schedule beyond SY21.*

GRADUATION CEREMONY POLICY

All requirements for graduation, including successful completion of state testing requirements, must be completed before a senior can participate in graduation exercises. A diploma will be presented upon completion of all graduation requirements. KIPP Metro Atlanta will make available to parents and

guardians the graduation dates. The graduation dates are subject to change. (e.g. schools are closed due to inclement weather, emergency on a regular school day, etc.) Scholars' participation in the graduation ceremony is a privilege and not a right. Therefore, the principal has the right to prohibit a scholar's participation if the scholar is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is required; therefore, a graduation fee or senior dues may be charged to cover costs for such items as diploma covers, printing costs, and additional graduation expenses, etc. However, scholars will be given written notification of this fee and description of costs at the beginning of the school year in which they are to participate in the graduation ceremony.

VALEDICTORIAN/SALUTATORIAN POLICY

KIPP Atlanta Collegiate High School will designate a valedictorian and salutatorian for each graduating class.

- A. The valedictorian will be the student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below.
- B. The salutatorian will be the student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

The valedictorian(s) and salutatorian(s) will be recognized in graduation ceremonies.

Eligibility

- a. The eligible student will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.
- b. The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and Atlanta Board of Education policy JBC (4) Transferring Credits.
- c. For graduating classes that entered ninth grade in 2008-09 or later, all students earning regular education diplomas are eligible.
- d. The eligible student will have a weighted numeric grade-point average of 90 or above. Students selected as valedictorians and salutatorians must complete all requirements for graduation by the day specified by the school leadership in the second semester of the senior year.
- e. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

Selection

- a. Class rankings to determine the valedictorian and salutatorian will be generated based on grades earned by the end of the first semester of the senior year.
- b. Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- c. The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class.

- d. Co-valedictorians and co-salutatorians will be identified if there is an exact grade-point average tie for either the highest or second-highest class rank.

LOCKER USAGE POLICY

All lockers made available for student use on the school premises are the property of KIPP Metro Atlanta. The lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of KIPP Metro Atlanta is presumed to have limited expectations of privacy in the locker or the locker's content.

The student's use of the locker does not diminish KIPP Metro Atlanta ownership or control of the locker. KIPP Metro Atlanta retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and or any other material forbidden by school rules such as weapons, illegal drugs or alcohol.

SEARCH & SEIZURE POLICY

KIPP Metro Atlanta may use metal detectors, sniffing dogs, or other detection devices to ensure school safety. School personnel may search anything on school property such as cars, school buses, lockers, and personal belongings. Unauthorized items and/or items that threaten the safety of others will be seized and appropriate disciplinary action will be taken.

Personal property of a random group of students can be searched with reasonable suspicion or if the group of students searched is chosen at random. Searches of a student themselves may also be done with reasonable suspicion. The search must be done by a staff member who is the same sex as the student and there must always be a second staff member present as a witness.

Students and parents are responsible for checking clothing, book bags, purses and all student personal possessions for illegal and unauthorized items before entering the school safety zone (defined as on or within 1000 feet of any realty property owned or leased to any public or private elementary school, secondary school, or school board, and used for elementary or secondary education).

TEENAGE/ADULT DRIVERS RESPONSIBILITY ACT (TAADRA)

According to the Teenage Driver Responsibility Act, students must obtain a Certificate of Enrollment in order to obtain a driver's license or driver's permit. During the school year, Certificates of Enrollment are issued through the student registrar.

A certificate of enrollment will not be issued for a student under the age of 18 who drops out of school without graduating or has been expelled for disciplinary reasons.

STUDENT CELL PHONE POLICY

KIPP Metro Atlanta has as its highest priority an emphasis on student success. We support

parents/guardians' right to decide whether to allow their children to possess mobile telephones and other portable electronic devices (PEDs). To avoid disruption of instruction, the use of electronic devices, including, but not limited to mobile telephones and other PEDs, is allowed with the restrictions outlined below.

All devices must be out of sight and turned off during the official school day. For students attending KIPP Atlanta Collegiate High School, mobile telephones and other PED are authorized for use during transitions and at lunch. Students may be permitted to turn on and use mobile telephones and other PEDs during the school day as directed by KIPP employees for instructional purposes only or in cases of health or other unusual reasons as approved on an individual basis according to the administrative regulations to this policy.

Photographing, audio recording or videotaping by any means another student or staff member is strictly prohibited while on school premises without the consent of the student or staff member. These prohibitions include all emergency situations unless the student is directed to use a cellular telephone or PED by a KIPP employee. Students who do not adhere to this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action.

Students shall be personally and solely responsible for the security of their mobile telephones and other PEDs. KIPP Metro Atlanta Schools shall not assume responsibility or liability for the theft, loss or damage to a mobile telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

COMPUTER/INTERNET POLICY

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all of these computer privileges depend on a student's using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Bebo, Twitter, Instagram, TikTok, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy;
- Share his/her password with anyone except adults at the school.

SAFETY AND ACCEPTABLE USE OF THE INTERNET BY STUDENTS, STAFF, AND EDUCATORS POLICY

A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Release agreement. Unacceptable use of the Internet may result in immediate revocation of access privileges.

Background

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online

Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

Contents

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

Purpose

This policy includes federal regulations regarding issues of child safety and acceptable use of the Internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

This policy establishes criteria for the safety and acceptable use of the Internet by students, educators, and school personnel at KIPP Metro Atlanta schools.

- Scope:
 - The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access and sharing.
 - With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

- Acceptable Use:
 - Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.
 - Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.
 - Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.
 - KIPP Metro Atlanta's administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business-need to do so.

- COPPA Notice:
 - The growing availability of web-based tools and applications is providing teachers with new and exciting methods to improve, enrich, and diversify the delivery of curriculum and instruction to students. Many web-based tools and applications use

data to create access accounts and to customize the learning experience. The purpose of this notice is to explain what data will be provided to online educational service providers and parent rights in regard to the use of online educational services.

- The Children’s Online Privacy Protection Act (“COPPA”) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website or application operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children’s privacy and safety online. KIPP Metro Atlanta Schools utilizes several educational software applications and web-based services that are operated by third parties. In order for our students to use these valuable programs and services, certain personal identifying information (i.e., student’s name, school-issued email address, application user name and password) must be provided to the website or application operator.
 - Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits KIPP Metro Atlanta Schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator.
 - More information regarding COPPA is available on the Federal Trade Commission website:<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.
 - A list of applications and websites that may be used in KIPP Metro Atlanta Schools classrooms, with links to their privacy policies and terms of service, is available on our website at www.kippmetroatlanta.org.
- **Accountability and Responsibility:**
 - The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in their classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies and focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:
 - Creating, storing, sending, or viewing pornographic material.
 - Downloading, uploading and/or executing viruses.
 - Corrupting, destroying, deleting, or manipulating system data with malicious intent.
 - “Hacking” or any other unlawful online activities.
 - Disclosing, using, or disseminating personal information regarding minors.
 - Employees are required to execute appropriate and reasonable care over all assigned technology equipment. Repeated neglectful damage can result in receiving alternative technology equipment and staff members may receive disciplinary action up to and including termination. The alternative technology equipment will continue to meet instructional/administrative standards, but may not be the same as the previously assigned technology equipment.

- **Content:**
 - Content should be appropriate, in good taste, and not harmful to any individual or group.
 - Student pictures and names can be published on the school web site at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information, should not be published.
 - Pages should comply with KIPP Metro Atlanta policies and regulations.
 - Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

- **Etiquette:**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

- **Security:**

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

- **Vandalism:**

Vandalism will result in revocation of user privileges. Vandalism includes any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.

- **Safety:**

Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.

 - KIPP Metro Atlanta will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography or (3) other materials deemed to be "inappropriate for minors."
 - Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
 - Safety includes monitoring the online activities of minors.

- **Implementation:**
 - KIPP Metro Atlanta board of directors (KIPP STRIVE Academy, KIPP WAYS Academy, KIPP WAYS Primary, KIPP Vision Academy, KIPP Soul Primary, KIPP Soul Academy, KIPP STRIVE Primary, KIPP Vision Primary, KIPP South Fulton Academy, KIPP Atlanta Collegiate, KIPP Woodson Park Academy, and KIPP Through College are under the governance of KIPP Metro Atlanta board of directors) will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.

OUTSTANDING FEES POLICY

Students may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, class fees, lost or damaged textbooks or instructional materials, or late pick up fees. As a general rule, parents have 30 days to pay any outstanding fees. At the high school level, all outstanding fees must be paid by a date set prior to graduation.

At KIPP Metro Atlanta Schools, we believe in the power of language. As such, words and their uses must align to and reflect our equity commitment. Our Scholar Code of Conduct Glossary exists to provide internal shared terms for discussing discipline policies with scholars, families and staff. It is our intention that these terms better reflect our restorative approach and that they work to dismantle the school-to-prison pipeline. We honor that these terms and definitions are not wholly comprehensive as equity terminology is always expanding. However, we do believe the glossary below offers a promising starting point for upholding our commitment to equity.

Term	KIPP Metro Atlanta Term	Impact/Rationale for Term
Offense/Violation	Breach or Infraction	<p>Utilizing the language breach of infraction suggests a breach of a community norm, versus a criminal offense.</p> <p>Utilize “infraction” to identify what happened and “breach” to identify the impact of what happened</p> <p><i>Example:</i> “Breach of trust” or “Breach of community norms”</p>
Suspension/ISS/OSS/Detention	<p>Out-of-School Reflection</p> <p>In-School Reflection</p>	<p>We believe in a restorative and collaborative approach. Therefore, these terms identify that we are intervening, supporting</p>

		and allowing scholars to reflect on their choices.
“4.6.20. Withhold or revoke student privilege(s), freedoms, or choice”	We do not revoke freedoms or choice for our scholars	This is in direct contradiction with our Mission Statement.
Harassment	Unwarranted physical contact or speech.	This describes the action without criminalizing the behavior. The decision to utilize “Unwarranted physical contact or speech” is a grade specific choice for schools
Theft	Taking possessions without permission	This describes the action without criminalizing the behavior.
Robbery	Taking possessions by force or intimidations	
Assault	Attempted/unintentional physical harm	
Battery	Physical harm	

Terroristic Threats	Threatening Actions	Removes the label of terrorists from our scholars while describing the behavior.
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Dear Students and Families of Atlanta Public Schools,

We move into the 2021-2022 school year with a renewed excitement, commitment, and hope! Atlanta Public Schools (APS) continues to be a student-focused district where students love to learn, educators inspire, families engage and the community trusts the system.

Our efforts to reimagine APS continue and it will take each of us – students, parents, educators, support staff, and administrators – to do all we can to ensure the success of every student.

Education is the greatest equalizer. I believe strongly in the inner strength, power, and talent of our scholars. Look at what they were able to accomplish despite the distractions of a global crisis. Our students are resilient and inspiring. Through partnerships, we can maximize our students’ talents and provide opportunities so they may pursue whatever they choose for life.

I am humbled and privileged to be able to put these beliefs and that personal mission into motion in our schools.

Scholars, know that this Superintendent serves at the pleasure of a Board that is committed to your success, a community that is eager to enjoy the promise of your contributions, but most importantly, I serve at the pleasure of you. You are the reason this work is so important. I and every APS employee are committed to providing you with equitable opportunities to be the best that you can be.

We come with a renewed mission focused on equity – treating everyone in our community – justly and fairly. Everything we do in our district whether it involves academics, operations, our district culture, and our resources must be considered through the lens of equity. That is why equity stands at the core of the district’s 2020- 2025 strategic plan and will guide all of our work as a school system.

We do this with the hope that you will exceed our accomplishments and be the better leaders of tomorrow.

As APS families, you play a critical role in supporting our efforts, and your engagement matters to the district and your child. As support, we have provided you with this 2021-2022 APS Student Handbook to serve as your comprehensive guide to student and parental rights, responsibilities, and expectations for the upcoming school year. Be sure to read this document

carefully and sign the electronic acknowledgement located in the Infinite Campus Portal within five days to acknowledge receipt of this handbook. Please inform your school if a paper copy is needed.

Thank you for your ongoing partnership. Welcome back, and have a great school year!
Yours in Service,



Dr. Lisa N. Herring,
Superintendent, Atlanta Public Schools

Atlanta Public Schools

STUDENT HANDBOOK

APS Board of Education Website
www.atlantapublicschools.us/apsboard

The APS Online Board Policy Manual can be accessed via
www.atlantapublicschools.us/domain/27

Corona Virus Disease 2019 (COVID-19)

Atlanta Public Schools (APS) is closely monitoring all developments related to Coronavirus Disease 2019 (COVID-19), and we take this and any other health-related concern very seriously. District officials will remain in close contact with local, state, and federal agencies – such as the Georgia Department of Education (GaDOE), the Georgia Department of Public Health (DPH), the Fulton County Board of Health (BOH), the DeKalb County Board of Health, and the Centers for Disease Control (CDC) for the latest information on this disease.

In this case, many of the decisions and plans around quarantine or school closures will be led by the Georgia Department of Public Health officials and Georgia Department of Education aligned with federal government guidelines. We have received guidance from state and local public health officials including local emergency management agencies further incorporating key components into the District's emergency management practices. We will provide updated information to students, families and District employees as we receive updates and guidance from local, state, and federal health officials.

If you believe that anyone in your household is experiencing symptoms of COVID-19 or have been exposed to the novel coronavirus, please contact your primary care doctor or an urgent care clinic. For additional information, please call the State of Georgia COVID-19 Hotline: (844) 442-2681.

If you would like current district communications about COVID-19, please review the APS COVID-19 Website: www.atlantapublicschools.us/coronavirus or contact Health Services at HealthServices@atlanta.k12.ga.us or CovidReports@atlanta.k12.ga.us. You may also contact us via the Let's Talk forum on our district website.

Atlanta Public Schools is committed to supporting parents and families of all language backgrounds. Translation and interpretation services are provided at no cost to parents. If you require assistance with this document in a language other than English, please contact 404-802-7580 or email APStranslations@atlantapublicschools.us.

Amharic: “ይህንን ሰነድ ለመረዳት ከአንግሊዘኛ ሌላ ቋንቋ ካስፈለገህ በስልክ ቁጥር 404-802-7580 ወይም በኢሜል APStranslations@atlantapublicschools.us ሊጠይቁ ይችላሉ።”

Arabic: -802-404-802-7580 الرقم الاتصال بالرقم 404-802-7580 يرجى الاتصال بالرقم 404-802-7580 أو قم بإرسال رسالة بريد إلكتروني إلى العنوان APStranslations@atlantapublicschools.us.

Bangla: আপনার যদি ইংরেজি ছাড়া অন্য কোন ভাষায় এই ডকুমেন্টের বিষয়ে সহায়তার প্রয়োজন হয়, অনুগ্রহ করে 404-802-7580 নম্বরে অথবা APStranslations@atlantapublicschools.us ইমেইলে যোগাযোগ করুন।

Chinese: “如果您需要以英语之外的语言的对此文档的帮助，请致电404-802-7580，或电邮给 APStranslations@atlantapublicschools.us”。

French: « Si vous avez besoin d'aide pour ce document dans une langue différente de l'anglais, veuillez appeler le 404-802-7580 ou envoyer un courriel à APStranslations@atlantapublicschools.us . »

Hindi: अगर आपको आवश्यकता चाहिये कि यह दस्तावेज अंग्रेजी के अलावा अन्य भाषा में हो तो संपर्क करें इस नंबर पर 404-802-7580 अथवा ईमेल करें APStranslations@atlantapublicschools.us

Japanese: この文書に関して英語以外の言語での説明が必要な場合は、電話404-802-7580 又はEメール APStranslations@atlantapublicschools.us までお問い合わせください。

Kirundi: “Niba ukeneeye ubufasha kuri iyi nyandiko mu rundi rurimi atari Icongereza, hamagara 404-802-7580 canke urungike ubutumwa kuri APStranslations@atlantapublicschools.us.”

Korean: "만약에 이 문서를 영문외에 다른 언어로 필요하실경우, 전화: 404-802-7580 이나 이메일: APStranslations@atlantapublicschools.us 로 연락주십시오."

Portuguese: "Se você precisar de assistência com este documento em um idioma diferente do Inglês, por favor, entre em contato com 404-802-7580 ou por e-mail APStranslations@atlantapublicschools.us."

Russian: «Если Вам требуется помощь с этим документом на языке отличном от английского, пожалуйста, свяжитесь по телефону 404-802-7580 или по адресу электронной почты APStranslations@atlantapublicschools.us.»

Spanish: "Si necesita ayuda con este documento en un idioma que no sea inglés, por favor llame al 404-802-7580 o envíe un correo electrónico a APStranslations@atlantapublicschools.us."

Urdu: اگر آپ کو اس دستاویز کے سلسلے میں انگلش کے علاوہ کسی اور زبان میں مدد درکار ہے، تو APStranslations@atlantapublicschools.us پر ای میل کریں یا 404-802-7580 پر رابطہ کریں یا

Vietnamese: "Nếu quý vị cần được hỗ trợ tài liệu này bằng một ngôn ngữ khác tiếng Anh, xin vui lòng liên lạc chúng tôi qua số điện thoại 404-802-7580 hoặc email APStranslations@atlantapublicschools.us."

Wolof: "So soxlaa ndimbal ci kayit wii ci beneen kàllaama budul angale, nu ngi lay ñaan nga jokkoo ak 404-802-7580 wala bataaxalu internet bii : APStranslations@atlantapublicschools.us."

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FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT NOTICE

Rights under the Family Educational Rights and Privacy Act (FERPA):

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask APS (District) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding

the hearing procedures can be found in Policy/Regulation JR, Student Records, at www.atlantapublicschools.us.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school or District approved volunteer; a person or company that is under the direct control of the District with respect to the use and maintenance of education records and with whom the District has contracted or who volunteers to perform a service or function for which the District would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

(5) The District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on displayed student work; when printed in school or district publications such as graduation programs, yearbooks or school playbills; in district communications for student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; colleges, universities and other postsecondary institutions; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information may include student or parent/guardian name(s); student or parent/guardian address(es); student or parent/guardian telephone listing(s); email address for student and/or parent/guardian; photograph or image of the student; student's date and place of birth; student grade level; student participation in officially recognized clubs and athletic activities; student weight and height, if the student participates in an athletic activity; dates of attendance in the Atlanta Public Schools; enrollment status; most recent educational agency or institution attended; and degrees, honors, and awards received.

The District records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other informational purposes, including yearbooks, video yearbooks, school publications, school/district websites and district/school social media such as Twitter, Instagram and Facebook. In many cases, recordings or photographs contain directory or peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class and attending classroom or participating in school/district activities. The District or District designees may crop, edit, or treat the photograph, video, or audio clip at its discretion.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or District or school rule, procedure, or policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis.

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Assistant Principal, no later than September 14, 2020, or within ten calendar days of the student's enrollment.

Each school is to keep any opt out provided in the student's permanent record folder and a copy should be forwarded by school mail to the Accountability Department, Attn: Director of Research and Evaluation, Atlanta Public Schools, Center for Learning and Leadership, 130 Trinity Avenue, Atlanta, Georgia 30303.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

APS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. APS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. APS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. APS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and

surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office - U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *Every Student Succeeds Act* statute, APS informs parents that you may request information about the professional qualifications of your 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 you wish to request information concerning your child's teacher's qualification, please contact the principal.

APS NONDISCRIMINATION

Atlanta Public Schools requires compliance with all discrimination laws, including but not limited to: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Equal Pay Act of 1963, Pregnancy Discrimination Act, Age Discrimination Act of 1975 (Age Act), Age Discrimination and Employment Act (ADEA), Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Boy Scouts of America Equal Access Act of 2001, and the Individuals with Disabilities Education Act (IDEA).

The Atlanta Public Schools Board of Education believes that all students are entitled to equal educational opportunities regardless of their race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status. No student shall be subjected to discrimination or harassment because of the student's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of the Atlanta Public Schools' education programs, activities, or practices. The board further recognizes its responsibility in accordance with applicable laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with

Disabilities Act) to ensure that all students have an equal opportunity to benefit from and participate in all programs and activities of the school system. See Policy JAA.

Additionally, sexual harassment is a form of sex discrimination prohibited by Title IX. APS is committed to upholding these laws and takes discriminatory behaviors seriously. For detailed information regarding Title IX reporting (including reports of sexual harassment), formal complaint procedures, grievance process/procedures, supportive measures, investigation, available relief, appeal rights, or for any other information regarding Title IX, please visit <https://www.atlantapublicschools.us/titleix>.

Atlanta Public Schools has established both informal and formal procedures for resolving any complaints of discrimination, harassment, or bullying. Allegations of discrimination should be reported immediately to an administrator or counselor at the school, center or any school event.

TITLE IX AND EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

In accordance with the provisions of Title IX of the Educational Amendments of 1972, the Board of Education does not discriminate against students on the basis of gender in the educational programs and activities that it operates. No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other educational program or activity operated by this District. The Board of Education believes that all students should be able to enjoy an educational environment free from all forms of gender discrimination, including sexual harassment. Sexual harassment undermines the integrity of the educational environment. It is a form of sex discrimination prohibited by Title IX. The District is committed to upholding these laws and takes discriminatory behaviors seriously. Therefore, Board policy prohibits acts of sexual harassment that may not rise to the level of a violation of federal law.

For detailed information regarding Title IX reporting (including reports of sexual harassment), formal complaint procedures, grievance process/procedures, supportive measures, investigation, available relief, appeal rights, or for any other information regarding Title IX, please visit www.atlantapublicschools.us/titleix, or contact Title IX Coordinator, Dr. Maurice Granger at 404-802-2203 or mxgranger@atlantapublicschools.us.

TRANSGENDER STUDENTS

The Atlanta Public Schools Board of Education believes that all students are entitled to equal educational opportunities regardless of their race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status. No student shall be subjected to discrimination or harassment because of the student's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of the Atlanta Public Schools' education programs, activities, or practices.

The board further recognizes its responsibility in accordance with applicable laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act) to ensure that all students have an equal opportunity to benefit from and participate in all programs and activities of the school system.

The district values the uniqueness of every student; therefore, whenever a student identifies himself or herself as being transgender, if the family desires to do so, the school will collaborate with the student and family to develop a plan for the student.

NUMBERS YOU NEED TO KNOW

SCHOOL SAFETY HOTLINE – 1-877-SAY-STOP -24 HOURS A DAY/7 DAYS A WEEK

Anonymous /Confidential report of drugs, weapons, bullying, threats, or other safety issues
Co-sponsored by the Georgia Department of Education and Georgia Department of Public Safety

NATIONAL HUMAN TRAFFICKING HOTLINE - 1-888-373-7888 – OR TEXT “BEFREE” (233733) 24 HOURS A DAY/7 DAYS A WEEK

Toll free/Confidential – Assistance, safety planning, emotional support, and connections to local resources to victims in crisis

GEORGIA HUMAN TRAFFICKING HOTLINE – 1-866-363-4842 – 24 HOURS A DAY/7 DAYS A WEEK

Trained law enforcement agents, advocates, and first responders are available to provide support.

GEORGIA CARES - 1-844-8GA-DMST

Support and crisis planning for victims of domestic minor sex trafficking

GEORGIA CRISIS AND ACCESS HOTLINE – 1-800-715-4225 - 24 HOURS A DAY/7 DAYS A WEEK

Toll free/Confidential - Access to mental health and mobile crisis services in Georgia

DIVISION OF FAMILY & CHILDREN SERVICES – 1-855-GACHILD (1-855-422-4453)

Call DFCS Child Protective Services to report child abuse and/or neglect

PARTNERSHIP AGAINST DOMESTIC VIOLENCE (PADV) – (404) 873-1766

PADV offers a 24-hour crisis line that provides safety planning, information and support to callers in immediate danger, and referrals to community resources throughout the state of Georgia.

STATE OF GEORGIA COVID-19 HOTLINE – (844) 442-2681

**ATLANTA PUBLIC SCHOOLS
SCHOOL PHONE NUMBERS AND ADDRESSES
ALL TELEPHONE NUMBERS ARE IN AREA CODE 404 (UNLESS NOTED)**

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Barack and Michelle Obama Academy <i>(temporary location)</i>	220 Northside Dr., NW 30314	802-4200
Beecher Hills	2257 Bollingbrook Dr., SW 30311	802-8300
Benteen	200 Cassanova St., SE 30315	802-7300
Bolton Academy	2268 Adams Dr., NW 30318	802-8350
Boyd	1891 Johnson Rd. NW 30318	802-8150
Brandon	2741 Howell Mill Rd., NW 30327	802-7250
<i>Brandon Primary</i>	<i>2845 Margaret Mitchell Dr.</i>	<i>802-7280</i>
Burgess– Peterson	480 Clifton St., SE 30316	802-3400
Cascade	2326 Venetian Dr., SW 30311	802-8100
Cleveland Avenue	2672 Old Hapeville Rd. 30315	802-8400
Continental Colony	3181 Hogan Road, SW 30331	802-8000
Deerwood	3070 Fairburn Rd., 30331	802-3300
Dobbs	2025 Jonesboro Rd., SE 30315	802-8050
Dunbar	500 Whitehall Terr., SW 30312	802-7950
Fickett	3935 Rux Rd., SW 30331	802-7850
Finch	1114 Avon Ave., SW 30310	802-4000
Garden Hills	285 Sheridan Dr., NW 30305	802-7800
Harper Archer	3399 Collier Dr. NW 30331	802-8500
Heritage Academy	3500 Villa Cir., SE 30354	802-8650
Hollis Innovation Academy (K-8)	225 James P. Brawley Dr., NW 30314	802-8200
Hope Hill	112 Boulevard, NE 30312	802-7450
Humphries	3029 Humphries Dr., SE 30354	802-8750
Hutchinson	650 Cleveland Ave., SW 30315	802-7650
Jackson	1325 Mt. Paran Rd., NW 30327	802-8800
<i>Jackson Primary</i>	<i>4191 Northside Dr., NW 30342</i>	<i>802-8810</i>
Jones, M.A.	1040 Fair St., NW 30314	802-3900
Kimberly	3090 McMurray Dr., SW 30310	802-7600
Lin	586 Candler Park Dr., NE 30307	802-8850
Miles	4215 Bakers Ferry Rd., SW 30331	802-8900
Morningside <i>(temporary location)</i>	774 Virginia Ave., NE 30306	802-8950

<i>Morningside K-Center</i>	<i>999 Briarcliff Rd., NE 30307</i>	<i>802-8700</i>
Parkside	685 Mercer Street, SE 30312	802-4100
Perkerson	2040 Brewer Blvd., SW 30315	802-3950
Peyton Forest	301 Peyton Rd., SW 30311	802-7100
Rivers	8 Peachtree Battle Ave., NW 30305	802-7050
Scott	1752 Hollywood Rd., NW 30318	802-7000
Smith Intermediate	4141 Wieuca Rd., NE 30342	802-3880
<i>Smith Primary</i>	<i>370 Old Ivy Rd., NE 30342</i>	<i>802-3850</i>
Springdale Park (temporary location)	999 Briarcliff Rd., NE 30306	802-6050
Stanton, F.L.	1625 M. L. King Jr. Dr., SW 30314	802-7500
Toomer	65 Rogers St., NE 30317	802-3450
Tuskegee Airmen Academy	1626 Westhaven Dr., SW 30311	802-8450
Usher	631 Harwell Rd., NW 30318	802-5700
West Manor	570 Lyndhurst Dr., SW 30311	802-3350
Whitefoord Early Learning Academy	35 Whitefoord Ave., SE 30317	802-6900

SCHOOL	ADDRESS	TELEPHONE
Brown	765 Peeples St., SW 30310	802-6800
Bunche	1925 Niskey Lake Road, SW 30331	802-6700
Hollis Innovation Academy (6-8)	225 James P. Brawley Dr. NW 30314	802-8200
Howard (formerly Inman)	551 John Wesley Dobbs Ave., NE 30312	802-3200
John Lewis Invictus Academy	1890 Donald Lee Hollowell Pkwy NW 30318	802-6100
King	545 Hill St., SE 30312	802-5400
Long	3200 Latona Dr. SW 30315	802-4800
Sutton	2875 Northside Dr., NW 30305	802-5600
<i>Sutton 6th Academy</i>	<i>4360 Powers Ferry Rd., NW 30327</i>	<i>802-5600</i>
Sylvan Hills	1461 Sylvan Rd., SW 30310	802-6200
Young	3116 Benjamin E. Mays Dr. 30311	802-5900

MIDDLE SCHOOLS

HIGH SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Carver Early College	55 McDonough Blvd. 30315	802-4405
Douglass	225 Hamilton E. Holmes Dr., NW 30318	802-3100
Grady	929 Charles Allen Dr., NE 30309	802-3001
Jackson	801 Glenwood Ave., SE 30316	802-5200
Mays	3450 Benjamin E. Mays Dr. SW 30331	802-5100
North Atlanta	4111 Northside Pkwy., NW 30327	802-4700
South Atlanta	800 Hutchins Rd., SE 30315	802-5025
Therrell	3099 Panther Trail, SW 30311	802-5300
Washington	45 Whitehouse Dr., NW 30314	802-4600

SINGLE GENDER SCHOOLS (6-12)

SCHOOL	ADDRESS	TELEPHONE
Coretta Scott King Young (6-12)	1190 Northwest Dr., NW 30318 (Front Campus)	802-4900
Women's Leadership Academy		
B.E.S.T Academy (6-12)	1190 Northwest Dr., NW 30318 (Back Campus)	802-4950

NON-TRADITIONAL PROGRAMS

SCHOOL	ADDRESS	TELEPHONE
Adult Education Center	1757 Mary Dell Dr. SE, 30316	802-3560
Atlanta College & Career Academy	1090 Windsor St., SW 30310	225-4079
Forrest Hill Academy	2930 Forrest Hill Dr., SW 30315	802-6950
Hillside Conant	690 Courtenay Dr., NE 30306	875-4551
North Metro	601 Beckwith St, SW 30314	802-6070
Phoenix Academy	256 Clifton St., SE 30317	802-2900

CHARTER SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Atlanta Classical Academy (K-12)	3260 Northside Dr. 30305	369-3500
Atlanta Neighborhood Charter Primary (K-5)	688 Grant St., SE 30315	624-6226
Atlanta Neighborhood Charter Middle (6-8)	820 Essie Ave., SE 30316	678-904-0051
Centennial Academy (K-8)	531 Luckie St., NW 30313	802-8550
Charles R. Drew Charter Elementary Academy (K-5)	301 Eva Davis Way, SE 30317	687-0001
Charles R. Drew Charter Jr./Sr. Academy (6-12)	300 Eva Davis Way, SE 30317	470-355-1200
The Kindezi School Westlake (K-8)	286 Wilson Mill Rd SW	802-8260
The Kindezi School Old Fourth Ward (OFW) (K-8)	386 Pine St., NE 30308	719-4005
KIPP Atlanta Collegiate (9-12)	98 Anderson Ave., NW 30314	574-5126
KIPP SOUL Primary (K-1)	1445 Maynard Rd. NW 30331 (3400 Maynard Ct. NE, 30331)	924-6310
KIPP SOUL Academy (5-6)	1445 Maynard Rd. NW 30331	921-3914
KIPP STRIVE Academy (5-8)	1444 Lucille Ave., 30310	753-1530
KIPP STRIVE Primary (K-4)	1448 Lucille Ave., 30310	585-4192
KIPP Vision Academy (5-8)	660 McWilliams Rd., SE 30315	537-5252
KIPP Vision Primary (K-4)	660 McWilliams Rd., SE 30315	537-5252
KIPP West Atlanta Young Scholars (Ways) Academy (5 -8)	350 Temple St. NW 30314	475-1941
KIPP West Atlanta Young Scholars Primary (K-4)	350 Temple St. NW 30314	475-1941
Wesley International Academy (K-8)	211 Memorial Drive 30312	678-904-9137

Westside Atlanta Charter (K-8)	Temporary Location – 2250 Perry Blvd, 30318	802-1350
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PARTNER SCHOOLS

ELEMENTARY SCHOOL	ADDRESS	TELEPHONE
Kindezi Gideons (K-5)	897 Welch St., SW 30310	802-7700
Slater (K-5)	1320 Pryor Rd., SW 30315	802-4050
Thomasville Heights (K-5)	1820 Henry Thomas Dr., SE 30315	802-5750
KIPP Woodson Park Academy (K-5)	20 Evelyn Way NW, 30318	802-7750
MIDDLE SCHOOL		
MIDDLE SCHOOL	ADDRESS	TELEPHONE
Price (6-8)	1670 B.W. Bickers DR., SE 30315	802-6300
HIGH SCHOOL		
HIGH SCHOOL	ADDRESS	TELEPHONE
Carver STEAM (9-12)	55 McDonough Blvd. 30315	802-4400

APS Frequently Called Numbers

Department	Phone Number
APS Operator	404-802-3500
Adult Education (GED)	404-802-3560
Administrative Services	404-802-2768
Athletics Department	404-802-5575
Atlanta Virtual Academy	404-802-2784
Behavior & Psychological Services	404-802-2675
Board of Education	404-802-2255
Counseling (K-8) & (9-12)	404-802-2642
Curriculum & Instruction	404-802-2700
Department of Innovation (Charter & Partner Schools)	404-802-2815
Diploma Recovery	404-802-2150
Evening (Night) School	404-802-5800
Family Engagement (Title I Schools)	404-802-2618
Gifted & Talented Program	404-802-7585
Health Services	404-802-2674
Homebound Services	404-802-2683
Homeless Education Services	404-802-2245
Homework Hotline	678-553-3029
Infinite Campus Support	404-802-1000
Learning Disabilities & Special Education	404-802-1699
Meal Pay	404-802-2540

Nutrition & Food Service	404-802-1599
Office of ESOL & World Languages	404-802-7580
Parents as Partners Academic Center	404-802-3673
Pre-Kindergarten Program (Pre-K)	404-802-3640
Pre-Kindergarten (Special Education)	404-802-1690
Records Center	404-802-2150
Residency Fraud Hotline	404-802-3540
Response to Intervention/SST/504	404-802-2665
Security	404-802-2522
School Choice	404-802-2233
School Police	404-802-2000
School Nutrition	404-802-1599
Social Work Services	404-802-2247
Special Needs Transportation	404-802-5500
Speech Testing (K-12)	404-802-2609
Student Discipline	404-802-2239
Student Assignment	404-802-2204
Student Services	404-802-1699
Student Transfers	404-802-2202
Superintendent's Office	404-802-2820
Teaching & Learning	404-802-2780
Technology Support	404-802-1000
Title IX Coordinator	404-802-2203
Transportation	404-802-5500
Truancy Intervention Center	404-802-3648
Zoning	404-802-2233

Atlanta Public Schools Calendar 2021 – 2022

July 2021

5 Independence Day
29-30 Teacher PrePlanning Days

August 2021

2-4 Teacher Preplanning Days
5 First Day of School
Instructional Days: 19

September 2021

6 Labor Day
Instructional Days: 21

October 2021

January 2022

3 Teacher Professional Learning Day
4 Begin Semester 2
17 Martin Luther King, Jr. Birthday
Instructional Days: 19

February 2022

17-18 Winter Break (students and teachers)
21 Presidents' Day
21 Teacher Professional Learning Day
Instructional Days: 17

March 2022

21 Teacher Professional Learning Day
Instructional Days: 22

April 2022

7-8 Fall Break (students and teachers)
11 Indigenous Peoples' Day
11 Teacher Professional Learning Day
Instructional Days: 18

November 2021

2 Teacher Professional Learning Day
2 Election Day
22-26 Thanksgiving Break
Instructional Days: 16

December 2021

17 End, First Semester
20-31 Semester Break
Instructional Days: 13
Semester 1: 87 days

4-8 Metro Area Spring Break
Instructional Days: 16

May 2022

26 Last Day of School
27 Teacher Postplanning Day
30 Memorial Day
Instructional Days: 19
Semester 2: 93 days

June 2022

School Year: 180 Instructional Days

Note: Depending on the number of instructional days lost to inclement weather, instructional time may be made up by any combination of makeup days, virtual learning days, or extension of the school day.

ATTENDANCE INFORMATION

ATTENDANCE

In support of student success, the Atlanta Board of Education expects students to be present at school and to arrive and depart on time in accordance with the provisions of the Georgia compulsory attendance law. Pursuant to O.C.G.A. §20-02-0690.1, parents, guardians or other persons having control or charge of students are liable for the students' attendance in school.

In view of the negative effects of excessive tardiness and absenteeism on student performance, the Board expects local schools to initiate programs to assist students in improving their attendance and punctuality. See Policy JB.

Chronic absenteeism, truancy, and habitual tardies create a barrier to students' ability to reach their full academic potential. Students who are absent or tardy miss valuable instructional time, and are less likely to master those skills, concepts, and principles needed for success. Make-up work can never replace the learning process that takes place in the classroom. Regular school attendance also establishes a pattern of positive habits that can be carried over throughout life.

Please note that absences are coded as excused in accordance with the Official Code of Georgia and Georgia State Board of Education guidelines.

COMPULSORY ATTENDANCE LAW

In accordance with the Official Code of Georgia, O.C.G.A. § 20-2-690.1, mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to:

- 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

All children enrolled in public school for 20 school days or more are subject to compulsory school attendance, even if they are under 6 years of age (O.C.G.A. § 20-2-150).

Please see the chart below for a quick view of Atlanta Public Schools attendance protocol:

By September 1 of each school year	Parent/guardian signs Acknowledgement Signature Page indicating receipt of notification of penalties/consequences for failing to comply with compulsory attendance law.
Three (3) Unexcused Absences	A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least three unexcused absences and explains attendance expectations.
Five (5) Unexcused Absences	A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least five unexcused absences, reminding them of possible penalties/consequences of misdemeanor violation, and requesting parent/guardian participation in a Student Attendance Committee (SAC) meeting.
Eight (8) Unexcused Absences	The student may be referred to the school social worker. Once referred, the intensity of strategies and interventions is increased; including a referral to community agencies, home visit, and parent workshops/trainings.
Ten (10) Unexcused Absences (Truancy)	The social worker may refer the student to Juvenile Court if parent(s)/guardian(s) are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences.

NOTIFICATION OF ABSENCES

In accordance with the provisions of state board rule 160-5-1-.10, Student Attendance, the Atlanta Board of Education defines acceptable excuses for being absent from school as:

- Personal illness or when attendance in school endangers the student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
- The observation of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence from: (i) A provider of care at or sponsored by a medical facility of the United States Department of Veterans Affairs; or (ii) An event sponsored by a corporation exempt from taxation under Section 501(c)(19) of the Internal Revenue Code.

Upon return to school from any absence, the student shall bring to the school a note, signed and dated by the parent/legal guardian, stating the reason for the absence and the dates the absences occurred.

Absences are recorded as excused when the school receives written notification from the parent/guardian explaining the reason(s) for the absence. The notification must be received by designated school personnel within three (3) school days of the student's return. All written notifications must be signed and dated by the parent/guardian. A doctor's note is also accepted.

A student who serves as a Page of the Georgia General Assembly shall be credited as present by the school for days missed for this purpose.

A student who attends court proceedings related to his or her foster care shall be credited as present by the school for days missed for this purpose.

A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.

A student who has an emergency necessitating absence from school for a portion of the school day must be present at school at least for one-half of the instructional day, excluding lunch, in order to be counted present for the day.

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.

In accordance with administrative regulations and guidelines set forth by the superintendent, parents shall be notified when children are absent from school or class without prior notice and approval. If the parent/guardian has provided 10 or more days of written notifications due to illness, a doctor's note may be required for subsequent absences.

TARDIES

Administrative Regulation JBC-R(2) states in part: A school may request a parent/guardian provide proof of residency if a student's attendance record indicates a pattern of tardies that place the school on notice that the address of record is invalid/inaccurate.

EARLY CHECK-OUTS

Whenever a student is released from school prior to the end of the regular school day, the student should bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The student should only be released to his/her parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification or confirmation by telephone or fax. Students may also be released to child welfare authorities as allowed by law. Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Parents should not check out students for the purpose of avoiding car rider traffic.

DROP OUTS

The Atlanta Board of Education (ABE) believes that earning a high school diploma is essential to the lifelong success of our students. The ABE strongly encourages students to remain in school through high school graduation due to the negative impact on the students and on society when students leave school without earning diplomas.

However, pursuant to O.C.G.A. § 20-2-690.1 (e), an unemancipated minor between the ages of 16 and 18 years who has not completed the requirements for graduation may withdraw from enrollment in school, or "drop out," after the following criteria have been met:

1. The child's parent/legal guardian provides the Principal or designee with written notice of his/her agreement with the child's withdrawal.
2. Upon receiving the parent/legal guardian's written permission to withdraw the child, the Principal or designee shall convene an exit conference with the child and his/her parent/legal guardian within two (2) school days of the receipt of the written notice.
3. During the exit conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/legal guardian:
 - a. The support options available to help the student stay in school.

- b. The educational options available, including nontraditional programs for completing a regular high school diploma and the opportunity to pursue the General Educational Development (GED) credential.
- c. The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.
- d. The procedures for re-enrolling in school if the student wishes to do so in the future.

Eighteen-year-old students and sixteen- and seventeen-year-old emancipated minor students may also withdraw from school. Schools shall make reasonable attempts to notify the parent(s)/legal guardian(s) if the student resides with them and to conduct an exit conference with the student. See Policy JBCD.

NO SHOWS AND WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:

Pursuant to Administrative Regulation JBCD-R(1): The District may withdraw a student without parental permission:

1. If the student is beyond the compulsory attendance age and has accumulated more than 10 consecutive days of unexcused absences. The superintendent or the superintendent’s designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The superintendent or the superintendent’s designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or “other person” for the explicit purpose of holding a withdrawal conference. The school may still pursue the interventions as outlined in the Atlanta Public Schools attendance policy and regulations.

2. If the student is within the compulsory attendance age and has accumulated more than 10 consecutive days of unexcused absences. After withdrawal, the student may be referred to alternative school for a minimum of 90 days. The superintendent or the superintendent’s designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The superintendent or the superintendent’s designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or “other person” for the explicit purpose of holding a withdrawal conference. The school may still pursue the interventions as outlined in the Atlanta Public Schools attendance policy and regulations.

3. If the District learns the student is currently enrolled in another school, school system, private school or home study program. The superintendent or the superintendent’s designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The superintendent or the superintendent’s designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or “other person” for the explicit purpose of holding a withdrawal conference.

4. If the District has confirmed the student no longer resides in the school’s attendance zone. The superintendent or the superintendent’s designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The superintendent or the superintendent’s designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or “other person” for the explicit purpose of holding a withdrawal conference. See, JBC-R(3) School Admissions – Students who Move During the School Year.

5. If the student is not in attendance on the first day of school but was expected based on prior year enrollment. Such student shall be withdrawn as a “no-show” student and shall not be included in any enrollment or attendance counts.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

MAKING UP MISSED ASSIGNMENTS OR TESTS

It is the student's and parent's responsibility to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an excused absence. Local boards of education are not required to provide make-up work for unexcused absences.

At the discretion of the school principal, any student who receives an out-of-school suspension that interferes with his/her ability to participate in standardized testing, may be granted an opportunity to participate in partial suspension and attend school during the testing time only. Any student who receives an out-of-school suspension, but presents as a safety concern to the school community may be denied an opportunity to return to his/her zone school and participate in standardized testing during the suspension period.

ENROLLMENT, REGISTRATION AND TRANSFERS

Students in all grade levels who are new to the Atlanta Public Schools should enroll as soon as possible. Students enrolling for pre-kindergarten must be four years of age on or before September 1. Except as allowed by law and APS Regulation JBC-(R)(1), kindergarten students must be five years old on or before September 1 and first grade students must be six on or before September 1.

APS requires registration when a student is new to the district, transitions from 5th to 6th grade, transitions from 8th to 9th grade, or whenever a change of residence occurs.

Eligible unemancipated minor students shall be enrolled in schools by their parent(s) or legal guardian(s). Persons in control or charge of students who do not have legal guardianship may conditionally enroll students. Adult students and emancipated minors may enroll themselves. Emancipated minors must present a certified copy of the legal documents granting emancipation. See Policy JBC.

The Atlanta Public Schools (APS) shall serve all eligible K-12 students residing with their parent(s) or court-approved legal guardian(s) in the city of Atlanta. In all cases where the question of interpretation of the law relative to residence is involved, the final decision shall rest with the Superintendent. Students must meet enrollment and age requirements as defined in state law. See Policy JBC. The Atlanta Public School System has established attendance zones for schools. Students must attend the school in their assigned attendance zone where their custodial parents or legal guardians (hereinafter "parents") reside unless they request and receive a transfer to enroll elsewhere. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident. **Parents who are contemplating moving should determine the zoned school for the new address by contacting APS directly; realtors and other non-APS websites sometimes have incorrect or outdated information.**

For more information about enrollment or if you are contemplating moving or a transfer, please call Student Assignment at 404-802-2233, visit your school, or visit the Atlanta Public Schools website at www.atlantapublicschools.us.

CUSTODY

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. APS personnel may request proof of legal custody in situations involving multiple adults claiming control of the same student or should a question arise. See Regulation JBC-R(2). Student enrollment forms, as well as other official documents of the school, should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such order exists, a copy must be presented to the principal.

CHANGE OF ADDRESS

Parents/guardians shall inform the school and provide updated residency information including a change of address form and general affidavit of residency accompanied by new proof of residency documentation within 10 business days of a move that occurs during the school year. These documents should be returned to the Main Office or Registrar's Office of the student's school. Families discovered to have moved out of the school zone who have not informed the school of the updated address may be withdrawn immediately and placed in the school to which the current residence is zoned. See Regulation JBC-R(3).

SCHOOL CHOICE/ GENERAL ADMINISTRATIVE TRANSFERS

The Atlanta Public Schools (APS) offers school choice options for students who request to attend a school other than their neighborhood/zoned school. Parents/guardians must request a transfer to attend an out of zone school during the annual application period. Transfer applications for the upcoming school year will be accepted each spring semester. For more information regarding transfers to attend an out of zone school, please contact Student Assignment at 404-802-2233 or studentassignment@atlantapublicschools.us. For more complete guidance on transfers, please also see Regulation JBCCA-R(2).

Students with transfers are expected to have regular and punctual attendance and to abide by all disciplinary rules at the transfer school where they attend. A transfer may be revoked if any of the following occur:

1. The student has accumulated any combination of 10 or more unexcused absences from school or class, tardies to school or class, early dismissals from school or class, or late pickups from school;
2. The student has a combined total of four in school suspensions, suspensions of one to three days (1-3), or disciplinary referrals to the office; and/or
3. Two or more suspensions of 3 days or more for any reason, or expulsion.

The General Administrative Transfer Application Window for the 2020-21 school year will be posted on the APS website.

VERIFICATION OF RESIDENCY

A school system employee or designee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time. Schools may request a parent/guardian provide proof of residency if: (1) mail is returned from the student's address of record; (2) a student's attendance record indicates a pattern of absences, tardies;

or (3) other circumstances are presented that place the school on notice that the address of record is invalid/inaccurate for the student.

The parent/guardian shall notify the school immediately if any change in residence occurs. Students who cease to be residents of the District or who move to another school attendance zone may be eligible to remain enrolled in their home school for a limited time. See Regulations JBC-R(2) and JBC-R(3). For more information, please contact Student Assignment at 404-802-2233.

GRADE PLACEMENT

Enrolling students shall present an official transcript of work or credit at the time of enrollment. If a transcript is not presented, the student shall be accepted provisionally in the grade to which they indicate membership. If, upon receipt of an official transcript, it is found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. The parent(s)/legal guardian(s) shall be informed in writing of the change.

Students enrolling without official transcripts shall be accepted provisionally in the grade to which they indicate membership. Records of each student's previous work should be required before final placement is determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within 30 calendar days, an academic assessment shall be made by the school to determine final placement. See Regulation JBC-R(2).

WITHDRAWAL FROM SCHOOL

At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Any such items not returned, and any other school-related expenses for which the student is responsible (such as lunch charges), must be paid for at the time of withdrawal. The school may withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged textbooks and/or media materials.

In situations where a custodial parent enrolls a child in school, that same parent should be the person who withdraws the child from school. However, the custodial parent who enrolled the child in school may give certified written permission to the school to allow a non-custodial parent to complete withdrawal procedures. A minor who is not emancipated may not drop out of school without the written permission of his/her parent/guardian. Prior to accepting such permission, the school shall schedule a conference with the student and parent/guardian to discuss the educational options available to the student and the consequences of not earning a high school diploma.

Students who are under disciplinary investigation or who are in the process of being disciplined or referred to a disciplinary hearing may not be withdrawn.

Eighteen-year-old students and 16 or 17 year old emancipated minor students may withdraw themselves from school. An attempt will be made to notify the parents/guardians if the students reside with them.

APS may withdraw a student without parent/guardian permission as required and permitted by the Georgia State Board of Education Rules.

GENERAL INFORMATION

COMPLIANCE WITH GEORGIA HIGH SCHOOL ASSOCIATION (GHSA) RULES IN ATHLETICS

APS complies with the rules of the GHSA regarding eligibility and other athletic issues. Please visit www.ghsa.net for more information.

FIELD TRIPS

In support of student success, the Atlanta Board of Education recognizes the importance of school-sanctioned field trips that provide instructional experiences or contribute substantially to the achievement of students, such as trips that relate directly to a school course or field of study or trips during instructional time by school teams or clubs that have qualified for local, state, regional or national competitions or performances. No student shall be barred because of lack of funds from participating in trips planned as part of the general instructional program that occur during the school day. All requests for financial participation in such field trips shall be optional and shall in no way affect a student's ability to participate. This policy applies to all school-sanctioned field trips, regardless of the mode of transportation, including those sponsored by schools, by parent groups or by community partners. Fees may be required for participation in excursions planned as enrichment activities outside of the regular school day, however, reasonable efforts shall be made to raise funds to assist students who are not able to pay the fees due to financial hardship. See Policy IFCB.

Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form.

Individuals or organizations often offer the opportunity for students to travel during weekends or school breaks, or even during times when school is in session. Unless these opportunities are approved by Atlanta Public Schools, matters of interest or concern must be addressed to the individuals or representatives sponsoring these trips.

CLUBS, ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Students attending regularly scheduled club meetings must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction. Sponsors or coaches of athletic teams, student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter **than those for students in general**. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

For more comprehensive guidelines, please refer to Policy JHC and Regulation JHC-R(1).

BIRTHDAYS/CELEBRATIONS

The school faculty and staff are happy to recognize student birthdays. However, because instructional time is very important, no birthday parties for students or teachers may be held during instructional time. Additionally, parents/guardians and/or students wishing to bring food or beverage to school to distribute for celebrations or for other purposes must receive pre-approval and authorization from the school administration. School administration may limit or exclude distribution of food and beverages at their discretion. Students may face disciplinary consequences if distribution of food/beverage is without authorization or results in disruption to the school environment.

BOOK BAGS, SPORTS BAGS AND OTHER BAGS

Students are allowed, but not required, to use a book bag to carry their textbooks and school supplies. However, students are discouraged from using a rolling book bag because such bags often create tripping hazards. If students choose to use a rolling bag, they must carry the bag when entering and exiting the bus and when going up and down stairways. Bags that are too bulky for students to safely hold in their lap are prohibited on the bus. For safety reasons, bags and other items may not be placed in the center aisle of the bus. All student bags are subject to search.

CANCELLATION OF SCHOOL

In the event of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day and should plan accordingly. Atlanta Public Schools works closely with local television and radio media outlets to inform the public when school closings occur. The following media outlets will provide up-to-date information to the public in the event of a school closing or if the student day must be shortened due to emergency conditions: **WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for APS announcements of school closure.**

Should schools close during the day when students are already in attendance, information will be provided through our local media outlets to parents, and bus transportation will generally be provided in the same manner as during the regular close of the school day.

CHILD ABUSE

Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. Please refer to Policy JCAC for comprehensive guidelines.

Georgia law requires that school employees and volunteers immediately (or within 24 hours) report any suspected cases of child abuse or neglect. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child without parent notice or permission. APS personnel are not permitted to discuss or share information about child abuse reports with parents/guardians. To report suspected child abuse, you may contact your school social worker, school administrator or staff member, APS Social Work Services at 404-802-2247, or the DFCS Child Protective Center at 1-855-GACHILD / 1-855-422-4453 where reports are taken 24 hours a day, 7 days a week.

DRIVER'S LICENSE / CERTIFICATE OF ATTENDANCE

The Teenage and Adult Driver Responsibility Act requires that students must satisfy school attendance requirements in order to receive and maintain a Georgia driver's permit or license. There is a \$5.00 fee for all Certificates of Enrollment. Students should submit their request for a Certificate of Enrollment at least two weeks prior to the date needed. For additional information, contact the school office. During the summer months, Certificates of Enrollment are issued by the Department of Student Relations, 130 Trinity Avenue – 2nd Floor, Atlanta, Georgia 30303 (404-802-2233).

Driving and Parking on School Campus – Parking on school grounds is a privilege, not a right, which can be revoked. Students who drive to school must follow all safety rules and procedures established by the principal, including obtaining a parking permit if required. Violation of the rules, regulations, and policies of the Board

of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense. While a student's vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student. If you disagree with the school's ability to search your vehicle, do not park on school property.

EMERGENCY CONTACT INFORMATION

It is critical for the school to be able to contact parents/guardians any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers, if applicable. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of enrollment and registration and whenever a change occurs with the parents' address, telephone, or emergency contact information.

EMERGENCY PROCEDURES: EVACUATIONS, SHELTER-IN-PLACE AND OTHER PROTECTIVE ACTIONS

All Atlanta Public Schools school facilities have an emergency operations plan. The specifics of each plan differ for each location. Students, teachers, and other district employees will participate in training and drills of emergency procedures. When emergency announcements are made or the fire alarm is sounded, students and visitors must follow the direction of teachers or other campus staff in charge quickly, quietly, and in an orderly manner.

GEORGIA SEXTING LAWS FOR TEENS AND MINORS

In Georgia, teens and minors accused of sexting images of or to another minor can be charged with a felony or misdemeanor, depending on the circumstances involved. In accordance with O.C.G.A 16-12-100, a felony conviction carries a sentence between five (5) and 20 years imprisonment and a fine of up to \$100,000. The offense is considered a "sexual offense," which requires a mandatory minimum sentence that cannot be suspended. The maximum penalty for a misdemeanor conviction is 12 months in jail, a fine of \$1,000, or both.

Felony Offenses

An adult (older than 18) who commits a crime of computer or electronic child pornography faces felony penalties. Teenagers age 18 and younger can also be charged with a felony if the conduct involved does not fall within the misdemeanor offense.

Misdemeanor Offenses

Georgia law allows a reduced misdemeanor penalty for certain acts of teen sexting. Misdemeanor penalties apply only if:

- The child depicted in the image is 14 or 15
- The depicted child consented to its creation, and
- The defendant did not distribute the image to another

HUMAN TRAFFICKING

Georgia Law O.C.G.A 16-5-46 prohibits trafficking of persons for labor or sexual servitude. Sexual servitude means, in part, "any sexually explicit conduct as defined in Code Section 16-12-100 for which anything of value is directly or indirectly given, promised to, or received by any person, which conduct is induced or obtained by coercion or deception or which conduct is induced or obtained from a person under the age of 18 years. Any person who commits the offense of trafficking a person for labor or sexual servitude against a person who is under the age of 18 years shall be guilty of a felony, and upon conviction thereof, shall be punished by imprisonment for not less than 10 nor more than 20 years.

The Atlanta Public School District is taking a strong stance against human trafficking by educating our students, teachers, administrators, support staff, and other employees about the dangers and signs of child exploitation, as well as human trafficking. Professional development offerings are provided online to all staff, and students are also provided with opportunities to learn about human trafficking through our Social Emotional Learning curriculum. Additionally, in accordance with O.C.G.A 16-5-47 Georgia State Bill 104, all buildings in the district have adult appropriate awareness/reporting posters in the adult restrooms, as well as age-appropriate signage in all schools.

Discuss internet safety with your child. Please encourage your child to do the following:

- Allow you as a friend with them on all social media accounts for safety
- Accept friend requests only from people they have met in person
- Inform parent if any adult request to be their friend on social media
- Speak with you if any sexual images or other inappropriate links/messages are received
- Alert parents if anyone suggests they send inappropriate photos or if someone offers a job or travel opportunity

Learn additional internet safety tips here: www.internetsafety101.org and warning signs of human trafficking here: www.gacares.org/warning-signs.html

LOCKERS

Lockers are property of the school and may be opened by a school official without the permission of the individual student. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or other unauthorized materials.

LOST AND FOUND

Each school has a “Lost & Found” area where lost items are turned in and may be claimed. Items that are not claimed by the end of the school year will be discarded. Items of clothing that may be removed, such as coats and sweaters, should be labeled with the student’s name.

LUNCH WITH STUDENTS

Parents are welcome to eat lunch with their children at school; however, a school may limit or cancel lunches if a parent's presence or behavior intentionally or unintentionally causes a disruption or safety concern. If a custodial dispute arises, the school may request custody documentation and may restrict lunches as deemed appropriate or as necessary pursuant to a relevant legal documentation. All visitors must sign in at the school office and obtain a visitor’s badge that must be worn at all times while in the building or while on the school grounds. On such occasions, parents are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their child(ren) only. Commercial foods may not be delivered to the school without prior approval by the principal.

ILLNESS

If a student becomes too ill to remain in class, the student may contact their parent to make arrangements to be checked out of school. The principal should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment. Students should not return to school until fever, vomiting and/or diarrhea-free for 24 hours without the use of medication.

COVID-like symptoms- students who present to school with COVID-like symptoms (i.e., new onset of cough, headache, fatigue, sore throat, fever, runny nose, shortness of breath, loss of taste and smell, nausea,

vomiting, and diarrhea) will be transported to the CARE room for parent/guardian to be notified and check their student out of school. Parent/guardian should make arrangements to check their student out within 1 hour of being notified by school regarding their student health status.

Parents/guardians are required to monitor their student's health and conduct a health attestation for their student prior to their student reporting to school. If a student is ill with COVID-like symptoms, has been exposed to confirmed case of COVID-19, or is pending test results from a COVID-19 test, the student is required to stay home and contact their school administrator and school nurse for additional guidance.

Parents and guardians are highly encouraged to complete the student self-reporting form located on our district website to self-report positive COVID-19 cases and exposures to confirmed COVID-19 cases.

Contagious illness: If a student has been identified as possibly having a contagious illness, the school system will follow the infectious disease reporting protocol including guidance and recommendations from Georgia Department of Public Health, Fulton County or DeKalb County Board of Health.

IMMUNIZATION REQUIREMENTS

- Certificates of Immunization are required by Georgia Law 20-2-771. All kindergarten, sixth and seventh grade students, all students new to Georgia and students coming from any private school must have the Georgia Certificate of Immunization 3231 form signed by a licensed health-care provider or the county health department. For students entering from out-of-state schools, please contact your local Health Department or a Georgia licensed physician to have immunizations transferred to the Georgia Immunization Certificate (Form 3231). You will need to have your immunization record from your state in order to transfer immunizations to Form 3231. All requirements apply to students transferring from out-of-state schools to Georgia schools.

*New entrants include anyone that is entering Georgia schools for the first time or is returning to a Georgia school after being gone for more than 12 months or one school year.

To be enrolled in APS, ALL certificates of immunization must be marked "Complete for Attendance" **OR** have a future expiration date. Expired certificates will not be accepted for enrollment.

KINDERGARTEN (Requirements for K-6)

- Four (4+) DTaP (# of Doses depends upon age given)
- Four (4+) IPV (# of Doses depends upon age given)
- Three (3) Hepatitis B
- Two (2) doses of Measles vaccine, Two (2) doses of Mumps vaccine, and One (1) dose of Rubella vaccine **OR** Two (2) doses of the combined MMR [**OR** Documented History of disease or Serology]
- Two (2) Hepatitis A [Hepatitis A (Required if born on or after 01/01/2006)]
- Two (2) doses of Varicella vaccine [**OR** Documented History of disease or Serology]

Rising 7th Grade Immunization Requirements

Effective July 1, 2014, all 7th grade students who were born on or after January 1, 2002, and all new entrants to grades 8-12 who are entering into a Georgia school for the first time or entering after having been absent from a Georgia school for more than twelve months (one school year) will be required to have:

- 1 Dose of Tdap (Tetanus, Diphtheria, Pertussis) Vaccine (and)
- 1 Dose of Meningococcal Conjugate Vaccine

PLEASE NOTE: These changes only affect rising 7th graders (born on or after January 1, 2002), and students who are considered “new entrants” for grades 8-12.

New 11th Grade Immunization Requirements

Georgia's immunization requirements for students entering or transferring into the eleventh grade have been revised to align with the current recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP).

Effective July 1, 2021, all students who are new entrants or transfers into a Georgia school in the eleventh grade, will require proof of a booster dose of the meningococcal conjugate vaccine, unless their first dose was received on or after their sixteenth birthday.

Additional Requirements

- Certificates must be signed by a physician licensed in GA or public health official. A stamp of a Physician's signature is permissible when cosigned by an office staff member.
- Certificates must have a printed typed or stamped name and address of the physician, health department or Georgia Registry of Immunization Transactions and Services (GRITS) official issuing the certificate.
- Certificates must have a complete date of issue with the month, day and year.

MEDICINE

The Atlanta Board of Education is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. School nurses or other employees may administer levalbuterol sulfate to students upon the occurrence of an actual or perceived respiratory distress, whether or not such student has a prescription for levalbuterol sulfate. Any school employee who in good faith

administers or chooses not to administer these medications to a student in such circumstances shall be immune from civil liability, pursuant to Georgia statute. See Policy JGCD.

When students must take medicine at school, parents should bring medicine and related equipment to the principal, his/her designee, or the school nurse and complete a Medication Authorization Form. Forms for medication self-administration can be obtained at your school. **Except as permitted by Policy, medicine must be kept in the school office/clinic and dispensed by the principal, his/her designee or the school nurse.**

GENDER EQUITY IN SPORTS

Grievances may be brought only by the affected student or by the affected student's parent or guardian and shall proceed as discussed at www.atlantapublicschools.us/titleix and in Policy IDF, Interscholastic Athletic Activities.

PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child's performance at school. **Teachers are not available for parent-teacher conferences during instructional time.**

Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Each school has a scheduled conference day and the teachers remain at the school to talk with parents and guardians. Please contact your child's teacher to schedule a student or classroom observation. If you have questions or concerns resulting from an observation, please schedule a conference with the teacher or other appropriate school personnel. If you submit a concern, complaint or issue, please allow time for the principal and/or teacher to investigate your concern before giving you a reply.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

If your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

SECLUSION OR RESTRAINT OF STUDENTS

In support of student success and wellbeing, APS is dedicated to providing students with effective and safe learning environments. Pursuant to state board rule, APS expressly prohibits the use of the following by any of its employees:

1. Seclusion;
2. Prone restraint;
3. Mechanical restraint;
4. Chemical restraint; and
5. Physical restraint, except in those situations in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint is expressly prohibited in Atlanta Public Schools:

1. As a form of discipline or punishment,

2. When the student cannot be safely restrained, and/or
3. When the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.

Nothing in this policy shall be construed to interfere with an Atlanta Public Schools employee's authority to:

1. Implement time-out or any other classroom management technique or approach, including a student's removal from the classroom;
2. Take appropriate action to diffuse a student fight or altercation;
3. Use his or her discretion to take necessary actions to protect students or others from imminent harm or bodily injury.

Nothing in this policy should be construed to impose ministerial duties on individual employees when acting to protect students or others from imminent harm or bodily injury.

Nothing in this policy should be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents/guardians shall be notified when students are removed from the school setting by emergency medical or law enforcement personnel. See Policy JGF(2).

For more information, visit www.atlantapublicschools.us and review the Seclusion or Restraint of Students Board Policy JGF(2). **For more information please contact Ms. Anne Dirden, Assistant Director of Special Education, at acdirden@atlanta.k12.ga.us or (404) 802-2611.**

STUDENT ACCIDENT INSURANCE

Limited Student Accident Insurance Plans are available through the Benefits and Risk Management Department. This limited plan may help pay for medical bills associated with an accident on an "excess" basis and may only pay for medical services that are not paid for by your current insurance according to the schedule of benefits. Please respond within 30 days of the start of school. Parents interested in enrolling must note the following:

- Obtain the Student Accident Insurance Coverage Enrollment Form from the building Principal.
- Complete the 2020-2021 online application. The online option permits payment by credit/debit card.

For additional information about Student Accident Insurance, please contact:

Charlie Eisenbies:

Assistant Vice President, Gallagher Special Risk

Direct 617.769.6458 | Mobile 781.264.2687 | Fax 617.769.6417

Charlie_Eisenbies@ajg.com

www.gallagherstudent.com | www.ajg.com

USE OF DISTRICT TECHNOLOGY

The Atlanta Board of Education recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of instruction in our schools by providing access to unique resources and opportunities for collaborative work. Any electronic activity conducted by employees, students or other

persons via the Atlanta Public Schools (APS) network or using APS computer resources, hardware or software is subject to inspection and monitoring. There should not be any expectation of privacy. Use of electronic systems shall be in support of and consistent with the vision, mission, and goals established by the Atlanta Board of Education and for the purpose of instructional and administrative support. The use of electronic technology is a privilege which may be revoked at any time.

All data accessed, stored, or transmitted via APS electronic resources shall be used in a responsible, ethical, and lawful manner. Any unauthorized use or any failure to comply with applicable law, policy and rules relating to the use of electronic resources will result in the loss of electronic network access and/or the imposition of disciplinary actions. Unauthorized use includes, but is not limited to programming vandalism or “hacking” activities; access, transmission, storage, or display of offensive materials or messages including, but not limited to, those that contain: sexually explicit information; ethnic/racial slurs; defamatory, abusive, obscene, profane or threatening language; encouragement of the use of controlled substances; or illegal material.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in school disciplinary action and/or legal action. **For more information, visit www.atlantapublicschools.us and review Student Code of Conduct, Regulation JCDA-(R)(1), as well as Board Policy IFBG, Internet Acceptable Use.**

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Atlanta Public Schools provides the most appropriate instructional resources available and uses a rigorous selection process to ensure our textbooks and educational materials meet our goals. Please refer to Policy IFAA for more information. Instructional resources may include textbooks, software, online materials and programs, workbooks, and specialized formats, e.g., Braille, audio, digital, large print or other versions. All instructional resources are aligned with the Common Core Georgia Performance Standards and other standards for our course offerings. The number of materials available is based on the instructional requirements for the course. In some cases, students are assigned textbooks to take home; in other cases, the materials are available only during classroom time. In all cases, students should receive all materials needed to successfully complete the homework assigned by the teacher.

VISITORS/UNAUTHORIZED PERSONS ON SCHOOL GROUNDS

Due to COVID-19, all visitors are required to wear masks or facial coverings while inside any APS Building or School Bus.

The Atlanta Board of Education recognizes that the participation of parents and community members in the activities of the school is a key contributor to student success. Atlanta Public Schools welcomes parents and other visitors to the schools. The system provides opportunities to learn about the system’s diverse educational programs and to attend teacher conferences and public events, such as athletic competitions and fine arts presentations. The district’s highest priority is to provide a safe, secure and orderly educational environment, especially in the classroom. To ensure the safety of students, the confidentiality of personal information, and the integrity of the learning environment, the board limits visitors to:

- The parent/guardian of a current student;
- Other family members of a current student at the request of the parent/guardian;
- Individuals with official business approved in advance by the school principal, including, but not limited to, community volunteers, student mentors, board members, and guest speakers; and

- Outside service providers who currently provide private educational or therapy services to a student at the request of the parent/guardian.

All visitors must sign in at the school office and obtain a visitor's badge that must be worn at all times while in the building or while on the school grounds. In accordance with policy GAMA Safe and Drug-Free Workplace, visitors shall not possess weapons on APS property, in a school or other APS facility, or at any school or district-sponsored activity in accordance with O.C.G.A. §16-11-127.1, any other applicable laws and administrative regulations issued by the superintendent. Visitors who may interact with students other than their own children shall comply with the requirements of policy GAK(1) Criminal Background Check. Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advanced notice. Visitors shall behave in a professional manner at all times and shall not distract the teacher from instruction or otherwise interrupt the instructional process.

Student and adult spectators at school events that are open to the public are expected to model good sportsmanship and citizenship. Any visitor to a school or school event who violates this policy may be asked to leave the event and may lose the privilege of coming on campus and attending future school events.

The presence of unauthorized visitors on school grounds or in facilities may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

REQUIREMENTS FOR GRADUATION

In support of student success, the Atlanta Board of Education shall offer programs of study that permit students to earn unit credit in grades 9 through 12 leading to graduation with a diploma that prepares students for postsecondary education and careers. To participate in any graduation exercises or ceremonies, Atlanta Public Schools seniors must meet all of the requirements specified in policy IFH and in administrative regulations issued by the superintendent for an APS high school diploma or a special education diploma. Students with disabilities whose Individualized Education Programs (IEPs) indicate that they are unable to meet these requirements shall be allowed to participate in graduation exercises and ceremonies.

Students must satisfy the requirements established for their graduating class, which is determined by the date of enrollment in the ninth (9th) grade. For additional information, please contact your school counselor. Information also may be obtained by visiting www.atlantapublicschools.us.

GRADUATION CEREMONY

All requirements for graduation must be completed before a senior can participate in graduation exercises. A diploma will be presented upon completion of all graduation requirements. The graduation dates are subject to change. (e.g. schools are closed due to inclement weather, emergency on a regular school day)

Students' participation in the graduation ceremony is a privilege and not a right. Therefore, the principal may prohibit a student's participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is voluntary; therefore, a graduation fee or senior dues may be charged to cover costs for such items as diploma covers, printing costs, custodial expenses, floral arrangements, guest speakers, etc. However, students will be given written notification of this fee and description of costs at the beginning of the school year in which they are to participate in the graduation ceremony.

VALEDICTORIAN / SALUTATORIAN

Each traditional high school, including individual small schools comprising educational complexes, will designate a valedictorian and salutatorian for each graduating class. The valedictorian will be the student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below. The salutatorian will be the student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

The valedictorian(s) and salutatorian(s) will be recognized in graduation ceremonies. Non-traditional schools may recognize the top-ranked students in graduation ceremonies, but these programs will not identify valedictorian(s) and salutatorian(s).

Eligibility

- 1.The eligible student will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.
- 2.The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and IHA-R(1) Grading Systems – Grading Expectations.
- 3.For graduating classes that entered ninth grade in 2004-05 through 2007-08, eligible students are those who qualify for the college preparatory diploma. For graduating classes that entered ninth grade in 2008-09 or later, all students earning regular education diplomas are eligible to be designated valedictorian or salutatorian, provided that they have completed a high school curriculum, without exception, and coursework that prepares them for post-secondary education. Coursework requirements for designation as Valedictorian or Salutatorian include successful completion of an honors course, an Advanced Placement course, an International Baccalaureate course (not including the middle years program) or earned a dual enrollment credit.
- 4.The eligible student will have a weighted numeric grade-point average of 90 or above.
- 5.Students selected as valedictorians and salutatorians must complete all requirements for graduation by the end of the second semester of the senior year. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

Selection

- 1.Class rankings to determine the valedictorian and salutatorian will be generated based on grades earned by the end of the first semester of the senior year.
- 2.Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- 3.The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class.
- 4.Co-valedictorians and co-salutatorians will be identified if there is an exact grade-point average tie for either the highest or second-highest class rank. See Administrative Regulation IHC-R(1).

PARENT AND STUDENT RESOURCES

CAMPUS PORTAL FOR PARENTS

Parents of students in grades K–12 have access to class schedules, attendance records and grades through Campus Portal for Parents (CPP) which is an easy-to-use, secure communications tool. Additionally, CPP enables parents to verify household information, including their email address, home address and telephone numbers. Contact your child's school to get your CPP activation key or visit www.atlantapublicschools.us for more information.

CHILD FIND

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide free and appropriate Special Education services. Child Find at APS offers comprehensive special education services to eligible students ages three through 21 years of age. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or the RTI Point of Contact. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact the Department of Special Education at 404-802-1602 or visit the District's website at www.atlantapublicschools.us.

FAMILY ENGAGEMENT

Pursuant to Policy LEBA, The Atlanta Board of Education believes that attentive, engaged, and empowered families are a key to the success of our students and our system. In order to achieve our mission, Atlanta Public Schools must foster an environment in which parents and other caregivers have the opportunity to be active participants in the life of our schools, and family engagement should be an integral part of the work of every district staff member. To achieve this goal, the Superintendent shall:

- Recruit, develop, and retain employees who believe that all parents and caregivers love their children, want what is best for them, and are responsive to their needs;
- Cultivate a safe, welcoming and caring environment for students and their families;
- Demonstrate an attitude of partnership through regular, two-way communication with families that is respectful, accessible, and culturally relevant;
- Support families in understanding the strengths and needs of their children and in fostering students' lifelong relationship with learning; and,
- Empower families as advocates by valuing their voices in decision-making about their children and their schools.

For more information on the Office of Family Engagement, contact Director of Family Engagement, Keasha Copeland, at keasha.copeland@atlanta.k12.ga.us or (404) 802-2802.

HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who:

1. Lack a fixed, regular and adequate nighttime residence;
2. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the conditions set forth in items 2, 3, and 4 above.

Homeless students have certain educational rights and can: enroll without delay in school without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained; choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest; attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs.

To be considered eligible, to enroll, and for more information regarding homeless education services, contact the School Social Worker or the Homeless Liaison, Sana Ali at sana.ali@atlanta.k12.ga.us or 404-802-2245. For additional guidance, please refer to Policy JBC(1) and Administrative Regulation JBC(1)-R(1).

HOME SCHOOLING ATTENDANCE REPORTING

Parents and guardians wishing to establish or continue utilizing the home school program must complete and submit a declaration of intent form to Georgia Department of Education. It is the responsibility of the parent/guardian to obtain and file a new declaration of intent each year.

To submit an online declaration of intent form or for more information regarding home school programs, contact the GaDOE at 404-463-7891 or visit

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>

HOSPITAL HOMEBOUND

Hospital Homebound (HHB) instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students in Atlanta Public Schools whose medical needs, either physical and/or psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., pregnancy, students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in an Atlanta Public School in order to receive HHB instruction. **For additional information, contact the Counselor at the local school for forms and information.**

MY BACKPACK



MyBackPack is the Atlanta Public Schools Student Portal. The Department of Instructional Technology is excited to offer a unique 21st Century learning space for every student in Atlanta Public Schools. MyBackPack is accessible from any device and provides students with access to digital learning tools, e-books, secure email, cloud storage and the complete Microsoft Office Suite.

The national common core standards are preparing our students for the integration of 21st century skills and content mastery. Atlanta Public Schools is dedicated to meeting this challenge through an increase of digital student projects that demonstrate mastery of the common core standards, extended learning opportunities beyond the four walls of the classroom and a focus on digital citizenship for each and every student.

Parents and students can access MyBackPack at <https://mybackpack.apsk12.org>. Students should enter their APS student computer login. The MyBackPack screen will load with the student's unique username and password. For questions or concerns please email: mybackpak@aps.k12.org.

PARENT TEACHER ASSOCIATION (PTA)

Through PTA initiatives and activities, parents work with faculty to enhance the school environment and improve student achievement. At most schools, the PTA meets at least once a month, with membership drives beginning a few weeks after the new school year begins. Contact your child's school to secure information on membership, meetings, dues and upcoming activities.

SCHOOL GOVERNANCE (GO) TEAMS

On July 1, 2016, Atlanta Public Schools (APS) became a charter system; agreeing to increase student achievement in exchange for flexibility from certain state education laws. A key component of operating as a Georgia charter system is the establishment of Local School Governance Teams (GO Teams).

GO Teams work with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community. GO Teams operate under the control and management of the Atlanta Board of Education and will follow Board of Education policies and procedures unless a waiver is granted.

GO Teams include nine voting members and the school principal. Each team consists of three elected parents/guardians, three elected non-supervisory instructional staff, two appointed community members, one appointed swing seat, and one appointed student (high schools only). For more information about the charter system model, GO Teams, strategic planning and cluster planning please go to www.apsstrongschools.com.

SAFETY AND SECURITY

The Office of Safety and Security Department works in collaboration with staff, parents, communities, and community partners to ensure that safety and security measures meet the unique needs of the Atlanta Public Schools' learning environment. The Office of Safety and Security includes a Police Department managed by a Chief of Police, Emergency Management Unit led by an Emergency Management Compliance Officer, and a Security Operations department managed by a Security Operations Director. The Police Department is comprised of School Resource Officers (SRO) who philosophically align with the district's

social emotional learning approach, and the national TRIAD model in which law enforcement officers are viewed as an extension of school support. The SROs are assigned to middle and high schools to support students, staff and parents. **For additional information contact the Office of Safety and Security, 130 Trinity Avenue Police Precinct, Atlanta, Ga. 30303, Phone (404) 802-2000.**

SCHOOL COUNSELORS

The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. Parental permission is not required for students to see the counselor or to participate in classroom guidance activities. In this confidential relationship, students can explore their feelings and experiences in hopes of finding a meaningful, positive solution to their personal issues. In many cases, the school counselor works on problem solving, decision-making, and goal setting with the student.

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Middle and high school counselors also help with student advisement and focusing on career pathways. Parents, teachers, and students can initiate a referral to the school counselor. **For additional information, contact your school counselor or the Coordinator of School Counseling, Maria Grovner, 130 Trinity Avenue SW 6th Floor, Atlanta, Georgia 30303, Phone (404) 802-2642.**

SCHOOL HEALTH SERVICES

The School Health Services Program provides coordinated district health initiatives and school-based nursing services to ensure delivery of quality individualized support for students. Services provided by school nurses require a referral and parental / guardian consent for individualized screenings (e.g. vision, hearing, dental). Referrals of individuals with health problems or suspected health problems are accepted from parents, school personnel, students and health care providers in the community and may be submitted to the school-based health services professional or the central health office personnel. **For additional information contact Comprehensive Health Services Manager, Dr. Valencia Hildreth, 130 Trinity Avenue SW 6th Floor, Atlanta, Georgia 30303, Phone (404) 802-2674.**

SCHOOL NUTRITION PROGRAM

The primary goal of the Nutrition Department is to provide all students healthy school meals that meet their daily nutritional needs and support optimal academic performance at school for student success. For more information visit <http://www.atlantapublicschoolsnutrition.us/>.

SCHOOL SOCIAL WORKERS

School social workers serve as liaisons between the home, school, and community. They work to ensure that students remain in school and graduate, reach their fullest academic potential, and grow socially and emotionally. As part of the educational team, social workers support students' thriving in schools by removing barriers that interfere with their academic performance. They are professionally trained to provide services to students who face serious challenges to school success; including mental health and behavior difficulties, school adjustment issues, poverty, discrimination, abuse, addiction, bullying, divorce of parents, and loss of a loved one. Social workers are available to provide support when needed. **For additional information, contact your school social worker or the Coordinator of Social Work Services, Dr. Jacquelyn Anthony, 130 Trinity Avenue SW 6th Floor, Atlanta, Georgia 30303, Phone (404) 802-2247, Fax (404) 802-1205.**

SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS

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. For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Atlanta Public School District's Section 504 Coordinator at the following:

Emmaundia Ford, Director of Special Education

Atlanta Public Schools | Office of Student Services | CLL Building

Ph: (404)802-1681 | Fax: (404)802-1602 | Email: Emmaundia.Ford@atlanta.k12.ga.us

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

504 Procedural Safeguards

1. Overview:

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

2. Hearing Request:

The Request for Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. 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:

APS 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 APS must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, APS will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. 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.
- b. 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.

- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. 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.
- e. 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 APS representatives, 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.
- f. 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.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. 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.
- k. 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.
- l. 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.
- m. 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.

STUDENT CODE OF CONDUCT:

Administrative Regulation

Descriptor code: JCDA-R(1)

**ATLANTA PUBLIC SCHOOLS
Student Code of Conduct
2020-2021**

EXPECTATIONS AND RESPONSIBILITIES

Atlanta Public Schools has constructed school discipline policies that are aimed at creating a positive school climate, supporting the social and emotional development of students, and teaching non-violence and respect for all members of the school community. Our approach to discipline reflects our desire to understand and address the causes of behavior, resolve conflicts, repair harm done, restore relationships, and successfully reintegrate students into the school community. The incorporation of expectations and responsibilities in our discipline framework creates transparency for stakeholders to embrace the expectations and responsibilities that are unique to them.

STUDENTS MAY EXPECT:

- To receive a free high-quality public education
- To be safe at school
- To be treated courteously and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence

- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, and discuss issues

STUDENT RESPONSIBILITIES:

- To read and become familiar with this Code of Conduct
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

PARENTS/GUARDIANS MAY EXPECT:

- To be actively involved in their child’s education
- To be treated respectfully by the school principal, teachers, and other staff
- To access information about the Atlanta Public Schools (Board) policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken by the student disciplinary hearing officer
- To receive information about their child’s academic and behavioral progress

PARENT/GUARDIAN RESPONSIBILITIES:

- To read and become familiar with this Code of Conduct
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child’s learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students’ privacy rights

INTRODUCTION

The purpose of the Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment.

The student code of conduct shall be distributed electronically or, for students/parents/guardians that request or require it, a hard copy will be provided to each student each school year and/or upon enrollment of each new student. The parents/guardians shall sign an acknowledgment of the receipt of the code of conduct and return the acknowledgment promptly to the school. An electronic acknowledgement form is

available for parents/guardians and students by signing in the Infinite Campus parent or student portal. A parent or guardian who does not acknowledge receipt of the student code of conduct shall not be released of any responsibility with respect to the information contained within the code. The student code of conduct shall be available in the school office. Students/parents/guardians who do not have access to online resources, may obtain a paper copy of the Code of Conduct by contacting the Administrative Office at the student's school.

All students, regardless of age or grade level, are required to know the contents of the Code of Student Conduct and abide by it and any other rules of conduct imposed by the schools they attend. Parents are asked to read the Student Code of Conduct to understand the responsibilities of their children. Students who misbehave are subject to disciplinary action which could include suspension, expulsion or alternative school assignment.

A student whose words or actions are uncivil to fellow students or school staff and/or interferes with student access to a public education and/or a safe environment, will be subject to disciplinary action. APS or individual schools may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbooks or posted in classrooms.

Extracurricular activities, such as clubs and athletics, may impose their own standards of conduct, violations of which may not be a violation of the Code of Conduct but may result in extracurricular penalty or removal from the activities. Violations of these standards of behavior that are also violations of the Student Code of Conduct may also result in disciplinary actions being taken against the student, including but not limited to suspension, expulsion and/or the student being removed from participation in extracurricular activities, or exclusion from school honors, such as participation in commencement exercises.

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (e.g., IDEA, 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

If a student, parent, and/or guardian is uncertain as to the interpretation of the Student Code of Conduct they should contact The Office of Student Discipline at 404-802-2239.

Any and all violations of the Code of Conduct will be part of a student's disciplinary record and may be used in a student disciplinary hearing pursuant to APS's progressive discipline process.

Suspension of a student from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/guardians may contact the Principal and Associate Superintendent to discuss their child's discipline.

The Student Behavior Code provides examples of offenses that may occur and is not intended to include

all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

1. **LOCATION OF VIOLATIONS:** Except as otherwise provided herein, the following code provisions apply to offenses that students commit while on school property or while using school technology resources at any time. As used in this Code of Conduct:

1.1. School property includes, but is not limited to:

- 1.1.1. The land and improvements which constitute the school;
- 1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted;
- 1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by APS and privately owned vehicles used for transportation to and from school activities;
- 1.1.4. Personal belongings, automobiles or other vehicles which are located on school property;
- 1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school;
- 1.1.6. En route to the student's home from school (Prior to imposing discipline regarding incidents occurring en route from school, school administration should consult with the Office of Student Discipline); and
- 1.1.7. School computers/devices issued to the student, computers/devices owned by APS, school technology resources wherever located including, but not limited to, all distance learning platforms, websites, and programs.

1.2. School technology resources includes, but is not limited to:

- 1.2.1. Electronic media systems such as computers, electronic networks, messaging, and website publishing, and
- 1.2.2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

2. **INVESTIGATION OF MISCONDUCT:** When a student code of conduct violation is reported or suspected, the principal or designee will determine whether the charge or complaint has a basis in fact and whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation may include, but is not limited to, an interview with the charged student or students, interviews with victim(s) and identified witnesses, if any, and interviews with others who might have relevant information. Written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. School police and other support staff may be utilized for their expertise as determined by the circumstances of the matter. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the Office of Student Discipline.

At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately. The principal or his/her designee should also immediately inform parents/guardians when students are removed from the

school setting by emergency medical or law enforcement personnel.

2.1 Searches:

In accordance with Atlanta Public Schools' administrative regulation JCDAF-R(1), school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on any Atlanta Public Schools' campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. A student's refusal to cooperate with a search could result in a decision by the school administrator to involve the school resource officer or local law enforcement. Students who disrupt or refuse to cooperate with general or reasonable suspicion searches may be referred for disciplinary action. Alternative schools may use specialized searching procedures and criteria as allowed by law and as designated by the alternative school.

All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee.

The Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs.

School computers and school technology resources are not private and open to school review at any time. Student lockers, desks and all school and classroom storage areas are school property and remain at all times under the control of the school. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to an Atlanta Public Schools Police Department school resource officer.

The determination of whether or not a student has violated the student code of conduct will be made based solely on a preponderance of the evidence. In other words, it is more likely to be true than not true, based on the evidence, that the student did violate the rule. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process. Repeated level 2 disciplinary violations and Level 3 violations may result in a student being referred to a disciplinary hearing.

- 3. STUDENT QUESTIONING BY OFFICIALS:** Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.

4. **PROGRESSIVE DISCIPLINE:** Progressive discipline is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student’s age and grade level, the student’s previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, restorative practices, counseling with school counselor, school social worker intervention, behavior, attendance and academic contracts and plans, peer mediation, and prevention programs.

The offenses have been organized into four (4) levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (intermediate) offenses, Level 3 discipline (moderate) offenses, and Level 4 discipline (serious) offenses.

If a student has been found to have engaged in acts in the school or on the school bus that repeatedly disrupt the school environment, are violent in nature, and/or involve bullying or physical threats, then, in addition to any discipline imposed, the student’s parent/guardian may be required to meet with the Principal or designee to execute a behavior contract.

- 4.1. **Level 1 Discipline:** Level 1 discipline is used for **MINOR** acts of misconduct which interfere with the good order of school. Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher intervention, students may be referred to an administrator. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.
- 4.2.

Level 1 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	School based interventions and support Alternatives to suspension	School based interventions and support (1) day of administrative detention OR (1) day of In-School Suspension
Middle/High	School based interventions and support Alternatives to suspension	School based interventions and support (1) day of administrative detention OR (1) day of In-School Suspension

- 4.3. **Level 2 Discipline:** Level 2 discipline is used for **INTERMEDIATE** acts of misconduct which interfere with the good order of school. These include acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple offenses may result in the offense being considered a Level 3 offense.
- 4.4.

Level 2 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	School based interventions and support Alternatives to suspension	School based interventions and support (3) days of administrative detention
Middle/High	School based interventions and support Alternatives to suspension	School based interventions and support (3) days of administrative detention OR (3) days of In-School Suspension/Success Center Interventions

4.5. **Level 3 Discipline:** Level 3 discipline offenses are **MODERATE** acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Level 4 offense (except for students in grades K-2).

4.6.

Level 3 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	(1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension	(3) days of Out-of-School Suspension School based interventions and support
Middle/High	(1) day of Saturday School OR (1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension	(3) days of Out-of-School Suspension School based interventions and support

4.7. **Level 4 Discipline:** Level 4 discipline offenses are **SERIOUS** acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension and a disciplinary hearing referral or Title IX Grievance Process (as applicable) with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program.

Level 4 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	(3) days of Out-of-School Suspension School based interventions and support	(10) days of Out-of-School Suspension School based interventions and support
Middle/High	(3) days of Out-of-School Suspension School based interventions and support	(10) days of Out-of-School Suspension School based interventions and support
A level 4 discipline response may include a disciplinary hearing referral. Student disciplinary hearing responses can include long-term suspension, expulsion, permanent expulsion, or assignment to an alternative education program. A combination of School based interventions and supports may also be appropriate.		

4.8. **School Based Interventions & Alternatives to Suspension:** Below is a suggested list, not all-inclusive, of interventions and supports that may be used as alternatives to suspension. A combination of these

interventions and alternatives appropriate to the situation and student needs may be used in conjunction with a discipline response when students commit Levels 1-3 disciplinary offenses.

- 4.8.1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
- 4.8.2. Teacher/student conference
- 4.8.3. School/parent contact
- 4.8.4. School/parent conference
- 4.8.5. Restorative practices (practices that repair harm, student circles, peace groups, restorative conference, mediation)
- 4.8.6. Determine root causes and functions of student misbehavior and respond appropriately
- 4.8.7. Teach, model, practice, and reinforce positive replacement behaviors
- 4.8.8. Provide special work assignment
- 4.8.9. Provide movement breaks between low-energy activities for individual student as deemed appropriate
- 4.8.10. Student warning
- 4.8.11. Encourage the student to complete a written reflection of incident and/or an apology for misbehavior
- 4.8.12. Provide student with an opportunity to process through the misconduct and to make a plan for how better choices can be utilized in the future
- 4.8.13. Provide choices for learning activities and behavior
- 4.8.14. Use student behavior strategies, progress reports, behavior contracts, and/or point sheets to assist student in recognizing misbehavior and understanding targeted appropriate behavior
- 4.8.15. Use goal setting paired with acknowledgment of improved behavior for individual student
- 4.8.16. Assign student an adult buddy supporter
- 4.8.17. Assign student a peer buddy supporter
- 4.8.18. Mentoring
- 4.8.19. Escort to and from class/change of class
- 4.8.20. Schedule change
- 4.8.21. Invitation for parental shadow
- 4.8.22. Require student to return property
- 4.8.23. Assign student to an approved supervised school service (school service activity, character education programming)
- 4.8.24. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently)
- 4.8.25. Utilize community and agency partners to provide additional support and resources to student to help improve behaviors
- 4.8.26. Refer parent and student to wrap around services
- 4.8.27. Recommend peer mediation support
- 4.8.28. Recommend conflict resolution support
- 4.8.29. Withhold or revoke student privilege(s), freedoms, or choices
- 4.8.30. Assign detention
- 4.8.31. Small group character-building, emotional management, decision making, and social skills training
- 4.8.32. Refer student to student support services staff (Counselor, Social Worker)
- 4.8.33. Refer student to response to intervention (RTI) Specialist
- 4.8.34. Refer student to student support team (SST)
- 4.8.35. Give student a timeout with adult supervision
- 4.8.36. Develop and implement, or review and revise, a 504 plan for eligible student, including behavioral accommodations as deemed necessary

- 4.8.37. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP)
- 4.8.38. Review and revise a student's existing BIP
- 4.8.39. Refer eligible student to individual education program (IEP) team
- 4.8.40. Develop and implement IEP for eligible student
- 4.8.41. Include behavior interventions, supports, or strategies as supplementary aides and services in the student's IEP if deemed necessary by the IEP team
- 4.8.42. Saturday School
- 4.8.43. Mini courses or skill modules
- 4.8.44. After school or lunch detention
- 4.8.45. School-based or home-school contingency contract
- 4.8.46. Process break or walk with an adult
- 4.8.47. Other school based discipline response
- 4.8.48. Mindfulness Practices (meditation, relaxation techniques, peace corner)
- 4.8.49. Community Service as approved by the Office of Student Discipline
- 4.8.50. Role Playing of Social Emotional Learning Competencies

4.9. **Confiscation of Property:** Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. The Atlanta Public Schools assumes no liability for the theft, loss or damage of items possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen student property.

5. STUDENT OFFENSES

A student shall not violate any of the following rules of APS. The disciplinary levels below correspond to the progressive discipline levels detailed above. However, in serious offenses, Principals, or designee working in conjunction with the Office of Student Discipline, or an Associate Superintendent may use higher level of progressive discipline. The Student Code of Conduct provides examples of offenses that may occur, but it is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

5.1.1 Academic Dishonesty: It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.1.2 Academic Dishonesty with a Device: It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and

is strictly prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.** Additionally, any violation will result in the device being confiscated and will result in the student’s loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

5.1.1 & 5.1.2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School Based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention	School Based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2 POTENTIALLY HARMFUL SUBSTANCES

5.2.a Alcohol/Illegal Drugs/Inhalants: No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.

5.2.a Level 1 – 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	School Based Interventions & Alternative to Suspension	1 day OSS & School Based Interventions	School Based Interventions & Alternative to Suspension	1 day OSS & School Based Interventions

2 nd Offense	2 days OSS / School based Interventions	5 days OSS / School based Interventions	2 days OSS / School based Interventions	5 days OSS / School based Interventions
3 rd Offense +	3 days OSS / School based Interventions	5 days OSS / School based Interventions	5 days OSS / School based Interventions	10 days OSS and a hearing referral with a recommendation of assignment to alternative school
Refer to the school counselor and school social worker for supports – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.b Alcohol/Illegal Drugs/Inhalants: No student shall possess, consume, transmit, or store alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.

5.2.b Level 2 – 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	School Based Interventions & Alternative to Suspension	10 days OSS and a hearing referral	School Based Intervention & Alternative to Suspension	10 days OSS and a hearing referral
2 nd Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion, or assignment to alternative school
3 rd Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion	
Refer to the school counselor and school social worker for supports - DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.c Selling/Distributing/Buying Alcohol/Illegal Drugs/Inhalants: No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or

is which the student purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.

5.2.c Level 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
2 nd Offense	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion, or assignment to alternative school	
3 rd Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion	
Refer to the school counselor and school social worker for supports – DFCS notification may be necessary Parent conference may occur prior to student return to school				

Notify the appropriate Associate Superintendent
 Contact Safety and Security – Criminal charges may apply
 Combination of School based interventions, supports, and disciplinary response may be appropriate

5.2.1 Drug Paraphernalia: No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.2.2 Counterfeit Drugs or Look Alike Drugs: No student shall falsely present or identify a substance to be alcohol or an illegal drug. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.2.1 / 5.2.2 Level 1 – 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	School based interventions and Alternative to Suspension	10 days OSS and a hearing referral	School based interventions and Alternative to Suspension	10 days OSS and a hearing referral
2 nd Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 day OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to alternative school
3 rd Offense +	10 days OSS and a hearing referral with a recommendation of assignment to alternative school		10 days OSS and a hearing referral with a recommendation of assignment to alternative school	
SW Referral initiated for 1 st offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.3 Over-The-Counter Medication: Possession of all over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ingestibles, and/or nicotine replacement products, must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.**

5.2.3 Levels 1-2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention

Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.3c Selling/Distributing/Buying Over-The-Counter Medication: A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like, supplements, and/or CBD products. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.2.3c Level 2-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 2	School based Intervention & Alternative to Suspension	3 days ISS or Detention	School based Intervention & Alternative to Suspension	3 days ISS or Detention
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral may be initiated for 1st offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.4 Possession/Consumption Prescription Drugs: No student shall possess, consume, or transmit prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found in violation of 5.2.b and shall be disciplined according to that Section.

5.2.4 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM

Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based interventions & Alternatives to Suspensions	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral initiated for 1st offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.4.c Selling/Distributing/Buying Prescription Drugs: No student shall buy, receive, sell, distribute, or possess with intent to distribute any prescribed medication on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.** **NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.c), and shall be disciplined according to that Section.

5.2.4.c Levels 3-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral initiated for 1st offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.5 Stimulants: A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.** **NOTE:** If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.b) and shall be disciplined according to that Section.

5.2.5.c Selling/Distributing/Buying Stimulants: No student shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.c), and shall be disciplined according to that Section.

5.2.5 & 5.2.5.c	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspensions	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral initiated after 1st offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.2.6 Tobacco: A student shall not possess, use, sell, buy, receive, distribute, or possess with intent to distribute tobacco products or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes, Juuls), hookahs and hookah look-alikes

(e.g. electronic hookahs) is prohibited. Vaping and possession of vaping products such as vaporizers and oil is prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

5.2.6 Levels 2-3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.3 ATTENDANCE VIOLATIONS

5.3.1.a Tardy: No student, without a valid excuse, shall be tardy for a class in which he/she is enrolled.

5.3.1.b Skipping Class: No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.

5.3.1.a-b Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	Administrative Conference/School based interventions		Administrative Conference/School based interventions	
2 nd Offense +	Administrative Conference/School based interventions	1 day ISS	Administrative Conference/School based Interventions	1 day ISS
Student Services/Response to Intervention (RTI) referral initiated after second offense Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.3.2 Leaving School Grounds: Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee.

5.3.3 Unscheduled School Walkout: Prior to the organization of or participation in any “walk out”, protest, or other similar group leaving of school grounds, classes, or school activities during the regularly scheduled school day, students must provide advanced notification (at least __ school days) to the building and/or district administration so that the District can put appropriate measures in place to ensure safety of participants. Students must contact the building Principal or Associate Superintendent’s office to schedule a protest, walk out or similar. Students who violate code 5.3.3 shall be disciplined no harsher than codes that resemble similar violations, such as 5.3.2 Leaving School Grounds, 5.3.1b Skipping Class, etc., depending on the individual context.

5.3.2 Level 1 - 2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>

1 st Offense	Administrative Conference	1 day of Detention	Administrative Conference	1 day ISS
2 nd Offense +	School based interventions	3 days of Detention	School based interventions	3 days ISS or Detention
Parent conference may occur prior to student return to school Student Services/Response to Intervention (RTI) referral initiated after second offense Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.4 Bomb Threats: Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation. A bomb threat can be communicated via conduct that occurs on or off school property, including but not limited to transmission via email, text, and social media.

5.4 Level3– 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	1 day ISS and School based interventions	10 days OSS and a hearing referral	Saturday school OR 1 day ISS and School based interventions	10 days OSS and a hearing referral
2 nd + Offense	10 days OSS and a hearing referral recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral recommendation of long-term suspension/expulsion or assignment to the alternative school	
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Notify the appropriate Associate Superintendent Combination of School based interventions, supports, and disciplinary response may be appropriate				
NOTE: In addition to disciplinary response actions taken by the school and/or district, the City of Atlanta (or other responding agencies) may charge parents/guardians for the costs of emergency services related to bomb threats made by students.				

5.5 BUS BEHAVIORS: Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, or uncivil conduct. Students who commit sexual offenses, physical offenses against students, or physical offenses against APS employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in the Code of Conduct, and may also be suspended from the bus for a specified amount of time. **Violations of the Code of Conduct on the school bus may result in a student losing bus privileges and being temporarily or permanently removed from the school bus. If a student loses bus privileges due to student misconduct, the parent is responsible for transportation.**

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

5.5.1 Bus Personal Safety: Students must keep all body parts inside the bus at all times. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.

5.5.2 Bus Safety Hazard: Nothing may be thrown into, within, out of, or at the bus. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.3 Bus Disruptions & Distractions: No student shall act in any manner so as to interfere with a driver’s ability to safely drive the bus or another student’s ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.4 Emergency Exits: Emergency doors and windows are to be used only at the direction of the driver. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.5 Unauthorized Bus or Exit: Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence. **Depending on age of student, repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.6 Cell Phone /Electronic Devices on Buses: Students shall not use any electronic device during the operation of a school bus without the use of headphones or ear buds. Any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment is prohibited. Electronic device includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.1-5.5.6 Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention 3 days OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions;	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing

		hearing referral/ recommendation of long-term suspension		referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.6 **PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:** All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parental Consent & Acknowledgement Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property.

Unless otherwise directed by school administration or school staff, the use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a cellular telephone or PED by a school administrator or school staff or unless an extreme threat to the health or safety of a student arises and no school administrator or school staff member is present.

All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee. Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs.

Violations are cumulative across the student’s school career in the Atlanta Public Schools. A transfer to another school does not entitle the student to a “fresh start.”

Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus if and when electronic devices may be used for instructional purposes.

Additionally, if a student utilizes a mobile phone or other PED in the commission of any violation of the Rules contained herein, the device may be confiscated, and the student may lose the privilege of possessing a mobile phone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve it.

5.7.1 Disciplinary actions for students whose parent/legal guardians **have** completed the Parental Consent & Acknowledgement Form are as follows:

- **First violation:** Verbal warning.
- **Second violation:** The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Third violation:** The device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Fourth (or more) violation:** The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

5.7.2 Disciplinary actions for students whose parent/legal guardians **have not** completed the Parental Consent & Acknowledgement Form are as follows:

- **First violation:** The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental Consent & Acknowledgment Form at the first conference. Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.
- **Second violation:** The phone or device will be confiscated and will result in the student's loss of privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone PED will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Third violation:** The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

5.7.3 **Audio or Video Recording:** Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense. (See sections 4.1 - 4.4).**

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

5.8 STUDENT INCIVILITY

5.8.1a **Offensive Language:** No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions. Level 2-3 disciplinary responses

should only be considered if the infraction could result in a safety concern due to some form of potential retaliation.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

5.8.2 Offensive Materials: No student shall possess, share, or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. Level 2-3 disciplinary responses should only be considered if the infraction could result in a safety concern due to some form of potential retaliation.

NOTE: See 5.2.3 for offenses that occur with technology
Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

5.8.1 – 5.8.2 Level 1 - 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based school Interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
Level 2	School based school Interventions	3 days Detention	School based school interventions	3 days ISS or 3 days Detention
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School or ISS & School based Interventions	3 days OSS and School based Interventions
If seeking Level 4 discipline for codes 5.8.1 or 5.8.2, administrators are required to contact the Student Discipline Office PRIOR to imposing discipline.				
Level 4	3 days OSS & School based Interventions	10 days OSS and School based Interventions	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.8.3 Insubordination: All students shall comply with reasonable directions or commands of all authorized APS personnel or designees. This may include, but is not limited to, the directions of a staff member to remove themselves from the location of a disruptive situation, the directions of a staff member to identify themselves. **See Code 5.8.5 for violations of the school dress code.**

5.8.3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	School based school interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
2 nd Offense +	School based school interventions	1 day OSS	School based school interventions	1 day OSS
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.8.4 Public Displays of Affection (PDA): No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.

5.8.4 Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based school interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.8.5 School Dress Code: All school dress codes must be in compliance with Policy JCDB. Unless a school uniform has been designated or otherwise specified, a student is expected to adhere to the following minimum school dress code requirements:

1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.
2. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.
3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
5. Appropriate undergarments must be worn at all times and must not be visible. Pants that sit below the waistline are not allowed. Students are only allowed to wear pajamas on school-sanctioned special days.
6. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
7. Appropriate shoes, those that fit and allow for safe movement throughout the school, must be worn at all times at school and school sponsored activities.
8. In accordance with the recommendations of public health officials, the wearing of personal protective equipment (i.e., face coverings, masks, etc.) by students may be required as part of the student dress code.

Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense.

5.8.5 Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>

Level 1	School based interventions and supports	1 day ISS or 1 day Detention	School based interventions and supports	1 day ISS or 1 day Detention
Parent may be contacted to provide a change of clothes Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9 DISRUPTION OF SCHOOL:

5.9.1 School-wide Disruption: No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

Examples include, but are not limited to: large fights, food fights, actions that disrupt multiple classrooms, actions that disrupt large areas of the school (cafeteria, media center, etc), or cause a disruption of transportation processes. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.9.1 Levels 2-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 2	School based Intervention	3 days Detention	School based Intervention	3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9.2 Trespassing: Students shall not be on the campus of a school in which they are not enrolled during that school’s hours or while that school is operational without permission from that school’s administration. Students also may not enter a school building after hours without express permission. Students may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Students who have been suspended or assigned to another school for disciplinary purposes may not be on the campus of their previous/home school without the permission of the Principal of that school, except when the student is competing/participating in an official event as a member of a team or club at the home school. **Depending on age of student, level of severity or repetition, the administrator may utilize**

interventions, supports, and Level 1-4 disciplinary responses for this offense.

5.9.2 Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternative to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternative to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9.3 Unauthorized Area: Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

5.9.3 Levels 1-3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9.4 Unauthorized Entry of Unauthorized Person(s): No student may allow non-authorized person(s) into a school building or school sponsored event without authorization. Students who knowingly allow a person in a building with the intent to cause harm or disruption will face increased discipline. For purposes of this rule authorized person(s) include employees/staff with a District ID and law

enforcement officials (police, fire-fighters, paramedics, etc.)

5.9.4 Levels 1-3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9.5 Unauthorized Item: Students may not bring to school or be in possession of any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item.

5.9.5 Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.9.6 Selling/Distributing Unauthorized Item: : No student shall buy, receive, sell, distribute, or possess with intent to distribute any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item. There is no requirement that there be an exchange of money, goods, or services to find a violation of this rule.

5.9.6 Levels 1-2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.10 FALSE REPORTS

5.10.1 False Report: No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse APS employees of wrong action or inappropriate conduct; falsify school records; or forge signatures.

Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.

5.10.1 Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.10.2 False Call to Emergency Services: No student shall knowingly make or cause a false call to be made to emergency services. Emergency services include, but are not limited to, Fire & Rescue, 911, Police)

5.10.3 False Fire Alarms: No student shall knowingly give or cause a false fire alarm to be given.

5.10.2 - 5.10.3 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	School based interventions	1 day OSS	School based interventions	3 days OSS
2 nd Offense +	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

NOTE: In addition to disciplinary response actions taken by the school and/or district, the City of Atlanta may charge parents/guardians for the costs of emergency services related to false alarms or false calls made by students.

5.11 Gambling: No student shall gamble or solicit others to gamble or participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching, card games, or any other games for money and/or things of value. Students may not possess gambling devices to be used in gambling activity (e.g., dice, cards). Participation in a raffle or other game sponsored by a school organization and approved by school administration will not be a violation of this rule.

5.11 Level 2-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	School based school interventions	3 days detention	School based school interventions	3 days ISS
2 nd Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	3 days OSS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.12 GANG RELATED ACTIVITY: A “gang” is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in any of the following: commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property. Students will not engage in acts of gang-related activities and affiliations. Prohibited acts include wearing or possessing gang-related apparel, conveying membership or affiliation with a gang, gang-related solicitation, violence, threats, defacement of school or personal property by painting, tagging, marking, writing, or creating any form of graffiti, etc.

5.12.1 Displaying Gang Affiliation: No student shall hold himself/herself out as a member of a gang which may include, but is not limited to, verbal identification, displaying gang tattoos or other gang related paraphernalia, displaying gang symbols, or participating in creating or displaying gang-related graffiti. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

5.12.1	Elementary	Middle/High
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	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.12.2 Engaging in Gang Activity: No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

5.12.3 Recruiting/Soliciting: No student shall recruit or solicit membership in any gang or gang-related organization. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

5.12.2 - 5.12.3 Levels 3-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.13 TEASING/TAUNTING, HARASSMENT, INTIMIDATION, THREATS, AND BULLYING BEHAVIOR

5.13.1 Teasing/Taunting: Engaging or encouraging teasing and/or taunting of another student, employee, volunteer, or visitor to provoke or make fun of someone, whether in a playful, insulting, or contemptuous manner. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.13.1 Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>

Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Restorative practices are recommended to repair harm Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.13.2 Harassment: Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.13.2 Levels 1-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Restorative practices are recommended to repair harm Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.13.3 Threats: No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, APS employee or non-APS employee. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.13.4 Terroristic Threats: No student shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.13.3 & 5.13.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.13.5 Bullying: No student shall bully another student or students. Bullying can include:

- a) **Cyberbullying/Electronic Bullying:** Bullying can occur on school property or through school technology resources, but can also occur off-campus through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:
 1. is directed specifically at students or school personnel, **AND**
 2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, **AND**
 3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

- b) **Bullying:** Bullying behavior is defined as:
 1. willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so, or;
 2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
 3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:

- Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts; or
- Has the effect of substantially interfering with the victim student’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.13.5 Level 2 – 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Administrators must contact the Office of Student Discipline for consultation and supports prior to entering a second or third bullying violation				
2 nd Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
*3 rd Offense	10 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school for a minimum of one calendar year	
<p>Contact Safety and Security – Criminal charges may apply Parent conference mandatory Combination of School based interventions, supports, and disciplinary response may be appropriate</p> <p><i>*If a 3rd and subsequent offense of Bullying/Cyberbullying/Electronic occurs within one school year, as determined by a hearing officer, a student in grades 6-12 shall be expelled for at least one calendar year, with an option for the student to attend the alternative school during this discipline.</i></p>				

NOTE: Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. At least one parent/guardian will be required to attend a conference with the Principal or designee concerning the student’s bullying offense.

Employees, volunteers, students and parents/guardians/other persons that have access to and/or monitor students may anonymously report or otherwise provide information on bullying activity to a school administrator. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

If a student is found to have engaged in bullying or physical offense of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

Victims: Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. Students with disabilities may be entitled to additional protections and considerations that may not be contained in this Rule or this Code of Conduct including supportive measures as defined on pg.____. If a parent/guardian has a question about a student with a disability, he or she should contact the school principal or Department of Special Education.

Community Incidents: It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying, "cyberbullying", or other acts of crime or violence in the community should contact their local, jurisdictional police department for action, as the school may have limited or no jurisdiction to discipline (OSS, ISS, etc.) for events that occur in the community.

5.14 SCHOOL HAZARD OFFENSES

5.14.1a Discharging/Lighting Incendiary Devices: No student shall light and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.14.1 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions

Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.14.1b Possession Incendiary Devices: No student shall possess smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.**

5.14.1 Levels 1-2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days Detention	School based Interventions & Alternative to Suspension	3 days ISS or 3 days Detention
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.14.2a Arson with Damage: No student shall use fire, explosive, or the equivalent thereof, to damage or knowingly cause, aid, abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on school grounds. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.14.2b Arson without Damage: No student shall use fire, explosive, or the equivalent thereof, to take part in an act that could result in damage, aid abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on grounds. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.14.2a- 5.14.2b Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternative to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternative to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions &	3 days of Detention	School based Interventions &	3 days of Detention OR 3 days ISS

	Alternatives to Suspension		Alternatives to Suspension	
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.14 Off-Campus Offenses: Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony (if committed by an adult), or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; **AND** conduct which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Contact Safety and Security and the Associate Superintendent. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 4 disciplinary responses for this offense.**

5.15 Level 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension/expulsion	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security Combination of School based interventions, supports, and disciplinary response may be appropriate				

NOTE: Regardless of the circumstance or location of the incident, students who have been arrested, detained, or incarcerated will be immediately withdrawn from school and must report to the Office of Student Discipline upon release to request placement prior to resuming enrollment at his/her zone school.

5.15 Parties to the Offense: No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Code of Conduct. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.16 Level 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions &	1 day ISS or 1 day Detention	School based Interventions &	1 day ISS or 1 day Detention

	Alternatives to Suspension		Alternatives to Suspension	
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.18 PHYSICAL OFFENSES

5.18.1 Horseplay/Class Disruption: Students shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. **The administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense.**

5.18.1 Level 1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.18.2 Physical Offenses by a Student to any Person Other Than a School Employee: Students may not commit physical offenses against persons who are not a school employee. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

These physical offenses include:

Battery: Intentionally making physical contact of an insulting or provoking nature with another person. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

- a) **Fighting:** 2 individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.

- b) **Group fighting:** 3 or more individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.

5.18.2a- 5.18.2c Level 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships, if appropriate Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures as appropriate				

Assault: Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

5 . 1 8 . 2 d	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>

Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Restorative practices are recommended to repair and restore relationships, if appropriate Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures as appropriate				

- e) **Consensual bodily harm:** Consensual participation in any activity that could cause or results in harm to the body, or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations, and participation in challenges that may include the ingestion of chemicals, foreign substances, or objects that may cause harm. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

5.18.2e	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral initiated after 1 st offense – DFCS notification is necessary for any student 16 and under who has a tattoo, brand or piercing Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.18.2f Stalking: Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

5.18.2f Level 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions &	1 day ISS or 1 day Detention	School based Interventions &	1 day ISS or 1 day Detention

	Alternatives to Suspension		Alternatives to Suspension	
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures may be available.				

5.18.3 Physical Harm to Employee: Students shall not intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21. Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Code 5.18.4, below. **MANDATORY DISCIPLINE HEARING**

Administrators are required to contact the Office of Student Discipline prior to entering this code				
5.18.3 Level 3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense +	5 days OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral recommendation of permanent expulsion for the remainder of the student’s eligibility to attend public school pursuant to O.C.G.A. § 20-2-751.6. The hearing officer may permit the student to attend the alternative education program for the period of the student's expulsion. If the student is in middle school at the time of the offense, he/she may be permitted by the hearing officer to reenroll in the regular public school program during grades 9-12.	
Administrators are required to contact the Office of Student Discipline prior to entering this code Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply				

5.18.4 Battery of School Employee: Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. §

16-3-21. MANDATORY DISCIPLINE HEARING

5.18.4 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense+	1 day OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.18.5 Assault of School Employee: Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury, but no contact is made. **MANDATORY DISCIPLINE HEARING**

5.18.5 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense +	School based interventions, alternatives to suspension, and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	5 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

NOTE: For codes in which a Physical Offense is committed against a school employee (5.18.3, 5.18.4, 5.18.5) a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless the disciplinary hearing is waived. The disciplinary hearing may only be waived by agreement of the employee and the student’s parent/guardian/student age 18 or older. If the employee is not available in the opinion of the Office of Student Discipline, the school principal may waive the hearing on the employee’s behalf.

If a student is found to have engaged in bullying or physical offense of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

5.20 PROPERTY RELATED OFFENSES

5.20.1 Vandalism: No student shall intentionally damage property belonging to the school district or another person/organization, or knowingly cause damage that requires the use of school district resources to repair or restore property or the school environment to its original state. This can include, but is not limited to, the spraying of a fire extinguisher, or the intentional discharge/placement of bodily waste in any area other than a restroom. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.20.2 Theft: No student shall intentionally steal property belonging to another person or entity. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.20.3 Robbery: No student shall take or attempt to take the property of another by use of force, offensive weapon, or any device having the appearance of a weapon. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

5.20.4 Burglary: No student shall enter or attempt to enter into any Atlanta Public School, building, center, or structure with the intent to commit a crime. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

NOTE: Criminal charges may be filed against any student who commits property related offenses.

5.20.1- 5.20.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

SEXUAL OFFENSES

The Georgia General Assembly requires APS to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult in criminal court. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law must be immediately reported to the school police, the Area Superintendent and the Office of Student Discipline. The Chief of Atlanta Public Schools Police, or designee will then notify the District Attorney. Sexual offenses are prohibited regardless of the gender of the involved parties. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

- 5.21.1 **Sexual Activity:** No student shall consent to and participate in any form of sexual activity with another student. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**
- 5.21.2 **Indecent Exposure of Self or Others:** No student shall expose one's intimate body parts in public or expose the undergarments/intimate body parts of others. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense. Students who intentionally expose the intimate body parts of another may face increased discipline.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix
- 5.21.3 **Sexual Misconduct:** No student shall commit any act of verbal, written, gesture-oriented, physical sexual misconduct, or invasion of privacy. Invasion of privacy may include, but not limited to the following: Intentionally entering an occupied restroom stall, peeking into a stall or urinal, peeking into showers or changing area, or any other behavior which attempts to invade the privacy of others, whether for sexual gratification or as a joke/prank. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix
- 5.21.4 **Sexual Harassment:** No student shall participate in physical, verbal or visual conduct of a sexual nature directed towards another person wherein there is a pattern of harassing behavior or a single significant incident of unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

Examples of Sexual harassment which result in a student being disciplined may include, but are not limited to, the following:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts;
- Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes;
- Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual

conduct;

- Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures; Off-color language or jokes of a sexual nature;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

5.21.1 – 5.21.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships SW Referral – DFCS notification may be necessary Parent conference should occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.21.5 **Sexual Battery:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.21.5 Level 3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	School based interventions & Alternatives to suspension	10 days OSS and a hearing Referral	School based interventions & Alternatives to suspension	10 days OSS and a hearing referral
2 nd Offense	3 days ISS	10 days OSS and a hearing referral with	3 days ISS	10 days OSS and a hearing referral with

		recommendation of long term suspension/expulsion		recommendation of long term suspension/expulsion
3rd Offense	5 days OSS	10 days OSS and a hearing referral with recommendation of long term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long term suspension/expulsion	
4th Offense +	10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion		10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion	
Supportive measures for both student victims and accused students. SW Referral – DFCS notification may be necessary Parent conference should occur prior to student return to school Notify the appropriate Associate Superintendent Notify resource officer and contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.21.6 **Sexual Molestation:** Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

5.21.6 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	8 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion
2 nd Offense	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	
3 rd Offense +	10 days OSS and a hearing referral with a recommendation of permanent expulsion		10 days OSS and a hearing referral with a recommendation of permanent expulsion	
SW Referral – DFCS notification Parent conference should occur prior to student return to school, but may occur afterward Notify the appropriate Associate Superintendent Notify resource officer and contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.23 TECHNOLOGY OFFENSES

5.23.1 Hacking or Altering School Technology: Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. Actual or attempted hacking is strictly prohibited. **Depending on age of student, level of severity or**

repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.

5.23.2 Piracy: Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.23.3 Access, Distributing, or Displaying Inappropriate Material: Students will not use any technology resources to distribute nor display inappropriate material. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

- Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
- Advocates illegal or dangerous acts;
- Causes disruption to APS, its employees or students;
- Advocates violence;
- Contains knowingly false, recklessly false, or defamatory information; or
- Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

Note: See 5.8.2 for non-technology offenses

5.23.1 – 5.23.3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.25 WEAPONS: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Safety and Security or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designee, in conjunction with law enforcement. There is no exception for students who have a valid legal license to carry a weapon. The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

5.25.1 Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded): Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

A dangerous weapon also includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or non-explosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose. **MANDATORY DISCIPLINE HEARING**

5.25.1 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense +	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion	10 days OSS and a hearing referral with a recommendation of assignment to the alternative school for one calendar year or expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion
Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply				

5.25.2 Category II Weapon – Hazardous Object: Any pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, nonlethal air gun, stun gun, taser or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a **blade of two or more inches**; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g. billy club, PR-24, night stick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nun chuck, nun chahka, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or

knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

NOTE: In addition to the above, Category II weapons include any item defined as a weapon or hazardous object as defined by O.C.G.A. § 16-11-127.1 and 20-2-751, with the exception of firearms and dangerous weapons (See Category I).

5.25.2 Level 2-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	School-based Interventions and Supports	10 days OSS and a disciplinary hearing referral with a recommendation of long-term suspension/expulsion	School-based Interventions and Supports	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
2 nd Offense +	3 days OSS	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year or assignment to the alternative school
<p>Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.</p>				

5.25.3 Category III Weapon: Any knife or instrument having a **blade of less than two inches**, any "look-alike" firearm, toy guns, or plastic disposable razor or sling shot. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).** Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved. **Notify the appropriate Associate Superintendent - Contact Safety and Security – Criminal charges may apply**

5.25.3 Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS

Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

5.25.4 Bullets, BB'S, Paintball Pellets: Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk.

5.5 Level 1 - 2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Offense	Administrative Conference	3 days detention	Administrative Conference	3 days ISS
2 nd Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	5 days OSS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

Note: Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item - Any individual wishing to bring a look-alike weapon or dangerous instrument/unauthorized item to school for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the principal which includes a description of the dangerous instrument(s)/item(s) authorized and the time period during which dangerous instrument(s)/item(s) may be on campus.

Transport of the look-alike weapon or dangerous instrument/item to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the dangerous instrument/item from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the look-alike weapon or dangerous instrument/item in a secure location when it is not being used in the approved classroom activities. The dangerous instrument must be unloaded and must not contain any explosive material.

- Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act (IDEA), Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act (ADA) of 1990.
- ALTERNATIVE SCHOOL:** If a student is in violation of the Student Code of Conduct and found guilty by official student disciplinary hearing action, the student may receive a disciplinary response inclusive of long-term suspension, expulsion, or assignment to the alternative school. Unless otherwise specified, a student assigned to the alternative school may attend the alternative school or inquire about enrollment into the virtual alternative school programming.

Students who attend the alternative school may do so pursuant to behavioral, academic and attendance conditions. If the student violates the conditions, he/she may forfeit the opportunity to attend the alternative school. The student may also receive additional discipline, included but not limited to long-term suspension or expulsion. If a student is long-term suspended or expelled after being permitted to attend the alternative school, he/she may be given an opportunity to continue his/her academic studies during the ordered duration of discipline via the Forrest Hill Academy Online Program (FHAOP).

8. **CLUBS AND ORGANIZATIONS:** The names of student clubs and organizations, the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in school-provided information and/or on school websites for each school. This information is updated periodically throughout the year.
9. **CHRONIC DISCIPLINARY PROBLEM STUDENTS:** A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion, the school to which the student is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one (1) parent or guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school.

The school system may, by petition to the juvenile court, proceed against a parent or guardian of a chronic disciplinary problem student if school system personnel believe the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal.

10. **DRIVERS' LICENSES:** In addition to the discipline specified in this Code of Conduct for attendance and selected conduct, students may find their eligibility for a Georgia instructional/learner's permit or driver's license impacted by their school enrollment. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver's license or learner's permit.
11. **DISCIPLINED STUDENTS ON CAMPUS:** Students who are suspended or expelled are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Students assigned to alternative school may not return to

their home school or any other APS school to participate in school events without permission of the Principal. Failure to adhere to this rule can result in the student receiving additional disciplinary charges and/or an increased disciplinary response.

12. REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM: The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 20-2-738. The principal or the principal's designee will respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with District policy, procedure and guidelines.

a. Teacher Reporting

Teachers are required to file a report with the principal or principal's designee if he or she has a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. This report will be filed within one school day of the most recent occurrence of such behavior, will not exceed one page, and will describe the behavior. The principal or the principal's designee will, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

If student support services are utilized or if disciplinary action is taken in response to such a report by the principal or the principal's designee, the principal or the principal's designee will send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day after the utilization or action and will make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians. Such written notification will include information regarding how the student's parents or guardians may contact the principal or the principal's designee.

b. Teacher Removal of Disruptive Student

Teachers have the authority to remove from the class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to the Teacher Reporting section of this Code, or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Principals will implement the District's removal process and will fully support the authority of every teacher in his or her school to remove a student from the classroom pursuant to Georgia law.

When a student is removed from the regular classroom, a conference will be scheduled within three school days with the student's parent/guardian, the teacher, and the student. During the conference the administrator will explain the grounds for the student's removal from class and give the student the opportunity to explain his/her behavior. After the conference, the principal will notify the student and parent(s) of the consequences of the Student Code of Conduct violation.

Each school will establish a placement review committee which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty will choose two teachers to serve as members and one teacher to serve as an alternate member and the principal will choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee will have the authority to: return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or refer the student to the principal or the principal's designee for appropriate action consistent with the removal process. The District will provide training for members of placement review committees regarding the provisions of this process, including procedural requirements; policies, procedures and guidelines relating to student discipline; and the student code of conduct that is applicable to the school.

For a student with disabilities, including those with IEPs or 504 plans, the removal from class must be consistent with state and federal laws and regulations regarding students with disabilities. School staff should refer to additional processes maintained by the Office of Student Discipline for more information regarding implementation of the Removal Process.

NOTE: For the purpose of this policy, the term “repeatedly or substantially” shall be defined as a minimum of three incidents.

13. **TRUANCY:** When a child is absent, parents, guardians, or other persons who have control of a child enrolled in APS should report reasons for absences in compliance with Policy and Regulation JB. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or 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 in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

- 13.1 Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
 - 13.2 Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
 - 13.3 Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.
14. **REPORTING TO LAW ENFORCEMENT:** In addition to discipline of students by APS, student conduct may be reported to appropriate law enforcement authorities, including pursuant to O.C.G.A. 20-2-1184. Some Student Code of Conduct violations may also result in criminal charges. School disciplinary action will be independent of any criminal or juvenile court decisions. When it comes to the attention of APS that an offense has occurred which may

constitute criminal behavior, the officials and employees of Atlanta Public Schools will cooperate with the police and other investigative agencies in providing and sharing information about the student to the degree that the official or the employee deems necessary and/or is governed by law.

As required by the Georgia Legislature, APS encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

15. **DISCIPLINE OF STUDENTS IN PRE-K THROUGH THIRD GRADE:** Pursuant to O.C.G.A. 20-2-742: Students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention. 'Multi-tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data based problem-solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.

If such student is receiving or has received a multi-tiered system of supports, the school has met these requirements. This requirement does not apply if:

- the student possessed a weapon/ dangerous instrument (including Rule 5.25) or illegal drugs (including Rule 5.2); and/or
- the student's behavior endangers the physical safety of other students or school personnel.

In addition, if a student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning the student in Pre-K through 3rd grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of the IEP or Section 504 plan.

16. **STUDENT HEARING PROCEDURE:** APS supports effective student discipline procedures to support student success and safety in the classroom and the school. For more information pertaining to student hearing procedures see Policy JCEB Student Hearing Procedure and Administrative Regulation JCEB-R(1) Student Hearing Procedure.

STUDENT FORMS:

Parents & Students,

Please review the following Parent Acknowledgement and Student Forms and sign and return the signature page within five (5) days of receipt of the Student Handbook.

Electronic Acknowledgement Forms are available in the Infinite Campus Parent and Student Portal. For assistance in accessing the electronic form to electronically sign your name, please contact a building administrator.

HANDBOOK ACKNOWLEDGEMENT

We have received the Student Handbook and all documents, including the Student Code of Conduct, which is online at www.atlantapublicschools.us/discipline, and is also available at my school should we need a hard-copy. We understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information.

We also understand that this Student Handbook and Code of Conduct contains rules that students are expected to follow. Rules are expected to be followed on school property and, in some cases, off school property. See the Code of Conduct for more information.

We also understand that this Student Handbook and Code of Conduct contains information about possible legal consequences if a child does not attend school as required by Georgia law in § 20-2-690.1. If a child has more than five (5) unexcused absences, parents, guardians, or other persons who have control or charge of a child are subject to fines, imprisonment, community service or any combination of these penalties.

We also understand that in addition to school-based discipline of students, student misconduct may be reported to appropriate law enforcement authorities. The School District encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

We understand that major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

We understand that all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.

We understand that participation in athletic and extracurricular activities in Atlanta Public Schools is a privilege. Students participating in these activities represent their school and more importantly, depict its character. Therefore, the School may withdraw the privilege to participate in these activities if students violate the team rules, the Student Code of Conduct or state/federal laws.

PUBLICITY RELEASE

Throughout the school year APS and local schools will conduct activities that may be publicized through local or national news media.

This permission is effective as long as I/my child attends his/her/my current school or until I give further notice to his/her/my Assistant Principal in writing.

By way of my signature noted on the signature page, I grant permission for my child/I to participate in any publicity activities for events sponsored by the District. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I acknowledge the District's or District designee's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I understand that although the District makes efforts to only engage students in positive media activities, the District has no control over how third party media use information from me/my child.

CELLULAR TELEPHONE/PERSONAL ELECTRONIC DEVICE

My child has my permission to possess the personal electronic device listed below while on the property of the Atlanta Public Schools.

My child and I have read and understand Policy JCDAF and the associated regulations. I acknowledge the following:

1. Unless otherwise directed by school staff or teacher, cellular telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break.
2. Students are prohibited from placing or receiving texts/phone calls/emails during the school day. In the event a parent needs to make contact with his/her child during the school day, parents are encouraged to contact the school's front office to request to speak to or deliver a message to their child.
3. Possession of a cellular phone at school is a privilege, not a right, and if your child's possession of a cellular phone is deemed to interfere with the educational opportunity of your student or other students, this acknowledgement form can be revoked without warning.
4. All staff members have the right to confiscate mobile phones when used in violation of the Code of Conduct and policy JCDAF and its implementing regulation.
5. Any confiscated phone that is not retrieved by the end of the school year in which it was confiscated may be donated to a local charitable agency or organization.

Some of the disciplinary actions for students whose parent/legal guardians **have** completed the Parental Consent & Acknowledgement Form are listed in section 5.7.1 of the Code of Conduct.

Atlanta Public Schools assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Student Bullying Incident Reporting

In an effort to minimize bullying in the school environment, which includes on school property, at a school sponsored event, on a school bus, or on an electronic device accessed on school property or at a school event, the APS Office of Student Discipline has created a process whereby a student, parent/guardian, staff member, or bystander may report instances of bullying for further review and investigation.

The bullying incident can be reported electronically by visiting the Office of Student Discipline's website: www.atlantapublicschools.us/discipline, or a paper copy can be downloaded from the website. If you would like to be provided a paper copy, please contact the Office of Student Discipline (404) 802-2239.

All bullying reports are confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

SCHOOL BUS CONDUCT

The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students who violate the Student rules will be reported to the School Principal or designee and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school. Students are permitted to ride their assigned school bus only.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously AND following instructions the first time that they are given
2. BE ON TIME AT THE BUS STOP. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if you are late. Drivers have been instructed NOT TO STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE halt before trying to board or depart. If you must CROSS THE ROAD, wait for the DRIVER TO SIGNAL you across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. Promptly board the bus in an orderly manner. After boarding the bus, sit down and remain seated until the bus reaches your stop. IF THE DRIVER ASSIGNS SEATS, students will sit in the seats assigned to them.
5. NO fighting, pushing tripping, kicking, etc.
6. Students are not allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. Students should respect the property and privacy of others while at the bus stop and on the bus.
8. NO loud or boisterous speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
9. DO NOT sit with more than the proper number in one seat.
10. DO NOT extend any part of your body out the bus windows.
11. DO NOT throw anything in or out of the bus window.
12. DO NOT eat or drink on the bus.
13. DO NOT bring sharp objects, alcohol, illegal drugs, tobacco, fire arms, knives, explosives devices, fire crackers or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. ANY DAMAGES TO THE BUS WILL BE PAID FOR BY THE STUDENT OR HIS/HER PARENTS.
15. Keep the aisle clear. Store personal items on your lap or under the seat.
16. Keep the bus clean. A waste container is provided at the front of the bus. Use this container when boarding or departing the bus only.
17. USE HANDRAILS when boarding or departing the bus.
18. Student should board and exit the bus at their assigned stop. Avoid crowding or pushing while boarding or exiting the bus.
19. DO NOT board or exit the bus from the rear emergency door, unless instructed to do so by the driver.
20. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
21. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus.
22. Never do anything that could distract the driver or other students.
23. Students should not play and chase other students or hang onto school buses.
24. Students should remain cautious at all times when traveling on or standing near school buses to avoid the possibility of being dragged under the wheels of the bus and seriously injured. Students should never crawl or reach under the wheels of the bus.

25. Enter or exit the bus stop area only when it is safe, cross roadways at intersections or crosswalks only when it is safe, and look both ways while crossing. Always assume that cars will not stop for you.



STUDENT PERMISSION FORMS & ACKNOWLEDGEMENT SIGNATURE PAGE

STUDENT CODE OF CONDUCT

Student Agreement

I, _____ (print student’s name) understand that the Student Code of Conduct is available on the APS Website (www.atlantapublicschools.us/discipline) and, if needed, I can request a hard copy from my school. I am aware of my responsibilities under the Student Code of Conduct. Furthermore, I understand that inappropriate student behavior may result in the application of interventions and disciplinary responses as stated in the Student Code of Conduct.

Student Signature

Date

Parent/Guardian Agreement

Dear Parent or Guardian:

Atlanta Public Schools believes that you should be informed regarding our effort to create and maintain a productive learning environment for all students

I am the parent or guardian of the above named student. I understand that the Student Code of Conduct is available on the APS Website (www.atlantapublicschools.us/discipline) and, if needed, I can request a hard copy from my child’s school. My signature below acknowledges my understanding of the Code of Conduct.

I understand that by signing this document, I agree to support and promote the goals of the Student Code of Conduct and make every effort to work with the school in resolving all disciplinary matters.

Parent/Guardian Signature

Date

We understand that hard copies of the Student Code of Conduct are available upon request by contacting our local school or visiting the District website.

If we have any questions about the enclosed information, we will ask a school administrator to discuss those questions. Failure to sign and return this form does not relieve the parent/guardian or the student from complying with and understanding the information enclosed in the Student Code of Conduct and Student Handbook.

SCHOOL BUS CONDUCT

I, the undersigned, have read and understand fully, the attached Student Bus Conduct and Safety Instructions of the

Atlanta Public Schools.

Parent/Legal Guardian's Signature _____
Date

Student's Signature _____
Date

CELLULAR TELEPHONE/PED PARENTAL CONSENT & ACKNOWLEDGEMENT

I understand that the Atlanta Public Schools assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device. ***I have read and agree to all provisions specified in Policy JCDAF and the associated regulations.***

Student Name: _____ **Grade:** _____

Parent/Legal Guardian Name: _____

Home Telephone: _____ Work Telephone: _____

Type of Device: _____ Serial Number: _____

If the device is a cellular telephone, please provide the telephone #: _____

Parent/Legal Guardian's signature _____
Date

Student's signature _____
Date

PUBLICITY RELEASE

Throughout the school year APS and local schools will conduct activities that may be publicized through local or national news media. This permission is effective as long as I/my child attends his/her/my current school or until I give further notice to his/her/my Assistant Principal in writing.

____ **I grant permission** for my child/I to participate in any publicity activities for events sponsored by the District. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I acknowledge the District's or District designee's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I understand that although the District makes efforts to only engage students in positive media activities, the District has no control over how third party media use information from me/my child.

Parent/Legal Guardian's signature _____
Date

CLUBS/ORGANIZATIONS

After reviewing the list of Clubs/Organizations at my student's school (available from the school website or from the school office), **I decline permission** for my child (under the age of 18) to participate in the following school club(s)

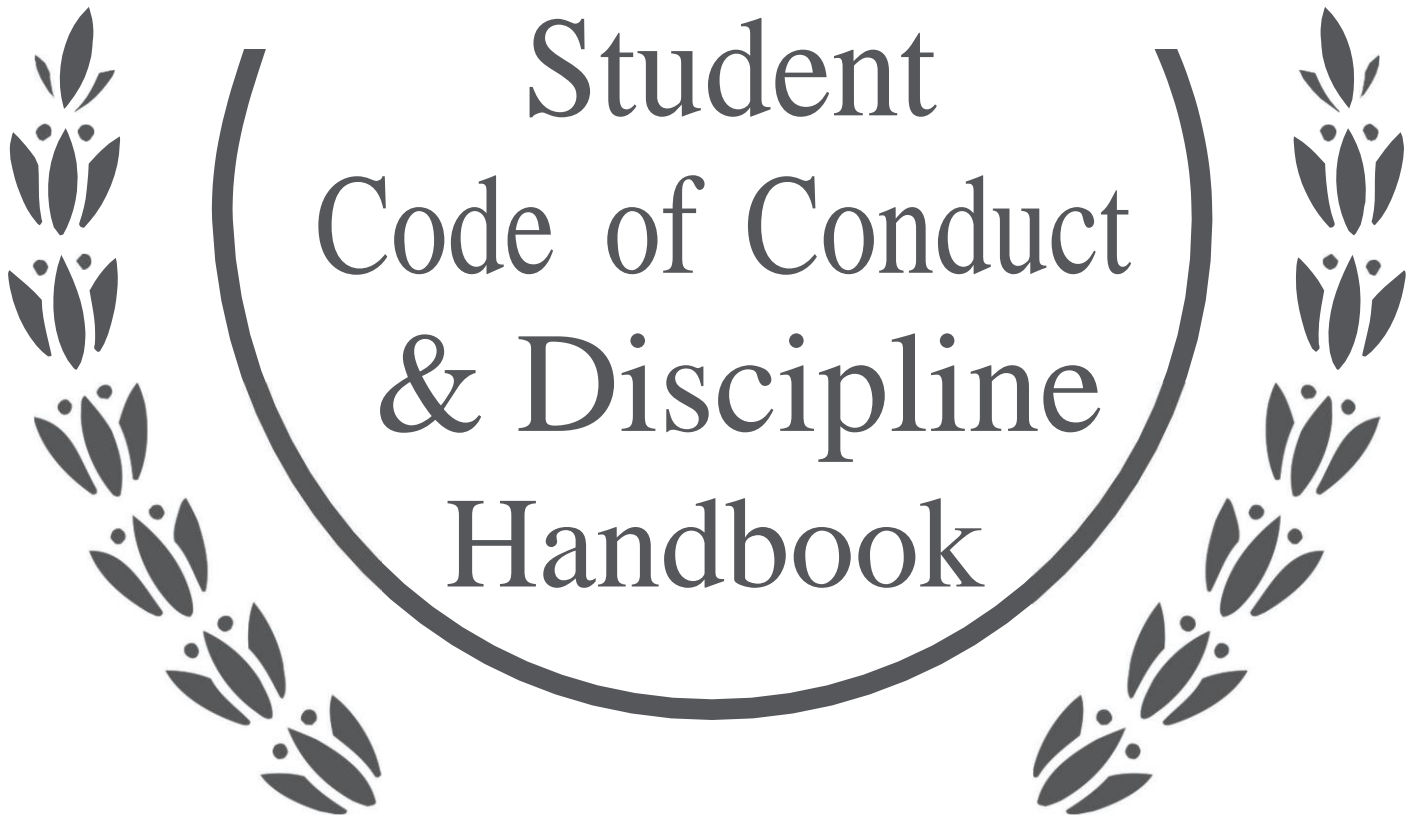
which is defined as clubs and organizations that are directly under the sponsorship, direction, and control of the school):

I understand that I should discuss this prohibition with my child to ensure compliance. I understand that more information regarding student organizations may be found at the school.

Parent/Legal Guardian's Signature

Date





Student
Code of Conduct
& Discipline
Handbook

Fulton County Schools

For Students, Parents, & Staff

2021 - 2022



BOARD OF EDUCATION

Julia C. Bernath, *President*
Kimberly Dove, *Vice President*
Gail Dean • Katie Reeves • Linda McCain
Katha Stuart • Franchesca Warren
Mike Looney, Ed.D., *Superintendent*

August 2021

Dear Stakeholders:

The beginning of the 2021 - 2022 school year is upon us! We have many great accomplishments to celebrate from the previous school year. However, a new school year also presents us with many opportunities to improve the quality of our students' experiences, as well as opportunities to forge ahead with our new strategic plan.

School safety remains a top priority for us, and we take maintaining safe and secure learning environments extremely seriously. This year's Student Code of Conduct and Discipline Handbook contains some vital information that will help your child understand the expectations of the Fulton County School district. Additionally, this document provides information that will aid students and parents with questions about various services and rights afforded to all students throughout Fulton County Schools.

We all need to work together to provide a safe and nurturing environment for our students. A safe climate is something we must all own and never take for granted. We are asking everyone to help monitor the security of our students and communicate with us concerns or challenges you or others are facing.

We encourage you and your child to take some time to familiarize yourselves with the content of this student handbook. Teachers will spend the first days of school reviewing portions of the handbook with their students. All students and parents are asked to acknowledge receipt of the handbook and to confirm that you have read it. Your child's school will provide a link for you to complete this process.

It is going to take us all working collectively to ensure the safety of everyone who enters our schools. We are looking forward to an exciting, worthwhile 2021-2022 school year!
Sincerely,



Mike Looney, Ed. D

What's New in the 2021-2022 Code of Conduct

The Code of Conduct is reviewed each year with feedback opportunities from the FCS District Superintendent, Administrators, FCS staff, and parents while ensuring that any new legislation is included. Below you will see a list of changes and or additions/subtractions that will be reflected in this year's Code of Conduct.

It is also important to note that this year's Code of Conduct reflects a change in how the **Code Violations** will be read and how they are grouped together. The rules are grouped together in numerical order instead of Tier level as it was in the 2020 – 2021 Code of Conduct. This allows for parents and students to quickly understand the severity of an infraction and its possible consequences. A list of the violations and their tier level and is included in the Student Code of Conduct & Discipline Handbook.

For example:

Last year's rules read: Rule I.1e - This year's rules read: Rule 1e – I

Code of Conduct Notable Changes for 2021 - 2022

Rule 10c Cat III	Added verbiage about non-weapons used as weapons.
Rule 18d & 18h	Updated to reflect possession of pornographic Material

**Student Discipline and Code of
Conduct**
Board of Education Policy JD

The Board of Education supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Board of Education that each school within this District shall implement the District's age-appropriate student code of conduct which is designed to improve the student learning environment by improving student behavior and discipline.

Schools may address discipline within student handbooks or similar publications, but these publications should be in compliance and consistent with the District student code of conduct and District policy. The student code of conduct will comply with state and federal law and state board of education rules and will include the following:

1. Standards for student behavior designed to create the expectation that all students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other, District employees and any other persons attending school functions, and to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this District;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the District and other public entities or community organizations which may assist students to address behavioral problems.
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed will be in proportion to the severity of the behavior leading to the discipline and will take into account the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

The code of conduct should require disciplinary action for infractions of the code. Also, parents should be involved in developing and updating a code of conduct.

The student code of conduct should be distributed to each student at the beginning of the school year and upon enrollment of each new student. The parents/guardians will be requested to sign an acknowledgment of the receipt of the code of conduct and promptly return the acknowledgment to the school. The student code of conduct should be available in the school office and each classroom.

Teacher Reporting Information

A teacher has the authority, consistent with Board policy and applicable law, to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Student behavior which violates state or federal laws as specified in O.C.G.A. 20-2-1184 will result in a report being filed with the police and district attorney.

The Superintendent and/or designee shall develop procedures and guidelines as necessary for implementation of this policy and law.

Reporting Inappropriate Behaviors

The District adheres to the requirements found in O.C.G.A. § 20-2-751.7 and the Professional Standards Commission's state mandated process for students to follow reporting instances of alleged inappropriate sexual behavior by a school employee. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior by a teacher, administrator or other District employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Pursuant to O.C.G.A. § 19-7-5, if a student has allegedly been abused a report of such allegation will be made immediately as provided in, Operating Guidelines JGEB, DFCS Protocol.

Any report of behavior contemplated in O.C.G.A. § 20-2-1184 will be made to the appropriate superintendent level administrator, and school resource officer and the Office of Student Discipline. The Chief of the Fulton County Schools Police or designee will report the matter to the district attorney's office.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in Board Policy JAA.

**Student Discipline and Code of
Conduct**
JD Operating Guideline

NOTE: Upon implementation of the Title IX revisions released on May 6, 2021, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Title IX Grievance Procedure as detailed at www.fultonschools.org/titleix.

A well-disciplined school promotes the ideal of each student working toward self-management and controlling his or her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

Schools have the goal of helping each student to learn appropriate behavior as he or she develops into a mature member of society. Social, emotional and life skills help students develop into mature members of society by providing the following benefits:

- Promotes character development through the exploration of ethical issues
- Develops a positive and moral climate by engaging the participation of students, teachers, and staff, parents, and communities.
- Teaches students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence and are more conducive to learning.

The following character traits are essential for students to be competitive locally, nationally, and internationally. These traits should be modeled and maintained by adults and students. This student code of conduct is developed to meet these purposes.

Respect

Showing high regard for self, others, and property.

Responsibility

Being accountable for individual behavior that is positive and contributes to a conducive learning environment

Honesty

Being truthful in word and action.

Caring

Showing concern for the well-being of others.

Fairness

Demonstrating impartial, unbiased, and equitable treatment for all.

Citizenship

Being an informed, responsible, and caring participant in the community.

Courage

Intentionally/deliberately doing the right thing in the face of difficulty regardless of who is around.

Perseverance

Staying the course and not giving up while maintaining a positive attitude in completing tasks.

Many discipline problems can be minimized through prevention. Problem behavior should be handled quickly and decisively as teachers and administrators intervene and restore a supportive learning atmosphere. To maintain a positive school climate, the Board, the Superintendent, and/or their designees have established this code of conduct governing student behavior and discipline. Compliance with these requirements is mandatory. Parents and students will annually receive a summary of these discipline guidelines outlining standards of conduct, means of reporting misconduct, and possible disciplinary sanctions.

Positive Behavioral Support

A variety of resources are available at every school to help address behavioral problems. The school discipline process should include appropriate consideration of support processes to help students resolve such problems.

Schools should make reasonable efforts to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Positive behavior supports and interventions should be implemented to improve the learning environment by improving student behavior and discipline. Behavior supports and interventions may include, but are not limited to, Student Support Team, counseling with school counselor, school social worker, school police officer, and other staff, behavior, attendance, and academic contracts or plans, peer mediation, FCS' Drug & Alcohol Prevention Program, Choose 180 and Stopping Acts of Violence Through Education (SAVTE) Program.

Parents, guardians, teachers, administrators, and other staff are expected to work together to improve and enhance student behavior and academic performance and should freely communicate their concerns about and actions in response to student behavior that detracts from the learning environment.

In instances where there has been a report of sexual harassment pursuant to Title IX, see www.fultonschools.org/titleix for more information about supportive measures.

Investigation

When an administrator receives information of an alleged disciplinary rule violation, he/she should investigate to determine whether the charge or complaint has a basis in fact. Such investigation may include, but not necessarily be limited to, an interview with the charged student or students, interviews with witnesses, if any, and an examination of any relevant documents, including written statements from teachers, staff, and student witnesses. Based on the evidence available, the administrator will determine whether a disciplinary rule(s) was violated. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the District's Office of Student Discipline.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Searches

School officials are authorized to conduct reasonable searches of students, staff, and visitors pursuant

to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated particular laws or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student vehicles on school property. Students should not expect their vehicles or vehicle contents to remain private if exercising the privilege of parking on campus.

School computers and school technology resources, as defined below, are not private and are open to school review at any time.

Student lockers, desks, and all school and classroom storage areas are school property and remain, at all times, under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent

If a search yields illegal or unauthorized material, such materials should be turned over in person to the Chief of the Fulton County School Police or School Police Officer or proper legal authorities for ultimate disposition. See Operating Guideline FEE, Searches, for additional information.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the Principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

The administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the behavior of the student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary consequences may include local interventions, in-school suspension (ISS), short-term suspension, long-term suspension, expulsion, and/or a referral for a disciplinary hearing. Disciplinary hearings may result in assignment to an alternative education program, long-term suspension, expulsion, or permanent expulsion from all Fulton County schools.

In addition to discipline, behaviors may also be reported to law enforcement at the District's discretion and as required by law, including O.C.G.A. §§ 20-2-1184 and 19-7-5. Major offenses including, but not limited to, drug and weapon offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Suspensions/Expulsion

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in

www.fultonschools.org/titleix.

If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. The student's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS) as soon as possible. This notification should be confirmed in writing no later than two school days after the suspension begins. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification should be delivered to the student's parent/guardian either in person or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained. Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Fulton County school campus without permission.

If less than the number of suspended days remains in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Even though there are generally no appeal rights guaranteed by law for students on short-term suspension (10 days OSS or less), the parent/guardian may call the Principal to discuss their child's discipline.

If the school recommends OSS for more than 10 school days, or alternative school, a disciplinary hearing is required and will be offered. Schools may recommend and/or the Disciplinary Hearing Officer may determine that students attend the alternative school during their suspension/expulsion. Upon this recommendation or determination, students may attend alternative school pursuant to strict academic, attendance, and behavior requirements. If students fail to comply with the strict requirements, they may forfeit the opportunity to attend the alternative school during the remainder of their suspension/expulsion. The Director of the District's Office of Student Discipline will determine whether the student has violated the strict requirements and whether the suspension/expulsion will be reinstated.

Suspension days for any student with an Individual Education Plan (IEP) or Section 504 Plan should conform to applicable legal requirements (including any legal limitations of cumulative suspension days).

Chronic Disciplinary Problem Student

A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion,

the school to which the student is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one (1) parent or guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. The District may, by petition to the juvenile court, proceed against a parent or guardian of a chronic disciplinary problem student if District personnel believe the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal.

Teacher Classroom Management

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Teachers have the authority, consistent with District policy, procedures, and guidelines to manage the classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee will respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with District policy, procedure, and guidelines.

a. Teacher Reporting

Teachers are required to file a report with the principal or principal's designee if he or she has a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. This report will be filed within one school day of the most recent occurrence of such behavior, will not exceed one page, and will describe the behavior. The principal or the principal's designee will, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

If student support services are utilized or if disciplinary action is taken in response to such a report by the principal or the principal's designee, the principal or the principal's designee will send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day after the utilization or action and will make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians. Such written notification will include information regarding how the student's parents or guardians may contact the principal or the principal's designee.

b. Teacher Removal

Teachers have the authority to remove from the class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to the Teacher Reporting section of this Code, or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Principals will implement the District's removal process and will fully support the authority of every teacher in his or her

school to remove a student from the classroom pursuant to Georgia law. Each school will establish one or more placement review committees, each of which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty will choose two teachers to serve as members and one teacher to serve as an alternate member and the principal will choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee will have the authority to return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or refer the student to the principal or the principal's designee for appropriate action consistent with the removal process. The District will provide training for members of placement review committees regarding the provisions of this process, including procedural requirements; policies, procedures and guidelines relating to student discipline; and the student code of conduct that is applicable to the school.

For a student with disabilities, including those with IEPs or 504 plans, the removal from class must be consistent with state and federal laws and regulations regarding students with disabilities. The Superintendent fully supports the authority of principals and teachers in the Fulton County School District to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738.

School staff should refer to additional processes maintained by the Office of Student Discipline for more information regarding implementation of the Removal Process.

c. Attendance

Regular attendance in school is important for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow Policy JBD, Absences and excuses and Policy JB, Attendance, as well as the local school rules to report reasons for absences. Georgia compulsory attendance law requires that after any student accrues five days of unexcused absences in a given school year, the person, guardian, or other person who has control or charge of said child shall be in violation of O.C.G.A. § 20-2-690.1(b) and the child will be considered truant. The law also places notice requirements on Georgia school systems. The law provides for the penalties and notice as discussed below:

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section 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, or 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 in violation of this part after the child's District notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence without response, the District shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in the public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. By September 1 of each school year or within 30 days of the student's enrollment in a District, the parent, guardian, or other person who has

control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are ten (10) years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

After two (2) reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the year.

As stated in O.C.G.A. § 20-2-690.1(c), the District is entitled to file proceedings in court to enforce attendance requirements. A truant student may also face disposition as an unruly child pursuant to O.C.G.A. § 15-11-67.

Clubs and Organizations

"Clubs and organizations" mean clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations but shall not include competitive interscholastic activities or events. "Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.

The name of each the club or organization, mission or purpose of the club or organization, name of the club's or organization's faculty advisor/custodian, and a description of past or planned activities is available from the individual school through the school's website, handbook, or front office. All terms of the Code of Conduct apply to all school sponsored activities, including Clubs and Sports.

Part I: Disciplinary Rules

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, at all times during distance learning activities/lessons, while using school technology resources or, in some cases, off- campus (see Rule IV.21a and Rule III.6). The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the District's Office of Student Discipline.

Definitions:

- **"Office of Student Discipline"** means the system office that is responsible for student discipline.
- **"Board"** means the Fulton County Board of Education.
- **"President"** means the chair or president of the Fulton County Board of Education or another member of the Board who has been designated as acting chairman or president for the purpose of these rules.
- **"Superintendent"** means the District's Superintendent or Chief Administrative Officer or other

designated person to whom disciplinary authority has been delegated.

- **"Administrator"** means the principal or other designated person to whom authority has been delegated.
- **"Disciplinary Hearing Officer or Hearing Officer"** means the individual(s) appointed to conduct a Disciplinary Hearing.
- **"Teacher"** means a classroom teacher, counselor, school assistant, substitute teacher or a student teacher who has been given authority over some part of the school program by the principal or a supervising teacher.
- **"Parent"** means the student's natural parent or court approved legal guardian.
- **"School property"** includes, but is not limited to:
 1. The land and improvements which constitute the school.
 2. Any other property or building, including school bus stops, wherever located, and where any school sponsored/sanctioned function or activity is conducted.
 3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Fulton County School District and privately-owned vehicles used for transportation to and from school activities.
 4. En route to and from school (Prior to imposing discipline regarding incidents occurring en route to and from school, school administration should consult with the District's Office of Student Discipline.)
 5. School computers/devices issued to the student, computers/devices owned by the District, school technology resources wherever located including, but not limited to, all distance learning platforms, websites, and programs.
- **"School technology resources"** includes, but is not limited to:
 1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and
 2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.
- **"Local school interventions"** include the use of student and/or parent conferences, student court, mediation, detention, in-school suspension, bus suspensions, Saturday school, out-of-school suspension, and forfeiture of the privilege of participation in extracurricular activities. (See also "Part III: Tiered Offenses and Disciplinary Responses).
- **"Timeout"** includes the removal of a student from his/her class by the principal or a designee. The timeout is served in a cool-down location supervised by appropriate school personnel in a room on the school premises other than the student's classroom for less than one-half day depending upon the nature of the behavior and the age/grade of the student.
- **"Detention"**, including Saturday school, by a teacher or an administrator requires a student to be

at school for a limited period other than normal school hours or days. The student's parent or legal guardian should be notified at least on the day prior to the serving of detention or Saturday school.

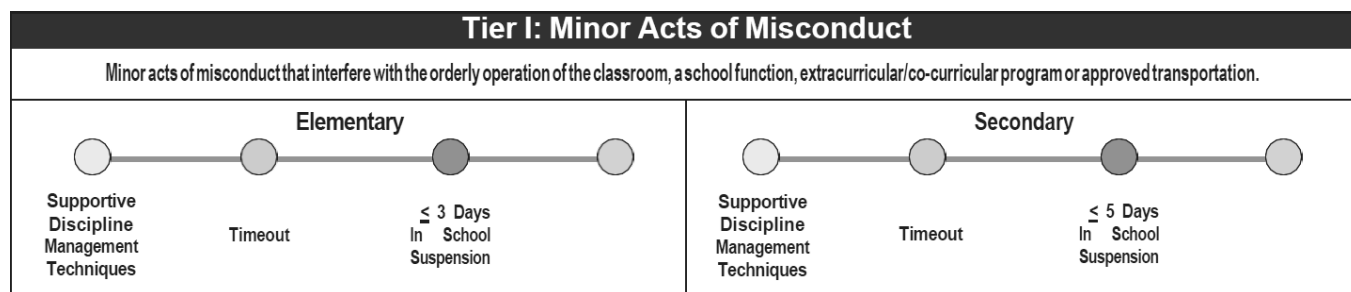
- **“In-school suspension”** is the removal of a student from his/her class for at least half a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A student assigned to in-school suspension will be permitted to work on classroom assignments and will be counted present on the attendance register using ISS code in the student information system. If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. A copy of the written notice (“suspension letter”) must also be sent to the Exceptional Children Department if the student has an Individual Education Plan (IEP) and the visiting teacher/school social worker should be sent a copy of all suspension letters. The letter should clearly indicate that the suspension is "in-school." The administrator should make every effort to have a conference with the parent(s) and student before, or at the time the student returns to regular classes.
- **“Out of School Suspension (Short-Term)”** means the suspension of a student from school for ten (10) school days or less.
- **"Out of School Suspension (Long-Term) -"** means the suspension of a student from school for more than ten (10) school days, but not beyond the current school quarter or semester.
- **"Expulsion"** means suspension or expulsion of a student from school beyond the current school quarter or semester.
- **“Permanent expulsion”** means expulsion from all Fulton County Schools for the remainder of the student’s eligibility to attend school pursuant to Georgia law.

AT A GLANCE: DISCIPLINARY RULES AND CONSEQUENCE TIERS

Disciplinary Rules (Related Character Trait)

The following behaviors are a violation of this Code of Conduct:

Tier I: Minor Acts of Misconduct	
Tier I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to the school administrator for disciplinary action. After hearing the student's explanation, consulting with staff members as needed and doing any other investigation deemed necessary, the administrator will decide on disciplinary action.	
1d: Public Displays of Affection	12a: Excessive Tardies/Class Cuts
1e: Horseplay, Rough or Boisterous Activities	12c: Failure to attend Detention/ISS/Saturday School
6c: Profane/Vulgar Language or Gestures towards a student	13a: Improper Dress
6f: Teasing/Taunting	15a: Gambling
7a: Fail to Follow Rules/Laws or Blatant Defiance of an Employee	18e: Cell Phone/Electronic Devices/Recording Devices
9a: Honor Code	18g: Violate District Responsible Use Agreement



Tier II: Intermediate Acts of Misconduct	
Tier II offenses are intermediate acts of misconduct that may include repeated acts of misconduct from Tier 1, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple offenses may result in the offense being considered a Tier III offense.	
1a: Block Property/Traffic	8a: Misrepresentation
1b: Disruption/Disruptive Behavior	10c: Category III Weapon/Dangerous Instrument/Unauthorized Item
2a: Damage School/Private Property	12b: Attendance
2b: Alter School or Private Property	14a: Tobacco/Vaping use/possession
2d: Possess/Distributes on School or Private (non- drug items)	17a: Mooning/Related Behavior
3a: Trespass School Property	20a: Bus Interference
3c: Unauthorized Area	22a: Encouraging Misconduct
5d: Consensual Hazing, initiation, or body modifications	23A: Level 1 Threat
6g: Profanity towards an employee/verbal abuse of employee, staff, or visitor	24a: Theft of Student, School or Private Property any amount

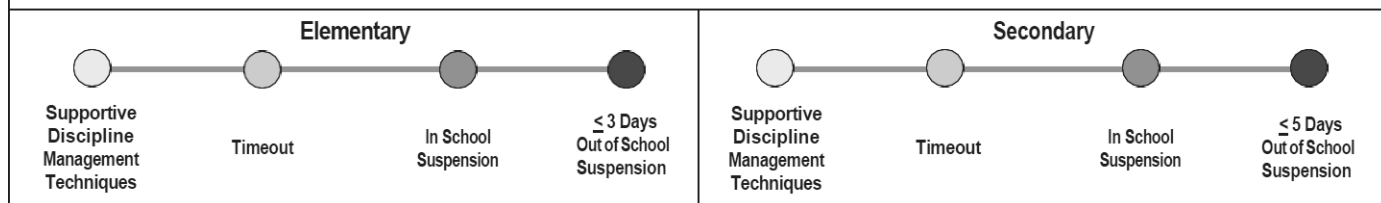
*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

Tier II: Intermediate Acts of Misconduct

Intermediate acts of misconduct that may include repeated acts of misconduct from Tier I, acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier III offense.



Tier III: Moderate Acts of Misconduct

Moderate acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier IV offense. (except for students in grades K – 2).

1c: False Fire Alarm	17b: Sexual Battery
1f: Sexual Activity	11e: Influence of Inhalants/Other
2c: Arson of School or Private Property	11f: Over the Counter Medication
3b: Breaking/Entering Private Property	11g: Prescription Drugs
3d: Unauthorized Entry of Unauthorized person(s)	16a: Sexual Harassment
5a: Battery Student/Other with or without Injury; serious injury	18a: Technology/Computer Misuse
5b: Fight Student/Other	18b: Unauthorized Copy Computer Software
5c: Assault/Threaten another person	18c: Threat/Damage Property Using Tech
5f: Stalking	18d: Display Inappropriate Material Using Tech
6a: Harassment: Disability/Race/Color/National Origin/Religion/Sexual Orientation	18f: Tamper/Phish/Hack District Network
6b: Bullying	18h: Sexually Explicit or Pornographic Material Using Technology
6d: Offensive Material (Non-Technology)	19a: Gang Activity, Intentional Display Gang Tattoos, Paraphernalia, Graffiti, etc.
6e: Forcefully abduct, transport, detain a person	19b: Intentional Display Gang Tattoos/Paraphernalia, Graffiti
10b: Category II Weapon/Hazardous Object	19c: Gang Solicitation
11a: Alcohol/Drug possession	23b: Level 2 Threat
11b: Drug Paraphernalia	24b: Theft of Student/School/Private Property over \$100 value
11c: False Identification Drug/Alcohol	24c: Theft of Employee Property any value

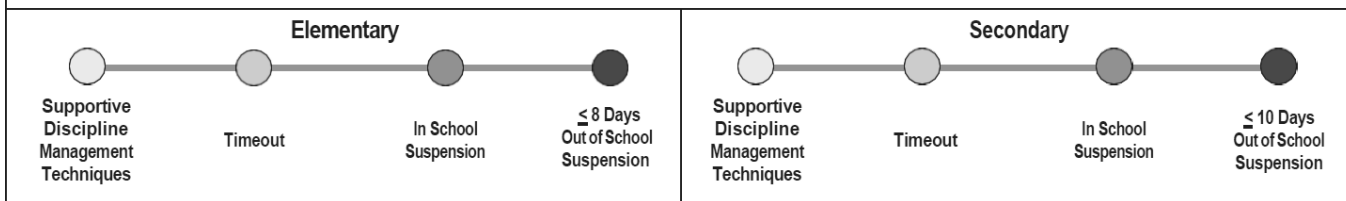
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Tier III: Moderate Acts of Misconduct

Moderate acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Tier IV offense. (except for students in grades K-2).



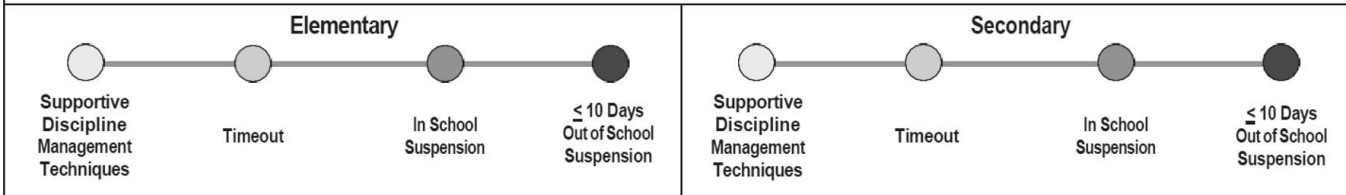
Tier IV: Serious Acts of Misconduct

Serious acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension (as outlined below) and a Disciplinary Hearing Referral with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program.

4a: Battery Employee with Physical Harm	17c: Sexual Molestation
4b: Battery Employee W/out Physical Harm	21a: Off Campus Misconduct
4c: Assault/Threaten Employee	23c: Level 3 Threat
5e: Group Fight	23d: Bomb/Explosive Threat
10a: Category I Weapons Firearm/Dangerous Weapon *Minimum Recommendation: Expulsion for one (1) calendar year.	24d: Theft of Employee over \$100.00 value
11d: Alcohol or Drug Sale/Distribution	24e: Robbery

Tier IV: Serious Acts of Misconduct

Serious acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension (as outlined below) and a Disciplinary Hearing Referral with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program.



*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL (Responsibility/ Respect/ Citizenship)		
1a – II	<i>Block Property/Traffic</i>	Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds to deprive others of access.
1b – II	<i>Disruption/Disruptive Behavior</i>	Use of violence, force, noise, coercion, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may or attempts to cause the disruption of any mission or function of the school, student learning has been interrupted/interruption of academic day, or poses a threat to the health, safety and/or welfare of students, staff or others.
1c – III	<i>False Fire Alarm</i>	Pull a fire alarm without authorization or without the belief that a true emergency exists. (See Rule 8a-II for false fire alarm report)
1d – I	<i>Public Displays of Affection</i>	Engage in consensual amorous kissing or similar public or other displays of affection (PDA).
1e – I	<i>Horseplay, Rough or Boisterous Activities</i>	Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact
1f – III	<i>Sexual Activity</i>	Willing participation in any form of sexual activity (local school police officer must be notified of such incidents).
RULE 2: DAMAGE AND/OR ALTERATION OF SCHOOL PROPERTY OR PRIVATE PROPERTY (Responsibility/ Respect/ Citizenship)		
2a – II	<i>Damage School/Private Property</i>	Cause or attempt to cause damage to or deface school or private property.
2b – II	<i>Alter School or Private Property</i>	Alter or attempt to alter school or private property.
2c – III	<i>Arson of School or Private Property</i>	Set fire to or attempt to set fire to school or private property
2d – II	<i>Possess/Distribute Items (non-drug)</i>	Possess or distribute items, without appropriate school/school system authorization. (e.g., selling/distributing food, bodily fluids, computer technology, personal items, and other non-drug related items) (Severity of consequences may increase based upon the value of property at issue or if the goods are determined to be stolen). An exchange of money for goods and/or services is not required.
RULE 3: UNAUTHORIZED ENTRY/TRESPASSING (Citizenship/Respect)		
3a – II	<i>Trespass School Property</i>	If you are on Out of School Suspension you are not allowed on any Fulton County School property unless authorized by an Administrator.
3b – III	<i>Breaking/Entering Private Property</i>	Unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft therein).
3c – II	<i>Unauthorized Area</i>	Being on or remaining on a public-school campus, school property

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		and/or school related event/extended location without authorization or invitation.
3d – III	<i>Unauthorized Entry of Unauthorized person(s)</i>	<p>Allowing non-authorized person(s) into a school building or school sponsored event without authorization with the intent to cause harm or disruption.</p> <p>Students who knowingly allow a person in building with the intent to cause harm or disruption will receive increased discipline.</p> <p>For purposes of this rule authorized person(s) include employees/staff with a District ID and law enforcement officials (police, fire-fighters, paramedics, etc.)</p>
<p>RULE 4: PHYSICAL OR VERBAL ASSAULT OR BATTERY OR ABUSIVE LANGUAGE TO A SCHOOL EMPLOYEE (Responsibility/ Respect/ Caring)</p>		
<p>If a student commits a violation of 4a, 4b, 4c or 4a-IV, 4b-IV, 4c-IV, a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee and the student’s parent/guardian/student age 18 or older. If the employee is not available, in the opinion of the Director of the system office of student discipline, the school principal may waive the hearing on the employee’s behalf.</p>		
4a – IV	<i>Battery Employee <u>with</u> Physical Harm</i>	<p>Intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3- 21. (Battery) Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Rule 4b; below.</p> <p>Elementary School Discipline:</p> <ul style="list-style-type: none"> ○ 1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion. ○ If expelled, upon recommendation of the hearing officer, an elementary school student may be readmitted to a traditional school for grades 9-12. If there is not an alternative education program for students in elementary school, then the student may be permitted to reenroll in the elementary school as permitted by the hearing officer. (O.C.G.A. § 20-2- 751.6). <p>Middle and High School Discipline:</p> <ul style="list-style-type: none"> ○ 10 days OSS with a hearing referral and a minimum recommendation for permanent expulsion. ○ The hearing officer may allow an expelled student to attend the alternative education program under strict academic, attendance and behavior requirements ○ Upon recommendation of the hearing officer, a middle school student may be readmitted to a traditional school for grades 9-12. (O.C.G.A. § 20-2-751.6).
4b – IV	<i>Battery Employee <u>Without</u> Physical Harm</i>	<p>Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21. (Battery)</p>

*****Multiple infractions could lead to increased consequences*****

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4c – IV	<i>Assault/Threaten Employee</i>	Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of receiving physical injury
RULE 5: PHYSICAL OR VERBAL ASSAULT OR BATTERY BY A STUDENT TO ANY PERSON OTHER THAN A SCHOOL EMPLOYEE (Responsibility/ Respect/ Caring)		
<p>School administrators will use discretion in determining acts of intentional physical contact as opposed to other prohibited activities, such as horseplay/rough or boisterous activities (Rule 1e - I).</p> <p>Offenses are cumulative at the elementary, middle, and high school levels.</p> <p>At the discretion of the local school administration, the student and the parent may be offered the opportunity to attend a violence prevention program</p> <p>If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student.</p> <p>Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.</p> <p>Title IX: Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</p>		
5a – III	<i>Battery Student/Other with or without Injury; serious injury</i>	Intentionally make physical contact of an insulting or provoking nature with another person. (Battery) Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.
5b – III	<i>Fight Student/Other</i>	Mutually participate or initiating a physical altercation (Fight)
5c – III	<i>Assault/Threaten another person</i>	Attempt to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of receiving physical injury. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix .
5d – II	<i>Consensual Hazing, Initiation, or Bodily Modifications</i>	Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, piercing).
5e – IV	<i>Group Fight</i>	Mutually engaging or participating in a fight with 3 or more people.
5f – III	<i>Stalking</i>	<p>Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for his or her safety of the safety of others; or (b) suffer substantial emotional distress.</p> <p>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.</p>
RULE 6: HARASSMENT, BULLYING, AND OTHER DEROGATORY BEHAVIOR (Respect/ Caring/ Fairness/ Courage)		

*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

Victims: Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal’s approval - (See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses. Students with disabilities may be entitled to additional protections and considerations that may not be contained in this Rule or this Code of Conduct. If a parent/guardian has a question about a student with a disability, he or she should contact the school principal or Services for Exceptional Children.

Title IX: Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.

Reporting: Staff members are expected to report instances of these behaviors to the school principal or designated administrator immediately so that administrators may investigate them in a timely manner. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Parents/guardians/persons that have control of charge of students who are victims of bullying or are found to have committed bullying will be notified via telephone/personal conference or letter/referral.

Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

Community Incidents: It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying, “cyberbullying”, or other acts of crime or violence in the community should contact their local, jurisdictional police department for action, as the school may have limited or no jurisdiction to discipline (OSS, ISS, etc.) for events that occur in the community. (See Rule II.22a)

Definition/Jurisdiction: Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. (See also Rule 18 Technology Offenses)

Prohibition: No student shall bully another student or students or school personnel.

Grades 6 Through 12: Upon a finding by a Disciplinary Hearing Officer that a student in grades six (6) through twelve has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative education program.

Bus Incidents: If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age- appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student’s behavior.

6a – III	<i>Harassment: Disability/ Race/Color/National Origin/Religion/Sexual Orientation</i>	Harassment is strictly prohibited.
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*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

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		<p>Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:</p> <ul style="list-style-type: none"> ○ Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability ○ Racial, sexual, or ethnic slurs ○ Derogatory comments, insults, and jokes ○ Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures ○ Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.</i></p>
<p>6b – III</p>	<p><i>Bullying</i></p>	<p>Bullying is strictly prohibited. Bullying includes the following:</p> <ol style="list-style-type: none"> 1. Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 2. Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts. Has the effect of substantially interfering with the victim student’s education Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school. <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.</i></p>
<p>6c – I</p>	<p><i>Profane/Vulgar Language or Gestures towards a student</i></p>	<p>Use of abusive words, profane or vulgar language (written or oral) or gestures (if directed at or towards a school employee then may result in increased</p>

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		consequences). Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix .
6d – III	<i>Offensive Material (Non-Technology)</i>	Possessing, displaying, or distributing profane, vulgar, pornographic, obscene, or ethnically offensive materials.
6e – III	<i>Forcefully abduct, transport, detain a person</i>	Forcefully abduct, transport and/or detain a person against his/her will
6f – I	<i>Teasing/Taunting</i>	Engaging or encouraging teasing and/or taunting of another student, employee, volunteer, or visitor to provoke or make fun of someone, whether in a playful, insulting, or contemptuous manner.
6g – II	<i>Profanity/verbal abuse of an employee, staff, or visitor</i>	Use of abusive words, profane or vulgar language (written or oral) or gestures towards an employee, volunteers and other visitors
RULE 7: INSUBORDINATION (Responsibility/ Respect/ Perseverance)		
7a – I	<i>Fail to Follow Rules/Laws or Blatant Defiance of an Employee</i>	Failure to comply with local school rules, and/or reasonable directions or commands of teachers, student teachers, substitute teachers, school assistants, administrators, school bus drivers or other authorized school personnel, including refusing to identify one's self upon request of any School District employee/designee; or engaging in verbal altercations with another person.
RULE 8: MISREPRESENTATION (Honesty)		
8a – II	<i>Misrepresentation</i>	Knowingly and willfully make false reports or statements, whether orally or in writing (e.g., making false calls to emergency services and making false fire alarm or emergency reports which must be reported to the local school police officer, falsely accusing others of wrong actions, falsifying school records, forging signatures, etc.).
RULE 9: HONOR CODE VIOLATION (Honesty)		
9a – I	<i>Honor Code</i>	<p>The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:</p> <ul style="list-style-type: none"> • copying or "borrowing" from another source and submitting it as one's own work • seeking or accepting unauthorized assistance on tests, projects or other assignments • fabricating data or resources • providing or receiving test questions in advance without permission • working collaboratively with other students when individual work is expected

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		<i>See Policy JCD, Student Academic Integrity, and the school's Honor Code for more information.</i>
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**RULE 10: WEAPONS AND DANGEROUS INSTRUMENTS/HAZARDOUS OBJECTS/
UNAUTHORIZED ITEMS
(Responsibility/ Caring)**

Prohibition: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/unauthorized item, either concealed or open to view, on school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The disposition of items prohibited under this rule should be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16- 11-127.1; or 16-11- 132 will trigger the reporting requirements of O.C.G.A. § 20- 2- 1184. The incidents will be reported to the school police, the Area Superintendent, and the system office of student discipline. The Chief of Fulton County Schools Police, or designee, will notify the district attorney. There is no exception for students who have a valid legal license to carry a weapon.

Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item: Any individual wishing to bring a weapon, look-alike weapon or dangerous instrument/unauthorized item to school or use a Category I or II type weapon for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the principal which includes a description of the weapon(s) and/or dangerous instrument(s)/item(s) authorized and the time period during which the weapon(s) and/or dangerous instrument(s)/item(s) may be on campus.

Transport of the weapon, look-alike weapon or dangerous instrument/item to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the weapon or dangerous instrument/item from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the weapon, look-alike weapon or dangerous instrument/item in a secure location when it is not being used in the above approved classroom activities. The weapon or dangerous instrument must be unloaded and must not contain any explosive material.

NOTE: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

<p>10a (Cat I) – IV</p>	<p>Category I Weapon: Firearm/Dangerous Weapon *Minimum Recommendation: expulsion for one (1) calendar year.</p>	<p>Any loaded or unloaded firearm or a dangerous weapon.</p> <p>A firearm includes a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.</p> <p>A dangerous weapon includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder, and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose.</p>
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		<p>Discipline for First and Additional Offenses:</p> <p>Loaded or Unloaded Firearm or Dangerous Weapon: The discipline for any student possessing a loaded or unloaded firearm or dangerous weapon on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided in Georgia law and may include permanent expulsion. The Board of Education has the authority to modify these expulsion requirements on a case-by- case basis.</p> <p><i>Notify the system Office of Student Discipline and Area Superintendent. The local school police officer must be notified of such incidents.</i></p>
<p>10b (Cat II) - III</p>	<p>Category II Weapon: Hazardous Object</p>	<p>Any pellet gun, paint pellet gun, or BB gun, antique firearm, nonlethal air gun, stun gun, taser, or any similar weapon that does not meet the definition of a Category I weapon; an Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); boxcutter; any bludgeon (e.g. billy club, PR-24, night stick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nun chuck, nun chahka, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.</p> <p>In addition to the above, Category II weapons include any item defined as a weapon or hazardous object as defined by O.C.G.A. § 16-11-127.1 and 20-2-751, except for firearms and dangerous weapons (See Category I).</p> <p><i>Notify the system Office of Student Discipline and Area Superintendent. The local school police officer must be notified of such incidents.</i></p>
<p>10c (Cat III) – II</p>	<p>Category III Weapon/Dangerous Instrument/ Unauthorized Items</p>	<p>Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot. Any non-weapon item the student uses as a weapon during a battery or assault. This includes, but is not limited to items such as scissors, rocks, bricks, books, desks, and writing instruments.</p>

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		<p>Dangerous Instrument/Unauthorized Weapons:</p> <p>Students shall not possess ammunition, BBs, paint pellets, fireworks (other than "snap its", "poppers", or "pop-its" which may be addressed as a disruptive behavior), matches, lighters, stink bombs, pepper spray, mace or similar instruments /items. These instruments/items are disruptive to the function of the school and may pose a safety risk.</p> <p><i>The local school police officer must be notified of such incidents.</i></p>
<p>RULE 11: ALCOHOL AND OTHER DRUGS/PSYCHOACTIVE SUBSTANCES (Responsibility/ Citizenship)</p> <p>Offenses are cumulative at the elementary, middle, and high school levels. A student shall not:</p>		
11a – III	<i>Alcohol/Drug Possession</i>	<p>Possess, consume (eat, digest, inject, inhale, etc.), receive, purchase, transmit, store, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana/marijuana oils, edibles, synthetic cannabinoid drugs, synthetic cathinone drugs (e.g. bath salts) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this rule.</p> <p>First- time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.</p>
11b – III	<i>Drug Paraphernalia</i>	<p>Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell, or otherwise distribute any drug-related paraphernalia, which may include, but is not limited to, vaporizers (For electronic cigarettes, see Rule II.14a, Tobacco Use/Cigarette Products), pipes, needles, rolling papers, baggies or other packaging materials, prescription bottles, scales, or any device used for ingesting drugs.</p>
11c – III	<i>False Identification Drug/Alcohol</i>	<p>Falsely present or identify a substance to be alcohol or an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs or alcohol.</p>
11d – IV	<i>Alcohol or Drug Sale/Distribution</i>	<p>Sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana/marijuana oils, edibles or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.</p>

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11e – III	<i>Influence of Inhalants/Other</i>	Sniff or be under the influence of inhalants and/or other substances.
11f – III	<i>Over the Counter Medication</i>	Over-The-Counter Medication: Possession of all over-the-counter medication on school property must be pursuant to Operating Guideline JGCD – Medication Administration and Storage. A student is prohibited from selling, distributing, or possessing with intent to distribute any over- the- counter medication. Over the counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. <i>For electronic cigarettes, see Rule 14a, Tobacco Use/Cigarette Products</i>
11g – III	<i>Prescription Drugs</i>	Prescription Drugs: Possess prescription medication not prescribed for the student or possession of medication prescribed to a student out of compliance with Operating Guideline JGCD. All prescription medication prescribed for a student must be in compliance with written parent authorization and adherence to Operating Guideline JGCD –Medication Administration and Storage. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of Paragraphs A through E above
RULE 12: ATTENDANCE (Responsibility/ Citizenship/ Perseverance)		
12a – I	<i>Excessive Tardiness/Class Cuts</i>	"Skipping" or missing any class or activity or any portion of a class or activity or being tardy for a class or activity for which he or she is enrolled without a valid excuse.
12b – II	<i>Attendance</i>	Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school principal or designee. Students must follow the established procedures for checking in or out of school.
12c – I	<i>Failure to attend Detention/ISS/Saturday School</i>	Failure to attend detention, Saturday school or ISS.
RULE 13: DRESS AND GROOMING (Respect/Responsibility)		
13a – I	<i>Improper Dress</i>	Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe

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		<p>lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether</p> <p>any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.</p>
<p>RULE 14: TOBACCO USE/CIGARETTE PRODUCTS INCLUDING: E-CIGARETTES, JULING & VAPING (Responsibility/Citizenship)</p>		
14A – II	<i>Tobacco/Vaping use/possession</i>	<p>Possess, distribute, or use, cigarettes, electronic cigarettes (a.k.a., e-cigarettes, e- cigs), Hookah, Vapes, Juuls or like products, or related tobacco products of any kind, including cigarette wrapping paper or containers for such products. First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate. Multiple offenses of this rule within the same school year may result in increased discipline. Multiple incidents may result in the offense being elevated to a Tier III discipline incident.</p>
<p>RULE 15: GAMBLING (Responsibility)</p>		
15a – I	<i>Gambling</i>	<p>Gamble or participate in gambling activity or solicit others to gamble or participate in gambling activity. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching or other games of chance for money and/or things of value.</p> <p>Participating in a raffle or bingo game sponsored by a school-related support group such as a PTA or booster club will not violate this rule when the student is accompanied by his or her parent or guardian or by another parent who has permission in writing from the student’s parent or guardian to supervise that student at the fundraiser or the fundraiser has been pre-approved by administration.</p>
<p>RULE 16: SEXUAL HARASSMENT (Respect/ Caring)</p>		
16a – III	<i>Sexual Harassment</i>	<p>A student shall not harass another person through unwelcome conduct or communication of a sexual nature whether explicit or implied. Prohibited acts of sexual harassment include, but are not limited to, verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of or encouraging/participating in the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.</p> <p>The local school police officer must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal’s approval. (See also Policy JBCD,</p>

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		<p>Transfers and Withdrawals, for more information about transfer options for victims of violent offenses)</p> <p>Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner.</p> <p><i>Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual harassment/misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.</i></p>
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RULE 17: SEXUAL MISCONDUCT/SEXUAL OFFENSES
(Respect/ Caring)

The Georgia General Assembly requires the District to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult in criminal court. Any behavior which a violation of Chapter 6 of Title 16 of Georgia law must be immediately reported to the school police, the Area Superintendent and the system office of student discipline. The Chief of Fulton County Schools Police, or designee will then notify the District Attorney. Sexual offenses are prohibited regardless of the gender of the involved parties.

Victims of Sexual Offenses: Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the principal’s approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses.

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As used in this Rule, “intimate body parts,” include "the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female."

<p>17a – II</p>	<p><i>Mooning/Related Behavior</i></p>	<p>“Mooning”, “panting”, or exposing one’s intimate body parts, or the intimate body parts of another, with no sexual intent.</p> <p><i>Students exposing intimate body parts of another will result in increased discipline and may be treated as a Tier III or Tier IV discipline incident.</i></p>
<p>17b – III</p>	<p><i>Sexual Battery</i></p>	<p>Sexual battery is defined as a student intentionally making physical contact with the intimate body parts of another person without the consent of that</p>

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		<p>person. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.</p> <p><i>Notify the Office of Student Discipline and Area Superintendent. The local school police officer must be notified of such incidents. The Chief of Fulton County Schools Police, or designee, will notify the district attorney. (See O.C.G.A. § 20-2- 1184)</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</i></p>
17c – IV	<i>Sexual Molestation</i>	<p>Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student’s intimate body parts, such as having another student perform sex acts.</p> <p>No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.</p> <p><i>Notify the Office of Student Discipline and Area Superintendent. The local school police officer must be notified of such incidents. The Chief of Fulton County Schools Police, or designee, will notify the district attorney. (See O.C.G.A. § 20-2- 1184)</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures</i></p>
RULE 18: TECHNOLOGY OFFENSES (Respect/ Honesty/ Citizenship)		
<p>The school is not responsible for personal electronic devices on school property or at school sponsored events. Electronic devices may be confiscated by the school administrator or designee. See Rule II.20a, for specific rules relating to use of electronic equipment, including cellular phones, and other items while on the school bus.</p> <p>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.</p>		
18a – III	<i>Technology/Computer Misuse</i>	<p>Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources.</p>
18b – III	<i>Unauthorized Copy Computer Software</i>	<p>Copy computer programs, software or other technology provided by the District for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises.</p>

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18c – III	<i>Threat/Damage Property Using Tech</i>	Attempt to, threaten to, or damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (The local school police officer must be notified of such incidents).
18d – III	<i>Display Inappropriate Material Using Tech</i>	<p>Use or participate in using personal or school technology resources to distribute, display, or record inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes, but is not limited to, the following (See Rule III.6b for bullying using technology):</p> <p>If sexual in nature, refer to Rule III.18h</p> <p>Is profane, vulgar, lewd, obscene, offensive, indecent, or threatening</p> <p>Advocates illegal or dangerous acts</p> <p>Causes disruption to Fulton County School District, its employees or students</p> <p>Advocates violence</p> <p>Contains knowingly false, recklessly false, or defamatory information; or is otherwise harmful to minors as defined by the Children’s Internet Protection Act. <i>(The local school police officer must be notified of such incidents.)</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</i></p>
18e - I	<i>Cell Phone/Electronic Devices/Recording Devices</i>	Refusing to comply with reasonable directions or commands of school staff regarding responsible use of technology, and/or use audio or visual recording devices without permission of a school administrator (including but not limited to Policy and Operating Guideline IFBGA Responsible Use of Enterprise Technology).
18f – III	<i>Tamper/Phish/Hack District Network</i>	<p>Gain or attempt to gain unauthorized access to the District's computer data, network, system, Internet connections, e-mail accounts, or intranet or to any third party's computer system, data, or network, such as:</p> <p>Malicious tampering, phishing, or hacking activities</p> <p>Intentionally seeking information about passwords belonging to other users</p> <p>Disclosing a user's password to the District's computer network, system, Internet connections, e-mail accounts, or intranet to other individuals. Students, however, may share their passwords with their parents.</p> <p>Modifying passwords belonging to others</p> <p>Attempting to log in through another person’s account</p> <p>Attempting to gain access to material that is blocked or filtered by the District</p> <p>Accessing, copying, or modifying another user's files without authorization</p>

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		<p>Disguising a user's identity – this includes disguising one’s identity to access networks or appropriating another persons’ identity in a malicious manner.</p> <p>Using the password or identifier of an account that does not belong to the user; or</p> <p>Engaging in uses that jeopardize access into others' accounts or other computer networks or systems.</p>
18g – I	<i>Violate District Responsible Use Agreement</i>	Violate the District's Responsible Use Agreement (Operating Guideline IFBGA) in any other way.
18h – III	<i>Sexually Explicit or Pornographic Material Using Technology</i>	<p>Possessing, creating, distributing, or sharing sexually explicit or pornographic material using personal or school technology resources.</p> <p><i>If images or material includes minors, the local police must be notified.</i></p> <p><i>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</i></p>
RULE 19: GANG RELATED ACTIVITY (Responsibility/ Caring/ Fairness)		
<p>A “gang” is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in any of the following: commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property.</p> <p>Students will not engage in acts of gang-related activities and affiliations. Prohibited acts include wearing or possessing gang-related apparel, conveying membership or affiliation with a gang, gang-related solicitation, violence, threats, defacement of school or personal property by painting, tagging, marking, writing, or creating any form of graffiti, etc.</p> <p>Contact Office of Student Discipline and local school resource officer</p> <p>Title IX:</p> <p>Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</p>		
19a – III	<i>Gang Activity</i>	A student shall not engage in gang activity.

*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

19b – III	<i>Intentional Display Gang Tattoos, Paraphernalia, Graffiti, etc.</i>	A student shall not hold himself or herself out as a member of a gang, which may include, but is not limited to verbal identification, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.
19c – III	<i>Gang Solicitation</i>	A student shall not recruit or solicit membership in any gang or gang-related organization.
RULE 20: INTERFERENCE WITH SCHOOL BUS (Responsibility/ Respect/ Citizenship)		
20a – II	<i>Bus Interference</i>	<p>All code of conduct rules applies on school provided transportation and at school bus stops. Students may not violate any direction of the school bus driver.</p> <p>Students may not disrupt the environment of the bus or bus stop in any manner, including but not limited to loud or boisterous behavior; failure to remain silent at railroad crossings; using emergency exits improperly; riding an unauthorized bus; disembarking at an unauthorized stop; throwing objects in the bus, or into or out of the bus; extending body parts or objects outside of the bus; drinking/eating/chewing gum; interference with District recording equipment; [failure to wear seatbelts where fitted on buses, or unbuckling of seatbelts before reaching the destination,] and failure to remain seated.</p> <p>Additionally, students are prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. These items include but are not limited to cell phones; pagers; audible radios; tape or compact disc players without headphones; mirrors; lasers, or flash cameras. (Consequences may include confiscation of device.) Cell phone use will not be allowed during the operation of the bus because it interferes with the operational technology. However, cell phones may be used with the special permission of the principal, supervising teacher, or bus driver while the student is on the bus waiting to depart the starting location or when the bus returns to its final destination after athletic events, fields trips, or other special situation deemed appropriate by the principal, supervising teacher, or bus driver. (See also Procedure EDCB, Bus Conduct)</p>
RULE 21: OFF-CAMPUS MISCONDUCT (Responsibility/ Citizenship)		
21a – IV	<i>Off Campus Misconduct</i>	Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off- campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued

*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

		<p>presence at school a potential danger to persons or property at the school or which disrupts the educational process.</p> <p><i>Contact Office of Student Discipline and local school police officer.</i></p>
<p>RULE 22: ENCOURAGING VIOLATIONS OF CODE OF CONDUCT (Responsibility/ Respect/ Caring)</p>		
22a – II	<i>Encouraging Misconduct</i>	<p>Incite, urge, encourage, advise, or counsel other students to violate any Rule of this Code of Conduct or conspire to violate any Rule of this Code of Conduct. O.C.G.A. § 20-2-751.5(a)(11).</p>
<p>RULE 23: VERBAL/WRITTEN EXPLICIT AND/OR IMPLIED THREAT (Responsibility/Respect/Citizenship)</p>		
<p>A threat is defined as any expression of intent to harm someone. Threats can be spoken, written, emailed, posted or expressed in some other way. Threats can be expressed or implied. All employees are required to report any threats to school administration.</p> <p>Employees should act promptly to protect students, employees and visitors. Employees should supervise the accused student. Notify school Police Officer and Area Superintendent for Level 2 and 3 threats.</p> <p>Title IX: Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.</p> <p>***Threat levels are determined at the local school level. The list below is not exhaustive or all-inclusive***</p>		
23a – II	<i>Level 1 Threat</i>	<p>Level 1 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 1 threat):</p> <ul style="list-style-type: none"> ○ Intent to harm is not clear or apparent ○ No evidence of motive ○ No ability to carry through with threat ○ No evidence of planning ○ Expressions of anger or frustration dissipate quickly ○ Threats of a fight without specificity of violence ○ No specific person, place or object targeted
23b – III	<i>Level 2 Threat</i>	<p>Level 2 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 2 threat):</p> <ul style="list-style-type: none"> ○ Intent to harm is somewhat revealed ○ Some evidence of motive

*****Multiple infractions could lead to increased consequences*****

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

*****Code Violations read as follows: Rule # (1, 2, 3, etc.), followed by Tier # (I, II, III or IV) *****

		<ul style="list-style-type: none"> ○ No ability at this time ○ Expressions of anger or frustration linger ○ Evidence of some planning ○ Specific person, place or object targeted
23c – IV	<i>Level 3 Threat</i>	<p>Level 3 Threats are determined by School Administration, taking into account the following factors (please note, these factors are not all-inclusive and need not be met to determine a Level 3 threat):</p> <ul style="list-style-type: none"> ○ Intent to harm is revealed ○ Motive exists ○ Ability to carry out the plan exists ○ Expressions of anger are pervasive ○ Clear evidence of plan/planning ○ Specific person, place or object targeted ○ The threat has been repeated over time or communicated to multiple persons
23d – IV	<i>Bomb/Explosive Threat</i>	<p>Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event.</p> <p><i>The local school police officer must be notified of such incident.</i></p>
RULE 24: THEFT (Responsibility/Respect/Citizenship)		
24a – II	<i>Theft of Student, School or Private Property – Any Amount</i>	Steal or attempt to steal student, school or private property of any amount [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
24b – III	<i>Theft of Student, School or Private Property over \$100.00 value</i>	Steal or attempt to steal student, school or private property over \$100.00 value; [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
24c – III	<i>Theft of Employee Property any value</i>	Steal or attempt to steal employee property of any value [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
24d – IV	<i>Theft of Employee over \$100.00 value</i>	Steal or attempt to steal employee property over \$100.00 value; [includes, but is not limited to the use of counterfeit money, committing cybercrimes, theft by deception, selling or disposing of school- issued devices/materials, etc.]
24e – IV	<i>Robbery</i>	Steal or attempt to steal anything of value under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Part II: Disciplinary Hearing Process

- a. NOTE: Upon implementation of the Title IX revisions released on May 6, 2021, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Title IX Grievance Procedure as detailed at www.fultonschools.org/titleix.

Discipline Team Meeting (DTM)

When a Principal recommends a long-term out of school suspension/expulsion, and the disciplinary hearing may potentially be waived, a Discipline Team Meeting (DTM), which consists of the principal/designee, the student behavioral specialist, and/or another representative from the District's Office of Student Discipline, and the parent/guardian, will be offered to the parent/guardian within 5 school days of the first day of suspension. The student may be invited where practicable. The principal/designee will notify the office of the Student Behavior Specialist, or Superintendent's designee, as soon as practicable after the investigation of the occurrence. The principal/designee should furnish the following documents to the Student Behavior Specialist or Superintendent's designee, before or at the time of the Discipline Team Meeting: *witness/student statements; a current copy of the student's permanent record; a copy of the student's test record card; current status of the student's academic and conduct grades in all classes (progress reports); days present and absent (excused and unexcused absences); number of tardies and class cuts; detention assignments with reasons; anecdotal report citing discipline, attendance and academic records, and interventions offered at the local school including SST referral, counseling sessions, and parent/guardian conferences with dates, reasons, and results; copy of police report; special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST reports; copy of the currently approved suspension letter that includes the school administrations' recommendation for consequences, and any other information or evidence relevant to the incident.*

The purpose of this meeting is for the team to discuss the investigation completed by the school, the discipline procedures afforded, and any information provided by the student and/or the parent/guardian. As this is a parent conference, the student's or parents' legal counsel may not attend. The student behavioral specialist and/or another representative from the District's Office of Student Discipline may set a reasonable time limit for the DTM and may end the DTM if it is evident that resolution is not imminent. If the parent/guardian and school can reach an agreement about the disciplinary outcome and the parent/guardian waives the hearing in writing, then the hearing will be canceled. If the parent/guardian disagrees with the disciplinary outcome and the result of the DTM, or the parent/guardian does not attend the DTM, then the hearing will proceed as scheduled.

Discipline Team Meetings can be conducted using various modes of communication. If the DTM does not occur or does not occur as discussed in this Code, the hearing will proceed as scheduled.

b. Disciplinary Hearing

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension/expulsion/ alternative school will result in a hearing being scheduled for a student. The hearing should be held within ten (10) school days after the first day of suspension.

Any confiscated drugs, weapons, or other criminal evidence should be transferred to the Chief of the Fulton County School Police for use during a disciplinary hearing and/or criminal case.

Group Hearing: When students are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all students, a group hearing may be conducted for them if the Director of the District's Office of Student Discipline believes that the following conditions exist:

- A single hearing will not likely result in confusion and

- No student will have his/her interests substantially prejudiced by a group hearing.

Any student who objects to participation in a group hearing should notify the Districts Office of Student Discipline in writing no less than 48 hours before the hearing.

If during the disciplinary hearing, the hearing officer finds that a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student.

Written Notice of Hearing: When long-term suspension/expulsion and/or alternative school is recommended by the school, a disciplinary hearing is required. The school or District shall provide written notice of the relevant procedures to the student's parent/guardian/student aged 18 or older. The notification shall include the following:

1. A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
2. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
3. A copy of this document.
4. The date, time, and place of the hearing.
5. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
6. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
7. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.
8. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification: The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by priority mail, certified mail return receipt requested, and/or delivery confirmation, in conjunction with electronic mail where available and deemed appropriate by the district, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with enough postage addressed to the last known address of the parent/guardian.

Continuance: If good and sufficient cause exists, the District's Office of Student Discipline may reschedule a hearing. Upon rescheduling, written notice of the rescheduled date and time of the hearing will be sent to the student's parent/guardian/representative/attorney/ student aged 18 or older either in person, by priority mail, certifiedmail return receipt requested, and/or delivery confirmation, in conjunction with electronic mail where available anddeemed appropriate by the District.

The student's parent/guardian/representative/attorney/student aged 18 or older may request a continuance of the hearing from the District's Office of Student Discipline. Continuances should be requested no later than 24 hours inadvance of the scheduled hearing date and time. Extenuating circumstances should be presented to the District's Office of Student Discipline for approval. If a continuance is requested or caused by the

parent/guardian/student aged 18 or older/student's representative, the student will continue to serve his/her recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and the Hearing Officer has rendered a decision.

Waiver of Hearing: If the student's parent/guardian/representative/ attorney/student aged 18 or older waives the hearing, they may do so by requesting a waiver from the District/school prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the student's parent/guardian/ representative/attorney/ student aged 18 or older, the hearing will be held as scheduled, whether the student/parent/guardian/representative/attorney chooses to participate.

Record of Proceedings:

- a. A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by the District. Parents/guardians/student's legal counsel may request a copy of the recording.
- b. A written transcript will be prepared by the District if the Board so requests; or if the decision the Board is appealed to the State Board of Education. If a written transcript is not prepared by the District, the parent/guardian/ student may obtain a written transcript at their own expense.

Burden of Proof: The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

Legal Representation/Involvement of an Attorney at the Disciplinary Hearing: If the student is represented by an attorney, the Board attorney may be present. The Board attorney shall advise the Hearing Officer, as necessary. The student/parent/guardian must notify the District's Office of Student Discipline not less than 48 hours prior to the hearing if the student may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

Presentation of Evidence: The evidence for the school and student/student representative (if present) shall be presented to the Hearing Officer. The administrator representing the school, the Board attorney, the student's representative, the Hearing Officer, and the Hearing Facilitator are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Hearing Officer or Hearing Facilitator has the authority to limit unproductively long or irrelevant questioning.

Procedural Objections: Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the District's Office of Student Discipline no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

Hearing Officers and Hearing Facilitators: Disciplinary Hearings may be conducted by a Student Discipline Hearing Officer or Hearing Facilitator (which may include the director of the District office that is responsible for student discipline or designee).

Notwithstanding any language in this Code of Conduct, Hearing Officers and Hearing Facilitators will possess minimum qualifications as set by the State Board of Education and will receive initial training and ongoing continuing education as required by the State Board of Education.

The Hearing Officer will serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing if no Hearing Facilitator is present. A Hearing Facilitator, if present, may

serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing.

The Disciplinary Hearing Officer after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine what, if any, disciplinary action shall be taken. Such action may include, but is not limited to, assignment to alternative school, short-term suspension, long-term suspension, expulsion, or permanent expulsion.

Appeals: Any party may appeal the hearing decision to the Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal should be addressed to the attention of the Superintendent and delivered to the District's Office of Student Discipline. Appeals via email alone may be accepted but appealing parties must confirm receipt with the District's Office of Student Discipline within the 20-calendar day appeal timeline. Appeals by administration must be approved by the Superintendent. The Superintendent shall have the authority to suspend the decision of the disciplinary hearing officer, during the period of appeal to the Board. Upon the appeal of a decision of the disciplinary hearing officer to the Board, the Board will render its decision within 10 days, excluding weekends and public and legal holidays, from the date the Board receives notice of the appeal, unless all parties agree to a different date. The decision shall be in writing and a copy shall be provided to the student/parent/guardian, the Principal, and Superintendent.

The Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal. The Board's review will be based solely on the record and written arguments submitted by the student and the District's Office of Student Discipline if briefs are submitted. The Board shall not hear any oral arguments as part of any appeal, nor shall it consider any evidence that was not presented at the disciplinary hearing. The Board may take any action it deems appropriate. Any party may appeal the Board's decision to the State Board of Education pursuant to O.C.G.A. § 20-2-1160 (b) through (f) and regulations of the Georgia Board of Education governing such appeals. If an appeal to the State Board is requested, a written transcript of the disciplinary hearing will be prepared and submitted to the State Board. The decision of the Board will not be suspended during the State Board appeal period.

STUDENTS WITH DISABILITIES

Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990.

An IEP or Section 504 committee shall be convened to determine if the behavior of a student receiving special education services or who has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, is a manifestation of his/her disability.

Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the disciplinary hearing officer to have violated any of the rules, regulations, or laws as alleged, shall be referred to an IEP or Section 504 committee as appropriate.

If the IEP or Section 504 committee determines that the student's conduct is a manifestation of the student's disability, the discipline ordered by the disciplinary hearing officer will not be carried out, or the disciplinary hearing may be rescinded altogether.

If the IEP committee determines that the student's conduct is not a manifestation of the student's disability, the IEP Committee shall determine what services the student shall receive during the student's discipline as determined by the disciplinary hearing officer. If the Section 504 committee determines that the student's conduct is not a

manifestation of the student’s disability, the student’s 504 Plan will be implemented at the new location of educational services if the Disciplinary Hearing Officer recommends alternative school placement. The IEP or Section 504 committee shall also have the authority to consider, recommend and implement any changes in the student’s IEP or 504 Plan or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Part III: Tiered Offenses and Disciplinary Responses:

Tiered Offenses:

The responsibility cycle included in the code of conduct handbook covers discipline for some more commonly known infractions of the student behavior code. However, parents and school administrators should refer to the remainder of the student code of conduct for more information about specific offenses and should contact the system office of student discipline with questions or concerns.

This cycle cannot anticipate all possible misbehaviors. Typical Infractions of student behavior are tiered, and school administrators should consider the tier’s range of discipline when making discipline decisions. Unique, serious, or multiple offenses may result in more severe consequences. If a student’s behavior is a violation of more than one rule, the student may face more severe or “stacked” discipline to reflect these multiple offenses.

Positive behavior support and discipline management techniques:

Where appropriate, Schools should implement positive behavioral supports, as discussed in this code of conduct, and supportive discipline management techniques designed to improve the learning environment by improving student behavior and discipline. This may include the following and is not limited to:

- **Classroom Interventions (assigned seats, etc.)**
- **Replacement or Payment for any Damaged Property**
- **Reflective Essay or other Reflective Activity**
- **Written Apology**
- **Role-Playing/Teaching of Expectations and Skills**
- **Participation in a School-Service Project**
- **Confiscation of Devices**
- **Conference w/Student, Caregiver(s), & Staff in Attendance**
- **Mediation**
- **Conference with School Police Officer**
- **Saturday School**
- **Before or After School Detention**
- **Restorative Practices**
- **Administration Change of Class Schedule**
- **Behavior Expectation Contract**
- **Create a plan for Increased Supervision of Student**
- **Revocation of privilege to participate in social/extracurricular activities/ceremonies**
- **Digital Citizenship Activity**
- **School Counselor/Social Worker intervention related to the infraction**
- **Creation or review of a Tier II/Tier III academic/behavior plan**
- **Referral to Counselor/Social Worker/Psychologist for risk protocol**
- **Referral to Stopping Acts of Violence Through Education (SAVTE) *MS & HS students only***
- **Referral to FCS Drug and Alcohol Education program, Choose 180 *MS & HS students only***
- **Suspension from the bus *Students must attend school and parent(s) must provide transportation***
- **Modification of FBA/BIP/IEP/504 (if applicable)**
- **Referral to community agency/provider**
- **Lunch Detention**
- **Temporary assignment to another classroom**
- **Tobacco Cessation program referral**
- **Time out (Up to a one-half school day)**

AN ADDITIONAL NOTE REGARDING STUDENTS IN PRE-K THROUGH THIRD GRADE

Pursuant to O.C.G.A. 20-2-742: Students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention. Multi-tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data based problem-solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.

If such student is receiving or has received a multi-tiered system of supports, the school has met these requirements.

This requirement does not apply if:

- the student possessed a weapon/ dangerous instrument (including Rule 10) or illegal drugs (including Rule 11); and/or
- the student's behavior endangers the physical safety of other students or school personnel.

In addition, if student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning any student in Pre-K through 3rd grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such IEP or Section 504 plan.

Title IX and Equal Educational Opportunities for Students

For detailed information regarding Title IX reporting (including reports of sexual harassment), formal complaint procedures, grievance process/procedures, supportive measures, investigation, available relief, appeal rights, or for any other information regarding Title IX, please visit www.fultonschools.org/titleix.

In accordance with the provisions of Title IX of the Educational Amendments of 1972, the Board of Education does not discriminate against students on the basis of gender in the educational programs and activities that it operates. No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, or other educational program or activity operated by this District.

The Board of Education believes that all students should be able to enjoy an educational environment free from all forms of gender discrimination, including sexual harassment. Sexual harassment undermines the integrity of the educational environment. It is a form of sex discrimination prohibited by Title IX. The District is committed to upholding these laws and takes discriminatory behaviors seriously. Therefore, Board policy prohibits even acts of sexual harassment that may not rise to the level of a violation of federal law.

CIVIL RIGHTS CONCERNS:

The Fulton County School District requires full compliance with all federal and state non-discrimination laws, including but not limited to: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Equal Pay Act of 1963, Pregnancy Discrimination Act, Age Discrimination Act of 1975 (Age Act), Age Discrimination and Employment Act (ADEA), Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Boy

Scouts of America Equal Access Act of 2001, and Public Law 101-476, Individuals with Disabilities Education Act (IDEA).

These laws prohibit, and the District forbids, discrimination on the basis of age, race, color, national origin, religion, gender, disability, pregnancy, and veteran status in all Fulton County School District (District) programs and activities. This includes District academic, extracurricular, athletic, and other District programs, as well as on District buses, during field trips, and in District classes or training programs that take place off school grounds. Sexual harassment is a form of sex discrimination prohibited by Title IX. The District is committed to upholding these laws and takes discriminatory behaviors seriously. For detailed information regarding Title IX reporting (including reports of sexual harassment), formal complaint procedures, grievance process/procedures, supportive measures, investigation, available relief, appeal rights, or for any other information regarding Title IX, please visit: www.fultonschools.org/titleix.

The Chief of Human Resources (also referred to as the Chief Talent Officer), handles inquiries or concerns regarding the District's non-discrimination policies. Alternatively, a parent or student may contact his/her principal or Area Superintendent to share concerns. The Chief of Human Resources/Chief Talent Officers' contact information is:

Chief of Human Resources/Chief Talent Officer
6201 Powers Ferry Road, NW Atlanta, GA 30339
470-254-4585
TTY 1-800-255-0135

Finally, discrimination complaints may also be filed directly with the Equal Employment Opportunity Commission, Sam Nunn Atlanta Federal Center, 100 Alabama Street, SW, Suite 4R30, Atlanta, GA 30303 or the U.S. Department of Education, Atlanta Office for Civil Rights, 61 Forsyth St. S.W., Suite 19T70, Atlanta, GA 30303.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of Every Student Succeeds Act, Fulton County School District informs parents that you may request information regarding the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

1. Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; and
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's or paraprofessional's qualifications, please contact your child's principal or the district's Talent office at 470-254- 0370.

A NOTE FOR PARENTS REGARDING TECHNOLOGY USE

Cell Phone/Smart Phone Use

Please review the cell phone use policy contained in Rule I.18e and Rule II.20a of the Student Code

of Conduct, Operating Guideline JD. While cell phones can be an important communication and safety device for families, their use during the school day may be prohibited and can be quite disruptive.

Cell phones/smart phones containing evidence of potential criminal activity, including types of pornography, may be permanently confiscated, and provided to law enforcement. Students who use cell phones or visual recording devices to participate in inappropriate behavior or film inappropriate activity at school or to violate someone's privacy may also be charged with a violation of the Student Code of Conduct. (See, e.g., Rule II.1b, III.18d, III.18h and II.22a) Behaviors that could result in disciplinary action include but are not limited to: sending or showing an inappropriate picture/video to another (other than a staff member); sending or showing a picture/video of a student's misconduct to another (other than a staff member); or knowingly viewing an inappropriate picture/video on another's device. Students charged with violating the Student Code of Conduct, may have the device confiscated by the school administrator or designee. The school is not responsible for electronic devices on school property or at school sponsored events.

Harassment and Inappropriate Technology Use

Parents should have a serious conversation with their students about the harmful effects of sending out inappropriate videos, pictures, or information, or using technology to harass or threaten someone. Students should also be told about the serious emotional, educational, and criminal impacts that harassing, bullying, or threatening another, or sending or viewing sexually explicit information, may have. Georgia law and the Student Code of Conduct permit serious penalties for students who engage in these behaviors. For instance, these behaviors can result in expulsion, criminal charges for terroristic threats or child pornography.

Social Networking Web Sites

Social networking websites and applications such as Twitter, Instagram, TikTok, Snapchat or Facebook, s can become a hurtful or dangerous place for students if left unsupervised.

Students are sharing information or acting upon negative information that they have posted or read. This creates disruptions to student relationships and the learning environment. Please talk with your child about the importance of never posting or sharing something mean, hurtful, profane, or obscene online or through other technology.

Recommendations

Open communication and being able to access and review the content of your child's social media accounts, internet use, and cell phone use is a step in the right direction for student safety.

Remember that students sometimes share personal information that jeopardizes their safety such as: suggestive photos, substance use, weapons, personal cell numbers, personal diary or blog, or current location

Online predators may use this information to search for potential victims. These predators may also pose as teenagers or young adults in order to establish relationships with young people.

Your support in keeping our students safe is greatly appreciated! Please contact your school administration with any questions or concerns.

District Issued Device Fines

If your school issues devices (tablets, laptops, computers accessories) to students, fines will apply for lost, stolen, damaged, or destroyed items.

Failure to Return a Device or Accessories:

A student who fails to return a device or any accessories or peripherals will be responsible for the full replacement cost of the item that was not returned.

Please note that, while you may purchase insurance for your device or your homeowner's insurance may cover the device, the District will not be responsible for communicating with your insurance provider.

You remain solely responsible for paying fees directly to the District.

POLICY IFBGA – RESPONSIBLE USE OF ENTERPRISE NETWORK

The Fulton County District's Responsible Use Policy is designed to prevent unauthorized access and other unlawful activities by staff and students, to prevent unauthorized disclosures of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA) of 2000, and the Family Education Rights and Privacy Act (FERPA) of 1974 while using the district's Enterprise Network.

The District maintains an Enterprise Network (EN) that includes all District-provided electronic devices, software, data, communications services, storage media, and access to internal and external networks (Internet). Access to the EN is the property of the District and shall be used solely in support of the District's instructional and administrative programs. Use of this property is a privilege that may be discontinued at any time. The existing EN is exclusively intended for employees, students, and guests using FCS-IT approved EN resources.

All use of the EN should be consistent with the District's goal to promote educational excellence. The EN should be used only in a responsible, ethical, and lawful manner in ways that contribute to communication, collaboration, creativity, and critical thinking. Any unauthorized use of the EN or any failure to comply with the local and District-wide provisions relating to use of the EN will be grounds for disciplinary and/or legal action.

Principals, department heads, and technology personnel shall be responsible for monitoring all use of the EN at their facilities. Student access to the EN shall be under the supervision of a teacher or other appropriate staff member. There is currently no charge for access to the EN when used in accordance with Board policy and procedures.

Internet Safety:

- a. The Superintendent shall, with respect to any computers, portable, mobile, or other electronic devices belonging to the District and having access to the Internet:
 1. Ensure that a qualifying "technology protection measure," as that term is defined in section 1703(b)(1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
 2. Institute, maintain and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.
 3. Ensure that measures are in place to support order FCC 11-125 which requires that a

school's Internet safety policy provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards, and in chat rooms and cyber bullying awareness and response.

- b. The Superintendent shall, with respect to access to the Internet by or through computers, portable, mobile, or other electronic devices belonging to the District, institute, maintain, and enforce procedures or guidelines which:
 1. Provide for monitoring a school's Internet safety policy to ensure it provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards, and in chat rooms and cyberbullying awareness and response.
 2. Record all users' online activities and to access, review, copy, store, or delete any electronic communication or files and disclose this information as deemed necessary. Users should have no expectation of privacy regarding their use of District property, networks, and/or Internet access or files, including email. Students/staff using unapproved Virtual Private Network (VPN) filters to bypass FCS content filters, while using enterprise network, will be subject to disciplinary action.
 3. Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
 4. Are designed to prevent unauthorized access, including so-called "hacking," impersonations, service disruptions, and/or any other unauthorized activities by minors online
 5. Are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors
 6. Are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.

While this Act specifically references minors, the protections listed above should apply to all users of the School District's network.

Responsible Use Agreements for use of Fulton County Schools Enterprise Networks and Computers
Regardless of the access provided, all users of the District's enterprise network, computers, portable, mobile, and/or other electronic devices must complete Responsible Use Agreement and the annual Security Awareness Training, prior to use of the District's electronic networks, computers, portable, mobile, and/or other electronic devices each school year. This includes, but is not limited to teachers, administrators, paraprofessionals, clerical staff, maintenance, and facilities staff, technology staff, vendors, students, parents, and volunteers.

Operating Guideline IEBGA

Computer, Internet, E-Mail, and Enterprise Networks

I. Responsible Use Agreement for Employees, Contractors, Volunteers, and Students.

The following document outlines guidelines for the use of computing systems and facilities

located at or operated by the District. The definition of District information and data resources will include any computer, server, network, portable, mobile, cloud resources, or other electronic device provided by the District, or access provided or supported by the District, including the Internet. Use of the computer facilities includes the use of data/programs stored on District computing systems, data/programs stored on magnetic tape, CD-ROMs, DVD-ROMs, computer peripherals, or other digital storage media, that is owned and maintained by the District. The "user" of the system is the person requesting an account (or accounts) in order to perform work in support of the District programs or a project authorized for the District. The purpose of these guidelines is to ensure that all District technology users share the District technology resources in an effective, efficient, ethical, and lawful manner. Employees who violate the Responsible Use Agreement could be subject to disciplinary action, up to and including termination. Students who violate the Responsible Use Agreement could be subject to any appropriate disciplinary action.

II. Accessing the Enterprise Network and Instructional Resources

The Board recognizes that the District Enterprise Networks (EN) provide access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of Enterprise resources must be in support of, and consistent with the vision, mission, and goals established by the Fulton County Board of Education and for the purpose of instructional support or administrative functions. All users of the district enterprise network and/or other informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

The District encourages the use of the Internet, hardware, and software tools to support teaching and learning. It is the responsibility of each teacher to verify that the resources he/she chooses, outside of the FCS Marketplace, are curriculum related and aligned with the mission and vision of the District.

See Board Policy IJND: Video Usage

III. Harmful and Offensive Material

The District recognizes its inability to control all information available via the Internet due to the world-wide access to the Internet that exists. Some of the information that can be accessed via the Internet may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive, or otherwise objectionable. The District strongly encourages parents to discuss the appropriate access of information and materials with their students. Students who violate the Student Code of Conduct in relation to access and/or distribution of harmful or offensive materials may be subject to disciplinary action.

The Children's Internet Protection Act and Family Education Rights and Privacy Act

The Fulton County Board of Education supports and complies with requirements outlined in the Children's Internet Protection Act and the Family Education Rights and Privacy Act

IV. Children's Internet Protection Act and Family Education Rights and Privacy Act

In compliance with the Children's Internet Protection Act (CIPA), the Fulton County School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c)

unauthorized access, including “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.

This Responsible Use Agreement, with Policy IFBGA and other District policies, procedures, and operating guidelines, complies and will continue to comply with CIPA as outlined below. References to this Responsible Use Agreement and other District policies, procedures, and operating guidelines are merely illustrative and not exhaustive.

1. In accordance with Children’s Internet Protection Act (“CIPA”), the Fulton County School District blocks or filters content over the Internet that the Fulton County School District considers inappropriate for minors via a technology protection measure. This includes pornography, obscene material, and other material that may be harmful to minors. The Fulton County School District may also block, or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The Fulton County School District may, in its discretion, disable such filtering for certain adult users for bona-fide research or other lawful educational or business purposes. [See, e.g., Section V. Content Filtering; Section XII. Monitoring the Enterprise Network, E-mail, and Internet Usage].
2. The Fulton County School District educates students and minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. [See, e.g., Policy JD Student Discipline/Code of Conduct; Operating Guideline JD Student Discipline/Code of Conduct; Section X. Use of the Internet and Electronic Mail (E-Mail)].
3. Users, including minors, may not access inappropriate material in violation of the District's policies, procedures, or guidelines. [See, e.g., Policy JD Student Discipline/Code of Conduct; Operating Guideline JD Student Discipline/Code of Conduct; Section X. Use of the Internet and Electronic Mail (E-Mail)].
4. The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. [See, e.g., Section VIII. Public Posting Areas; Section IX. Real-time Interactive Communications Areas; Section X. Use of the Internet and Electronic Mail (E-Mail); Section XII. Monitoring the Enterprise Network, E-mail, and Internet Usage].
5. The District will work to prevent the unauthorized access, including "hacking" and other unlawful activities by minors online. [See, e.g., Policy JD Student Discipline/Code of Conduct; Operating Guideline JD Student Discipline/Code of Conduct; Section VII. Copyright Considerations; Section X. Use of the Internet and Electronic Mail (E-Mail); Section XV. Vandalism].
6. The District will work to prevent the unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors. The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of education records. Under FERPA guidelines, parents or eligible employees have the right to inspect and review the students’ education records maintained by the school or district. (See, e.g., Policy EBC Data Access and Security for Sensitive Information; Policy JR Student Records).

V. Content Filtering

The District maintains an Internet filtering system that includes filtering categories. The Information Technology Department maintains a published list of Internet filtering settings by category that have deemed appropriate based on a review by a committee of District staff.

Teachers are expected to monitor usage of technology in the classroom. All Internet-based activities should be conducted using the District network to allow for filtered access that is appropriate for student use.

Local schools have the option to request a site be unblocked if it has been determined to be free of visual depictions that are: (i) obscene, (ii) child pornography, or (iii) "harmful to minors, and the site is to be used for instructional purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Examples include unapproved third-party VPNs and Proxys, used to bypass content filters.

VI. Enterprise Network Access

The existing Enterprise Network EN is exclusively intended for employees and students using District approved and/or issued devices, tools, and/or applications. It is acceptable to provide guests with temporary guest login accounts for personal computers, tablets, and mobile devices used onsite by FCS stakeholders such as visitors, vendors, parent liaisons, volunteers, etc. Contact your School Technology Specialist or the IT Help Desk for assistance with guest login credentials.

VII. Copyright Considerations

Many written materials are the personal property of the author or other persons. Copyright laws protect these ownership interests. It is not always possible, particularly in the midst of classroom activity, to know whether a particular material is protected by copyright laws and, if so, whether a particular use is permitted as "fair use." Therefore, students and employees should assume that any material they access on the District Enterprise Network (EN) is the property of another and that use of the material is restricted by copyright laws, unless there is definitive evidence to the contrary.

Material downloaded from the District Enterprise Network (EN) should not be distributed to others unless such permission is obtained from the owner of the copyright or his/her authorized representative. Users shall not upload computer programs or software of any kind onto the District Enterprise Network (EN) unless they obtain permission in advance from authorized school personnel. The District accepts no responsibility for violation of copyright laws by employees, students, or other users.

VIII. Public Posting Areas

Messages can be posted on the Internet from computer systems around the world. The District has no control over the content of messages posted from external systems. District staff will determine which discussion boards, blogs, wikis, and groups are most beneficial to the educational mission of the District. Use of external content not approved by District staff is prohibited. Messages posted locally may be removed by school personnel if they are in violation of Board policy, procedures, or school rules. Misuse of discussion boards or groups may result in termination of the user's access and/or other disciplinary measures.

IX. Real-time Interactive Communications Areas

Students, employees, and other users are expected to use the real-time conference and communication features of the District Enterprise Network (EN) for educational or work-related communications only.

Users must abide by any restrictions posted on the District Enterprise Network (EN) regarding interactive communications.

X. Use of the Internet and Electronic Mail (E-Mail)

Users will comply with all Federal and State laws, and all District policies when accessing their account. This includes, but is not limited to:

1. User accounts may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, cyberbullying, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, unauthorized access to the systems, data, or network of the District or a third party (including "hacking"), and/or service disruptions (e.g. spreading computer viruses and/or denying services).
2. User accounts may not be used in any way that violates District policies, procedures, or operating guidelines. Users engaging in online behavior that is not consistent with the mission of the District, that misrepresent the District, or that violates any District policy is prohibited.
3. The District prohibits use of the Enterprise network for mass unsolicited mailings, access for non-employees to District resources or enterprise network facilities, competitive commercial activity unless pre-approved by Fulton County Schools, and/or the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the District or another individual without authorized permission.
5. In the interest of maintaining network performance, users should refrain from sending unreasonably large e-mail attachments.
6. Accessing wireless "hotspots" with District technology at public and/or unsecure locations should be avoided to prevent the breach of confidential data and information.

Transmission and storage of PII & FERPA-protected

It is the responsibility of all District employees and contractors to protect sensitive data, and personally identifiable information (PII) in a professional manner. District employees and contractors will not be granted access to sensitive information that is not authorized based upon a job-related need to know or for a job-related legitimate educational purpose. This includes accessing data on district devices as well as devices containing district data owned or rented by employees and contractors. Sensitive information includes, but is not limited to:

- Student or parents name, address, telephone number, and social security number

- Student ID, grade, attendance, medical, or transcript information
- Student or parent financial aid or similar financial information
- Race/Ethnicity, birth date, age
- Employee name, address, telephone number
- Employee payroll and benefits information
- Any information which by itself or if combined with other information would allow a person to be able to discretely identify an individual

For transmission and storage of PII & FERPA-protected information refer to appropriate sections of Policy EBC.

XII. Monitoring the Enterprise Network, E-mail, and Internet Usage

Use of the Enterprise Network (EN) is limited to the support of the District's educational mission. Therefore, information transmitted or received over the District's EN (including E-mail) should not be considered "personal" or "private." Messages may be opened and read by the school principal, department head or other appropriate personnel without the consent of the sender or intended recipient. Local, state and/or federal officials may also obtain access to electronic communications in connection with investigations or other purposes. In addition, messages sent over the EN may be subject to disclosure under the Open Records Act.

Therefore, use of the EN for transmitting confidential student or personnel information should be avoided. In addition, an employee found to have used this medium for purposes contrary to this procedure may have privileges terminated and may be subject to disciplinary action pursuant to Board policies, procedures, and/or operating guidelines.

XIII. Cellular Communications, Telephone, Computers, Laptops, & Tablets and Other Charges

Use of the EN in the manner permitted by the District should not generate any additional costs or charges to the District. Therefore, users will not be charged for such use. However, if the EN is used in a manner that is not allowed by the District, the users engaged in such disallowed uses will be required to pay all costs incurred. In addition, misuse of the EN in this manner may result in loss of access or other punitive action up to and including termination of employment.

Portable, mobile, hand-held, or other electronic devices and/or associated accessories for these devices should be used solely to support the vision and mission of the Fulton County School District. The district will offer a list of supported phones and will update the list as new technology emerges. The district will not fund or provide technical support for unapproved devices.

Usage of district-issued electronic devices will comply with all Federal and State laws, and all District policies, procedures, and operating guidelines. This includes, but is not limited to, the following:

- Devices may not be used for illegal or unlawful purposes, including, but not limited to, obscenity, libel, slander, fraud, defamation, harassment, intimidation, impersonation, illegal gambling, or soliciting for illegal pyramid schemes.
- Devices may not be used in any way that violates District policies, procedures, or operating guidelines. Use of a device in a manner that is not consistent with the mission of the District or that misrepresents the District is prohibited.

Information transmitted or received over District-issued portable, mobile, hand-held, or other electronic devices should not be considered “personal” or “private.” Local, state, or federal officials may obtain access to records of calls or texts placed via District-issued electronic devices in connection with investigations or other purposes. These records may also be subject to disclosure under the Open Records Act.

Use of District-issued devices in the manner permitted by the District should not generate additional costs or charges to the district. Therefore, users will not be charged for such use. However, if the District-issued electronic devices are used in a manner that is not permitted, the users engaged in such disallowed uses will be required to pay all costs incurred.

Misuse of District-issued electronic devices may result in a loss of access privileges and/or other disciplinary measures. Users who are issued a device are expected to exercise reasonable caution in conducting business related communications i.e., when in public, when driving, etc. Hands free devices should be used when driving. Texting while driving is strictly prohibited per O.C.G.A. § 40-6-241.2.

Electronic devices that are issued to employees are the responsibility of that employee. Electronic devices that are damaged under normal wear and tear by employees will be replaced at no cost. Employee devices that are otherwise damaged will be replaced at the contract rate afforded the district by our contract with the approved vendor. Employee’s may be required to cover some or all the expense. In the event that an employee resigns or is terminated, the impacted employee must surrender the equipment immediately upon request. If the employee is unable to present the equipment in good working order, the district shall expect the employee to reimburse the District for the cost of a replacement device.

The District will receive and pay one master bill for all authorized employee cellular expenses. The Accounting Department will then cost allocate based on approved allocations to each individual school or departmental account.

XIV. User Identification Information

The District may occasionally require new or updated information from users. Users must provide all such information as requested. Users also must notify the administration of any changes in user identification information (address, phone, name, school enrollment, etc.).

Use of passwords to protect information: FCS Enterprise Network

Access: Passwords provide an important means of protecting EN access and preventing unauthorized access to data. Therefore, sharing your passwords, attempting to logon the EN using another person's password, falsely posing as a District administrator, or engaging in other security violations will be grounds for termination of privileges and other disciplinary measures. Users should immediately notify an administrator if their password is lost or stolen or if they believe that someone has obtained unauthorized access to their account password.

The following requirements will apply to all passwords used for computer logon, email access, employee portal, and all single sign-on applications that utilize the same password. District password guidelines apply to all staff, students, contracted employees, charter school staff and/or anyone using a user account provided by the district.

1. Passwords expire and must be changed every 60 days. You will be prompted when you log

on to make this change.

2. Passwords are a minimum of eight (8) characters long.
3. New passwords cannot match any of the previous twelve (12) passwords used.
4. Passwords cannot contain part of the user's name or login name.
5. Passwords must meet all the following complexity requirements:
 - Contain at least one uppercase letter (A through Z)
 - Contain at least one lowercase letter (a through z)
 - Contain at least one number or one special character (for example: 0 through 9 or \$, #, %,.)
 - Contain at least one special character (for example: \$, #, %,.)
6. A user account will lock after five (5) consecutive invalid login attempts and will remain locked for 17 minutes. The account will automatically unlock after 17 minutes and allow login attempts to the account again.

The following guidelines will help you create and maintain passwords that are not easily compromised.

- Do not use birthdates or any other numeric sequence that can be easily associated with you.
- Do not use names of family members, friends, pets, hobbies, etc.
- Do not use the same password repeatedly by changing the last digit or number of the password.
- Never share passwords with anyone. Do not reply to an email asking for passwords or any other personal information such as bank accounts. Do not provide passwords or personal information to a telephone caller who may claim to be "tech support".
- Change your password immediately if you suspect it has been compromised or if someone has obtained your password. If you suspect someone has accessed your account, or if you suspect any type of security breach, contact the help desk immediately.
- Be careful about where passwords are saved automatically on devices or websites. Some dialog boxes, such as those for remote access or logon, allow you to save or remember a password. Selecting this option poses a potential security threat if someone were to gain unauthorized access to your device.

Students are required to change their passwords periodically.

Logins and passwords for applications on the network will be handled according to individual program setup. Although the application may not require password change, the above password change policy should remain in effect.

XV. Vandalism

Computer vandalism is prohibited and may result in disciplinary actions. Prohibited conduct includes creating computer viruses, service disruptions, harming or attempting to harm or destroy the District's hardware, software, or data; harming or attempting to harm the data of another user, the EN or any of the agencies or other networks that are connected to the District E; and harming or attempting to harm the hardware, software, or data of a third party. Abuse of a computer system may also subject the abuser to criminal penalties.

XVI. Reporting Loss/Theft of Equipment or Data

Fulton County School employees and contractors who possess FCS owned laptop computers and Mobile Devices are expected to secure them whenever they are left unattended, and it is the employee or contractor responsibility to protect the device and data during domestic and international travel. In the event an FCS-owned or managed laptop computer or Mobile Device is lost or stolen, the theft or loss must be reported immediately to the Service Desk and Fulton County Schools Police.

See Board Policy JS: Student Fines, Fees and Charges

XVII. Termination of Privileges

An employee's access to, and use of, the EN will be discontinued when his/her employment is suspended or terminated either voluntarily or involuntarily. An employee who disagrees with a decision to suspend or terminate access to the EN may file a complaint under the appropriate employee complaint procedure.

A student's access to, and use of, the EN will be discontinued when the student graduates from high school, withdraws from the District or is expelled by the District. A student whose access to the EN has been suspended or terminated may request, in writing, a review of the decision by the Superintendent or his/her designee. Whenever possible, a final determination shall be sent to the student in writing within ten working days of receipt of the request for a review.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A. §, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including termination of employment or contract with FCS and criminal prosecution. The Federal Educational Rights and Privacy Act (FERPA) applies to all teachers, employees, and school officials that have access to student data.

At no time should student identifying information be broadcast or disclosed in communications sent outside the District enterprise network without parental permission for such activities. Teachers should closely monitor classroom activities where students are communicating outside of the District. Regardless of the activity type, student privacy should never] be compromised.

District technology use is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

The following notice will appear on the computer screen and require "OK" for logon to District Enterprise Network:

This computer is the property of the Fulton County Board of Education and is for authorized use only. The use of this computer is governed by the Responsible Use Agreement. Using this computer constitutes your acceptance of this agreement and willingness to adhere to all the guidelines contained within it. Users of this computer system (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel and law enforcement. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel.

Failure to comply with the Responsible Acceptable Use Agreement and all applicable laws will result in disciplinary actions, up to and including termination of employment, and criminal

prosecution.

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. For more information regarding Section 504, or if you have questions or need additional assistance, please contact Fulton County School District's Section 504 Coordinator at the following address:

Administrative Center - Attn: 504 Program Administrator - 6201 Powers Ferry Road, NW Atlanta, GA, 30339 - Phone: (470) 254-0449

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 District'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 District 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 District 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 District'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 District'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 District'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.

Section 504 Procedural Safeguards

1. **Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to Fulton County School District'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 District's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the District's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the District's Section 504 Coordinator. The District's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
 - **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.

2. **Mediation:** The District 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 District must agree to participate. The grievant may terminate the mediation at any time. If the mediation is

terminated without an agreement, the District will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

3. Hearing Procedures:

- I. 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.
- II. Upon a showing of good cause by the grievant or the District, 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.
- III. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- IV. 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.
- V. 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 District, 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.
- VI. 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.
- VII. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- VIII. The hearing shall be closed to the public.
- IX. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- X. 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.

- XI. 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.
 - XII. Unless otherwise required by law, the impartial review official shall uphold the action of District unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - XIII. 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.
4. **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.
 5. **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.

POLICY JGFA – RESTRAINT OF STUDENTS

Definitions:

“Chemical Restraint” means any medication that is used to control behavior or restrict the student’s freedom of movement that is not a prescribed treatment for the student’s medical or psychiatric condition. **(Use of chemical restraint is prohibited in all District schools.)**

“**Mechanical Restraint**” means the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement, and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. **(Use of mechanical restraint is prohibited in all District schools.)**

“**Physical Restraint**” means direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term “physical restraint” does not include prone restraint, mechanical restraint, chemical restraint, or seclusion. Additionally, physical restraint does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

“**Prone restraint**” means a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the prone position. **(Use of prone restraint is prohibited in all District schools.)**

“**Seclusion**” – is a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time- out (defined as a behavioral intervention in which

the student is temporarily removed from the learning activity but in which the student is not confined), in-school suspension, detention, or a student- requested break in a different location in the room or in a separate room. (Use of seclusion is prohibited in all District schools).

Use of Physical Restraint in District Schools:

1. Physical restraint may be used in District schools only in situations in which the student is an immediate danger to himself/herself or others i.e., actively hurting themselves or others, or is in immediate danger of hurting themselves or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
2. Physical restraint is prohibited in District schools as a form of discipline or punishment; when the student cannot be safely restrained; or when the use of intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's education records.
3. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself/herself or others or if the student is observed to be in severe distress.
4. Whenever possible, all physical restraints should be observed and monitored by another adult to ensure student and staff safety.
5. Whenever possible, only faculty and staff trained in the use of physical restraint will physically restrain students. In situations when a trained staff member is not present, but a student must be physically restrained in accordance with this Policy, the student may be restrained. In such situations, individuals present should be directed to summon trained staff and/or seek assistance as quickly as possible.
6. Each school may designate a Crisis Response Team to safely manage students in crisis – the team may consist of administrator(s); counselor(s); social workers; staff experienced (or trained) in de- escalation, communication, and/or some form of restraint

Training on Use of Physical Restraint:

1. The Superintendent and/or designee shall make available appropriate training to District faculty and staff on the appropriate use of physical restraint. This training will be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, as well as prevention and de-escalation techniques.
2. The Superintendent and/or designee will identify for training those staff members working in schools/programs in which staff historically has been called upon to physically restrain students, or others as deemed appropriate based on their employment positions.
3. The District will maintain written and/or electronic documentation on training provided and the list of participants in each training. Records of such training will be made available to the State Department of Education or any member of the public upon request.

Documentation of Physical Restraint:

1. The use of physical restraint will be documented by staff or faculty participating in or

supervising the restraint for each student in each instance in which the student is restrained. Staff and faculty should use the District's Restraint Incident Report Form (or equivalent) to document the use of physical restraint.

2. Each school shall maintain a copy of completed Restraint Incident Report Form (or equivalent), as well as any other summary reports, in accordance with the requirements of the State Department of Education and existing record retention schedules.
3. Staff and faculty should electronically report student restraint in the District's Student Information System.

Parental Notification:

1. Parents shall be informed within one (1) school day when a physical restraint is used and shall be provided a copy of the completed Restraint Incident Report Form (or equivalent) at that time. Parents and the District may mutually agree that notification may be provided via electronic mail.
2. The District will provide information to parents about the District's policies governing the use of physical restraint by posting this Policy on its website and by including it in its Student Handbook.

Limitations:

1. Nothing in this Policy shall be construed to prohibit a District, school, or program employee from taking appropriate actions to diffuse a student fight or altercation.
2. Nothing in this Policy shall be construed to eliminate or restrict the ability of a District employee to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this Policy shall be construed to impose ministerial duties on any District employee.
3. Nothing in this Policy limits the ability of District staff to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this Policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
4. Nothing in this Policy shall be construed to go beyond or as inconsistent with the requirements of State Board of Education Rule 160-5-1-.35.
5. The use of physical restraint in District schools, as well as this Policy and the Restraint Incident Report Form, shall be reviewed by the District at least annually.

Rights under the Family Educational Rights and Privacy Act (FERPA)

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the education records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected or retrieved.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Fulton County School District (District) to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures can be found in Policy/Procedure JR, Student Records, at www.fultonschools.org.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school or District approved volunteer; a person or company that is under the direct control of the District with respect to the use and maintenance of education records and with whom the District has contracted or who volunteers to perform a service or function for which the District would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20212-5920.

(5) The District may disclose appropriately designated "directory information," for educational and legal compliance purposes, to governmental agencies and offices (including the US Armed Forces) to non-profit entities for school or District support purposes, or to educational technology providers as deemed appropriate by the District to access educational services, without written consent, unless you have advised the District to the contrary in accordance with the below District procedures.

The District also may include personally identifiable information in school or District publications such as a playbill showing your student's role in a drama production; the annual yearbook; graduation videos or graduation announcements/celebrations; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program.

District teachers, District schools and the District may also display directory information on school, personnel, classroom or District websites, blogs, or social media (such as Facebook, Twitter, Instagram or similar) for the purposes of instruction, recognizing student achievement or informing

the community about school, classroom or District activities and events.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes a student's name, address, email addresses, phone number(s), date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph/peripheral student images or audio (see information below), participation in school activities and sports, as well as weight and height of members of athletic teams, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems (subject to the District's determination that this information cannot be used to access education records without a PIN, password, etc.--a student's SSN, in whole or in part, cannot be used for this purpose) or similar information.

The District records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms, and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school/District/personnel publications and websites, blogs, or social media. In many cases, recordings contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, and attending to classroom or school activities.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or District or school rule, procedure, or policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis.

Parents/Guardians of students under 18 years of age or a student 18 year of age or older objecting to the release of this information should request a form from the Assistant Principal in order to place their objection in writing to the student's Assistant Principal, no later than August 31 of each school year or within ten calendar days of the student's enrollment. Objections must be renewed each school year.

COMPULSORY EDUCATION O.C.G.A. § 20-2-690.1:

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that has more than 5 unexcused absences*, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- 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 courts
- Each day absent after 5 unexcused absences will constitute a separate offense

* Additional information on unexcused absences and consequences are outlined in the Student of Code of Conduct and the District's website.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before student's is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding,
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise, distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students,
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District maintains policies or procedures, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. These policies/procedures, including Policy and Procedure II, are available online at www.fultonschools.org or through your local school.

The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify (such as through U.S. Mail, e-mail, or hand delivery) parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Student Privacy Policy Office, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

SURVEY DATA COLLECTION

At this time, the District plans to administer one anonymous protected information survey not funded by ED, the Georgia Student Health Survey II (GSHS II), which is issued through the Georgia Department of Education. The GSHS II anonymously identifies safety and health issues that have a negative impact on student achievement and school climate. The information helps provide the most effective drug and violence prevention resources and/or activities for your child. **The district also administers a student inventory for Student Success Skills.**

The survey will take approximately 20 minutes to complete and is totally anonymous and voluntary. Students have the right to “opt out”. It asks for responses that pertain to student involvement in substance abuse, violent situations, school climate and nutrition. Survey analysis of these data provides information/data that:

- Meets mandated data collection requirements
- Assists in the maintenance of a school environment that is free of drugs and violence
- Promotes a classroom atmosphere that allows teachers to teach and students to learn; and
- Develops and offers experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Our desire is to involve parents in the education of their children. The GA Student Health Survey is given annually to all students in grades 3-12. If you do not wish for your child to participate in this important activity, please inform your student's Assistant Principal each year in writing by September 15, 2022. If you would like to examine the survey, please visit www.gadoe.org or feel free to contact the Student Discipline Prevention and Intervention Department at 470-254-0480. If you do not “opt out” your child from survey participation, he/she could be selected to complete a Student Health Survey beginning in October each year in grades 3-12.

Fulton County Schools - Career, Technical, and Agricultural Education End of Pathway Assessments Privacy Notice

Fulton County Schools values providing students with authentic learning experiences and instruction through its Career, Technical, and Agricultural Education Pathway curriculum. As part of this endeavor, the Georgia Department of Education and FCS has collaborated to provide students with the opportunity to gain valuable industry credentials before completing high school. This occurs through the student’s voluntary and optional completion and passing of the End-of-Pathway Assessment, which may be a national industry certification, national occupational assessment, state licensing assessment, or a state-developed assessment to gauge the student’s attainment of critical industry, technical, or career-related skills and knowledge.

These certification exams and assessments are offered primarily for adults by external licensing and accrediting organizations, and they may require the submission and collection of information about the student wishing to gain certification as required by their industries’ accrediting procedures. This is a normal component to gaining certification in most industries.

If the student chooses to take the End-of-Pathway Assessment to gain certification, it is with the

understanding that the student is voluntarily agreeing to the collection of data necessary to grant the student the certification.

For more information, please visit our website at the below link:

<https://www.fultonschools.org/Domain/225>

CLUBS/ORGANIZATIONS

After reviewing the list of Clubs/Organizations at my student's school (available from the school website or from the school office), I decline permission for my child (under the age of 18) to participate in the following school club(s) which is defined as clubs and organizations that are directly under the sponsorship, direction, and control of the school):

It is the responsibility of the parent to discuss the declination with their student to refrain from participation to ensure compliance. I understand that more information regarding student organizations may be found at the school or in Policies JHC, Student Organizations and JH, Student Activities.

Participation in athletic and extracurricular activities in Fulton County Schools is a privilege. The District offer a wide variety of extracurricular activities such as clubs, teams, award ceremonies, and school social events, such as school dances. Student participating in these activities represent their school and more importantly, depict its character. Therefore, the School may withdraw the privilege to participate in these activities if students violate the Code of Conduct or state/federal laws.

ATHLETIC INTEREST

The Fulton County School District values student participation in athletics. All sports offered at each school are listed on the District's Athletic webpage at www.fultonschools.org, or you can access each school's individual webpage.

Suggestions or Changes

- If you are a high school student, eighth grade student, parent/guardian, coach, or other interested school personnel that has a specific suggestion or request about
- The addition of a Georgia High School Association (GHSA) sanctioned sport not currently offered at your high school
- Adding an additional level of competition for an existing GHSA sport at your high school (such as a freshman or junior varsity team)
- Getting your high school's assistance in approaching GHSA about adding a sport to its list of sanctioned sports
- You have an idea on a way to increase participation in currently existing GHSA sports teams, then please complete the form that can be accessed on the District's Athletics webpage at www.fultonschools.org. Your feedback will be sent to the School District's Athletic Director and the relevant school and may be shared with relevant coaches.

COPPA NOTICE

Our District uses software, application, and online tools to facilitate learning. Before using these tools, we wanted to make you aware of federal regulations that apply to operators of many of these products.

For students to use these tools, certain personal information must be provided to the operator. Under

the Children's Online Privacy Protection Act (COPPA), these operators must provide notification and obtain consent before collecting personal information from children under the age of 13. However, schools may act on behalf of the parent and can consent to the collection of students' information on the parent's behalf. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

The District is providing you with this notice that our staff will provide consent to allow an account to be created for your child, and to allow information about your child to be shared with certain software, application ("app"), or online providers.

If you would like more information about our District level providers, please visit <https://www.fultonschools.org/digitalcontent>. If you have questions about school-level providers or would like to discuss or ask questions, please contact your school principal.

If you do not wish for the school to provide consent on your behalf, please contact your school principal by email, fax, or letter.

PARENT AND STUDENT RECEIPT ACKNOWLEDGEMENT FORM (MUST BE COMPLETED AND RETURNED TO THE SCHOOL)

We have received the Student Code of Conduct & Discipline Handbook and all included documents and understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information.

We also understand that this Student Code of Conduct & Discipline Handbook contains rules that students are expected to follow, including but not limited to, rules that must be followed at school, on school grounds; off school grounds at a school activity, function or event, going to and from school or other transportation provided by the District, at school bus stops; while in any vehicle used in connection with a school function or activity, or while using the school technology resources.

We also understand that this Student Code of Conduct & Discipline Handbook contains information about possible legal consequences if a child does not attend school as required by Georgia law in § 20-2-690.1. If a child has more than five (5) unexcused absences, parents, guardians, or other persons who have control or charge of a child are subject to fines, imprisonment, community service or any combination of these penalties. Absences that are excused are listed in Policy JBD and may be accessed at www.fultonschools.org and/or at the local school.

We understand that this handbook contains information about opting out of the Georgia Department of Education's Georgia Student Health Survey II (GSHS II) and that if we do not “opt out” our child from survey participation, he/she could be selected to complete a survey on or after October 2, 2022.

We also understand that in addition to school-based discipline of students, student misconduct may be reported to appropriate law enforcement authorities. The District encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

We understand that all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.

We understand that, upon implementation of the Title IX revisions released on May 6, 2021, any discipline incident, or portion of a discipline incident, which involves a Title IX matter or incident will be subject to the Title IX Grievance Procedure as detailed at www.fultonschools.org/titleix.

We understand that each student will be provided one copy of this Student Code of Conduct. Anyone requiring an additional copy should contact their local school administrator or review a copy on the District’s website www.fultonschools.org.

If I/We have any questions about the enclosed information, I/We will ask a school administrator to discuss those questions. Failure to sign and return this form does not relieve me/us or my/our child(ren) from complying with and understanding the information enclosed in the Student Code of Conduct & Discipline Handbook.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name (Please Print)

Student Signature (if over 10 years old)

For district and school information at your fingertips, download the **FCS MOBILE APP!**



Fulton's mobile app is free to download for Apple and Android devices. Go to the app store on your device and search "Fulton County Schools."

The FCS Mobile App Features Include:

- AA Get instant access to Fulton County Schools news, announcements, and social media feeds
- AA Subscribe to your school(s) to also get their news and social media
- AA Report safety concerns using the built-in "FCS Tip Line"
- AA Get inclement weather and school closure notifications pushed directly to your device
- AA View the district calendar and ALL of your school calendars in one place
- AA View school lunch menus and download meal applications
- AA Access Infinite Campus, Here Comes the Bus, MyPaymentsPlus, and other district apps
- AA View important academic and athletic information
- AA Access school staff and district contact information AND MORE!

For additional information, contact the
FCS Communications Department at 470-254-6830

Is something going on that needs to be shared anonymously?

Use FCS TIP LINE!



Individuals can quickly and anonymously report situations and issues (including pictures) that may have occurred within schools using the new FCS Tip Line – available through the district’s mobile app.

How to use the FCS Tip Line

- AA Install the Fulton County Schools app on your mobile device by visiting the Apple or Google App Store
- AA Tap the “FCS Tip Line” icon on the app home screen
- AA Enter your message to the FCS Safety & Security Department
- AA Select the Category for your tip: bullying, drugs, suicide, etc.
- AA Select the School/Facility where the incident occurred
- AA Decide if you will remain anonymous or give your contact info
- AA Upload a saved photo or use your phone to take a new one
- AA Click “Submit”
- AA The Safety & Security Department will receive the message and begin working to verify and resolve reported issues

See an issue? Report it!

Let’s work together to keep our schools safe.

For additional information, contact FCS Safety & Security at 470-254-7159



It is the policy of the Fulton County School District not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator at:

6201 Powers Ferry Road, NW, Atlanta, Georgia 30339, or phone 470-254-4585. TTY 1-800-255-0135.