



Student Handbook
2015 – 2016

Timothy Guiney
Principal

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Dear Grady High School Students and Parents,

It is with great excitement that I welcome you to Grady High School for the 2015-2016 school year. Henry W. Grady High School is a school with great traditions and a legacy of excellence. In my second year as principal, we intend to honor those traditions, but we also plan to strategically make changes when they are best for students. The school appreciates your support and input toward improvement. Per Grady's mantra, "Individually we are different; together, we are Grady." As a leader, I believe all things are possible as long as the Grady community collectively focuses on the "we."

From a philosophical standpoint, I believe that a safe and secure learning environment is necessary for children to effectively learn. Further, I believe that rigorous instruction and active engagement are the foundation of a quality 21st century education. This is especially important as we continue implementation of the Common Core Curriculum, with a more challenging assessment system beginning in 2014-2015.

By setting high expectations, and challenging our students to meet them, I am confident that Grady High School will continue to grow as a learning community. In order to foster your child's social and emotional growth, please encourage him or her to get involved in extra-curricular activities. Students who play sports, participate in fine arts, and join clubs tend to enjoy their high school experience, while achieving a higher level of success.

As principal, I ask that you become active participants in your child's education. Parental involvement is a critical factor in your child's success, and there are many ways to get involved. If you would like further information regarding parental engagement, please contact our Title I Parent Liaison Jacqueline Marable at jamarable@atlanta.k12.ga.us.

Please frequently check the Grady website for important school updates and subscribe to the Weekly *GradyGram* electronic newsletter, published by the PTSA. The *GradyGram* includes announcements encompassing all aspects of the school, and also posts special editions as needed for important school announcements. Click the following link to subscribe to the *GradyGram*: <http://eepurl.com/fA-Yo>.

In closing, the staff and I look forward to partnering with you in **our** continued pursuit of excellence at Grady High School. Have a great week.

Sincerely,

Timothy Guiney, Principal

MESSAGE FROM THE ADMINSTRATORS

Welcome to Henry W. Grady High School for the 2015-2016 school year. Excellent opportunities await each and every student at Grady. Our past achievements are many and outstanding. We are excited by the accomplishments of our student body and applaud all efforts to obtain this level of achievement. Your opportunities are limited only by your imagination and personal commitment. Our tradition continues as we pursue excellence. Student commitment, combined with staff and community support enable us to achieve our goals. Your role is critically important:

- Set high standards for yourself.
- Accept responsibility for your actions and decisions.
- Behave responsibly.
- Treat others as you would like to be treated.

Working together, we will have an outstanding year.

GHS HANDBOOK REQUIREMENTS

Each student at Grady High School (GHS) will receive a copy, at no charge, of the Grady High School Student-Parent Handbook. Students and parents are expected to be familiar with policies, rules, and regulations of Grady High School and the Atlanta Public Schools (APS), and to be supportive of them.

PARENT AND STUDENT ACKNOWLEDGMENT

This *Student Handbook* has been written to help you gain the greatest benefit from your school experience. When you receive this handbook, it is required that you read the handbook carefully, and that you sign, date and return this form to your homeroom advisor. **A copy of this form will be kept in the student's homeroom advisement folder.**

Parent/Guardian Signature

Date

Student Signature

Date

BELIEFS:

1. Each student is a valued and unique individual.
2. Each student can learn.
3. Each student has the right to learn in a clean, safe, disciplined, and intellectually stimulating environment.
4. Parents and schools working together provide the best atmosphere for student achievement.
5. Each student is accountable and responsible for his or her own behavior and choices.
6. Diversity, equal opportunity, and access to technology are the cornerstones of innovation.
7. Exposure to and participation in fine arts, hands-on sciences, humanities, problem-solving and physical training are key to producing self-reliant students with depth and humanity.
8. All students should graduate with a well-informed plan of action for meeting their academic and personal career goals.

Our Draft Vision:

A high-performing cluster where educators inspire, families engage, and students love to learn.

Our Draft Mission:

Every student will graduate ready for college and career.

Theme:

Individually we are different; together, we are Grady.

Grady Cluster Signature Theme:

College and Career Preparatory

APS Student Calendar 2015-2016

<p>JULY 15</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>3 Independence Day (observed)</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>JANUARY 16</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p>1-4 Semester break 5 Teacher Professional Learning Day 6 Begin Semester 2 18 M.L. King, Jr. Birthday</p> <p>Instructional days: 17</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24/31	25	26	27	28	29	30							
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- First/Last day
- Teacher professional learning day (Students do not report)
- Holiday
- Academic milestone

Atlanta Public Schools 2015-2016 Testing Calendar	
August 10-21	<ul style="list-style-type: none"> • End of Course Tests Mid-Month/Retest. Mid-month Aug. 10-14, Retest Aug. 17-21.
September-May 6	<ul style="list-style-type: none"> • Georgia Kindergarten Inventory of Development Skills (GKIDS)
September 1– March 25	<ul style="list-style-type: none"> • Georgia Alternate Assessment (GAA) Administration
September 1–November 6	<ul style="list-style-type: none"> • Georgia Alternate Assessment (GAA) Retest Administration
TBD	<ul style="list-style-type: none"> • ACT
September 14-25	<ul style="list-style-type: none"> • End of Course Tests Mid-Month/Retest/Test-Out Administration.
TBD	<ul style="list-style-type: none"> • SAT
October 12-23	<ul style="list-style-type: none"> • End of Course Tests Mid-Month/Retest Online Administration
TBD	<ul style="list-style-type: none"> • PSAT (Grades 10 and 11)
TBD	<ul style="list-style-type: none"> • ACT
TBD	<ul style="list-style-type: none"> • SAT
TBD	<ul style="list-style-type: none"> • Career, Technical and Agricultural Education (CTAE) Assessment (Fall administration, block scheduled schools only)
TBD	<ul style="list-style-type: none"> • Career, Technical and Agricultural Education (CTAE) Assessment Retest (Fall administration, block scheduled schools only)
November 30- December 11	<ul style="list-style-type: none"> • Iowa Test of Basic Skills for Gifted Placement
December 10-17*	<ul style="list-style-type: none"> • Georgia Milestones EOC in 9th Grade Literature and Composition, American Literature and Composition, Coordinate Algebra, Analytic Geometry, Biology, Physical Science, U.S. History, and Economics
TBD	<ul style="list-style-type: none"> • SAT
TBD	<ul style="list-style-type: none"> • ACT
January 19-29	<ul style="list-style-type: none"> • Georgia Milestones EOC Mid-Month/Retest Administration
January 19-March 4	<ul style="list-style-type: none"> • ACCESS for ELLs/Alternate ACCESS for ELLs
TBD	<ul style="list-style-type: none"> • SAT
February 15-26	<ul style="list-style-type: none"> • Georgia Milestones EOC Mid-Month/Retest Administration
February 7	<ul style="list-style-type: none"> • ACT
March 2-13	<ul style="list-style-type: none"> • Georgia Milestones EOC Mid-Month/Retest/Test-Out Administration
TBD	<ul style="list-style-type: none"> • Career, Technical and Agricultural Education (CTAE) Assessment
TBD	<ul style="list-style-type: none"> • SAT
TBD	<ul style="list-style-type: none"> • ACT
TBD	<ul style="list-style-type: none"> • Career, Technical and Agricultural Education (CTAE) Assessment retest
April 13-April 26*	<ul style="list-style-type: none"> • Georgia Milestones EOG in grades 3 through 8 ELA, mathematics, science and social studies.
April 28-May 13*	<ul style="list-style-type: none"> • Georgia Milestones EOC in 9th Grade Literature and Composition, American Literature and Composition, Algebra I, Analytic Geometry, Biology, Physical Science, U.S. History, and Economics
May 16-20	<ul style="list-style-type: none"> • Georgia Milestones EOG Retest in Grades 3 Reading and Grades 5&8 Reading and Mathematics
TBD	<ul style="list-style-type: none"> • SAT
TBD	<ul style="list-style-type: none"> • Advanced Placement (AP Exams)
TBD	<ul style="list-style-type: none"> • IB Testing Dates
TBD	<ul style="list-style-type: none"> • SAT
TBD	<ul style="list-style-type: none"> • ACT
June/July 2015	<ul style="list-style-type: none"> • Georgia Milestones EOC Summer/Retest Administration in High School

Please note that the dates listed are subject to adjustment in the event that there are changes to the state testing calendar published by the GaDOE

Henry W. Grady High School Bell Schedule 2015-2016

Regular Bell Schedule

1A/1B	8:30-9:58	88 minutes
Announcements	9: 58-10:03	5 minutes
2A/2B	10:10-11:38	88 minutes
First Lunch	11:45-12:15	30 minutes
3A/3B	12:22-1:50	88 minutes
3A/3B	11:45-12:30	45 minutes
Second Lunch	12:30-1:00	30 minutes
3A/3B	1:07-1:50	43 minutes
3A/3B	11:45-1:13	88 minutes
Third Lunch	1:20-1:50	30 minutes
4A/4B	1:57-3:25	88 minutes
Announcements	3:25-3:30 (Mon.-Thurs.)	5 minutes
GNN	3:15-3:30 Fridays	15 minutes

Wednesday Bell Schedule (Advisement)

*Advisement will be held each
Wednesday.*

1A/1B	8:30-9:43	73 minutes
Advisement	9:50-10:48	58 minutes
2A/2B	10:55-12:08	73 minutes
First Lunch	12:15-12:45	30 minutes
3A/3B	12:50-2:03	73 minutes
3A/3B	12:15-12:50	35 minutes
Second Lunch	12:50-1:20	30 minutes
3A/3B	1:25-2:03	38 minutes
3A/3B	12:15-1:28	73 minutes
Third Lunch	1:33-2:03	30 minutes
4A/4B	2:10-3:25	75 minutes
Announcements	3:25-3:30	5 minutes

Lunch Assignments

First lunch: 2nd floor of E-wing, 2nd floor Charles Allen, Gyms

Second lunch: 1st floor of E-wing, Music, BBT, JROTC, and Instructional Suites

Third lunch: 3rd and 4th floors Charles Allen, science labs

EXTRACURRICULAR ACTIVITY OPPORTUNITIES

Grady High School offers a variety of after-school activities, clubs, and sports programs. Grady considers these extra-curricular offerings an integral part of a well-rounded student's education. All Grady students are strongly encouraged to get involved in at least one Grady H.S. extra-curricular this school year. **Grady is currently creating an exhaustive list of extra-curricular opportunities for placement on our website and distribution to students.**

MEDICAL AND EMERGENCY INFORMATION

DISASTER ALERTS

- Fire Drills
- Tornado Alert
- All Clear Signal: Three (3) blasts or rings of the bell or horn.

Follow teachers' and administrators' directions during disaster drills.

EMERGENCY CLOSING INFORMATION

Any change in the regularly scheduled school day will be reported locally on WSB-TV and other area television stations. Additionally, the district will generally send a "Robo-Call" announcing school closures. Parents and students should listen/view these stations for information that might affect the normal routine.

HEALTH FORM

Parents shall complete a health form each year that includes a place for parental consent for school officials to request medical treatment of the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

PRESCRIPTION & NON-PRESCRIPTION DRUGS

Prescription or non-prescription drugs are not allowed at school unless prior approval has been obtained from a school official. All prescription drugs must be turned in to the school nurse. If the school nurse is unavailable, the principal can designate the appropriate Atlanta Public School employee.

SCHOOL NURSE

A nurse is on duty at selected times during the week.

HOSPITAL HOMEBOUND SERVICES

Hospital Homebound services are available to students who qualify. Should a doctor anticipate your son / daughter being out of school more than ten (10) consecutive days, you may qualify for services and should contact your child's Guidance Counselor for further information.

GUIDANCE SERVICES

The Guidance Counselors are available to assist students with problems and concerns of an academic, vocational, or personal nature. Parents are encouraged to make an appointment to discuss their child's problems or progress with a counselor and/or teachers. Teachers will be available for parent conferences before and after school. Students and their parents are encouraged to visit the Guidance Counselors between the hours of 8:30 a.m. to 3:45 p.m. Students are assigned to counselors by their grade level as follows:

9th Grade (Head Counselor) – Dr. Shaketha Blankenship/ 404-802-3052

10th Grade – Ms. Cheryl Oliver/404-802-3020

11th Grade – Ms. Nicole Hines / 404-802-

12th Grade – Mr. Lamar Young/ 404-802-

Graduation Coach – Ms. Charmaine Gray/ 404-802-3026

Parents are requested to phone ahead for an appointment to ensure the appropriate counselor is available.

TRANSCRIPTS

Transcripts may be obtained from the Guidance Department. Written authorization is required before an official transcript can be sent to a third party or institution. The school provides a certain number of partial / final transcripts free of charge.

GRADUATION REQUIREMENTS

The High School Diploma shall be the official document certifying completion of attendance, Carnegie Units, the Milestones tests, and other requirements for high school graduation. A Special Education Diploma shall be awarded to pupils assigned to a special program who have completed all of the requirements of their Individualized Education Program.

ADMINISTRATION OF STANDARDIZED TESTS

GHS Guidance Counselors coordinate the administration and interpretation of the following tests:

- Preliminary Scholastic Aptitude Test (PSAT)
- Scholastic Aptitude Test (SAT)
- American College Testing (ACT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Advanced Placement Exams (AP)
- National Latin Exam

HOPE GRANT INFORMATION

Helping Outstanding Pupils Educationally (HOPE) is Georgia's unique program that rewards student's hard work with financial assistance in degree, diploma, or certificate programs at any eligible Georgia public or private college, university, or technical institution. See your counselor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
- File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failure by the Atlanta Board of Education to comply with the requirements of the Act or the regulations.

EDUCATIONAL OPPORTUNITIES

Several educational programs are offered for the benefit of motivated students who wish to excel. Set your educational goals high and select a challenging program of study. Some of the educational opportunities offered at GHS are listed below:

Advanced Placement
Governor's Honors
Georgia Scholars
College Career Center

Presidential Academic Fitness Award
Star Student Program
Dual Enrollment Opportunities
College Fairs

Counselors can provide more information on these opportunities.

WITHDRAWAL FROM SCHOOL

All students withdrawing from school for any reason are to consult with a Guidance Counselor or Registrar. Withdrawal forms are available from the Counselor or Registrar. A parent or guardian is required to withdraw a student from school. Students are cleared to withdraw only after the form is returned to the registrar's secretary with the appropriate signatures.

SCHOOL SOCIAL WORK SERVICES

School social work is a specialized area of practice in the broad field of social work. Many of the economic, educational, and social challenges in the families of school-aged children have increased over the years, thus expanding the scope of services provided by the school social worker. Social work practice creates a link between home, school, and community by bringing people together to promote the educational success of students.

The social worker is located on the first floor near the Discipline Office. Since she serves one other school in addition to Grady High School, the schedule for services at Grady High School is posted on the office door. The school social worker handles the following types of cases throughout the year:

- | | |
|----------------------|----------------------------|
| 1 Abuse / Neglect | 2 Academic Services |
| 3 Attendance / Tardy | 4 Deprivation |
| 5 Drop-out | 6 Economic Aid |
| 7 Emotional Problems | 8 Family / Health Problems |
| 9 Homeless | 10 Pregnancy |
| 11 School Discipline | 12 Special Education |

Please feel free to schedule an appointment with the social worker by leaving a message with the school secretary (404.802.3009).

COMPUTER ASSISTED INSTRUCTION

The Atlanta Public School System believes that using computer resources should be both an enjoyable and an educational experience. Therefore, the school district provides computing facilities to faculty, students and staff for educational activities. This policy mandates responsible behavior for individuals given access to these facilities.

In addition to policy requirements, Georgia law O.C.G.A. 16-9-90, which may be cited as the Georgia Computer Systems Protection Act also provides definitions, criminal liability and penalties for the crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery and computer password disclosure. Commission of a computer crime under O.C.G.A. 16-9-90 carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources.

Definition: Computing resources include both mainframe, mini and microcomputers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet, a world-wide telecommunications network with hundreds of resources. Libraries, government agencies, universities, discussion groups, software products, technical information, as well as millions of people are part of this world-wide network.

General Computing Policies:

1. Intentional abuse of computing resources, intentional interference with the operation of computing resources, intentional interference with the work of other users, violation of confidentiality, copyrights, or license agreements, and intentional wasting of computer resources is prohibited.
2. Actions which attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections, or placement of computing resources is prohibited.
4. Modifying any system configuration, startup files, or applications, without the explicit permission of the lab supervisor, teacher or media specialist is prohibited.
5. Informing the lab supervisor, teacher or media specialist of improperly working equipment or software is highly encouraged so that computing resources can be better maintained for efficient availability.
6. Using computing resources for commercial purposes is prohibited.

7. Students may not use or download privately owned computer software in school computers without permission of the classroom teacher.
8. In instances where teachers determine that student-owned software may be advantageous to the instructional program, such software must first be brought to the attention of the appropriate curriculum staff and instructional materials selection committee for review and assessment. Student owned software should not be permanently loaded or copied for use in school system computers.
9. Under no circumstances shall students, employees of the school system or any individual exhibit or disseminate obscene materials on school property by computers or any other means.

Grady High School Media Center Handbook Fall 2015

Web Page: <http://www.atlanta.k12.ga.us/domain/3104>

Hours: Monday: 7:45- 5:00, Tues.-Thurs: 7:45-4:15, Friday:7:45-3:30

Writing Center Hours: Mon-Thurs. 3:30-5:30

Media Specialists: Ms. Lisa Taft & Mr. Brian Montero

Writing Center Director: Ms. Riki Bolster

The Grady High School Media Center provides resource and instructional support for teachers and students and promotes information literacy across the curriculum. In addition to providing access to print and digital resources, we are committed to helping students acquire the information literacy skills they need to succeed in the Information Age. We are available to conduct tutorials on database and catalog searching, preventing plagiarism, information evaluation, document management, and source citation. We also recognize that recreational reading is vital to academic growth and strive to maintain a collection of fiction and non-fiction reading materials that will appeal to a wide range of student interests.

The Writing Center (**WC**), coordinated by former Grady teacher, Ms. Riki Bolster, is located in the media center and is open after school for students who need individual help with writing assignments and college and scholarship essays. The **WC** also sponsors writing workshops and contests throughout the school year.

Books and Magazines

The GHS media center has approximately 8,000 books for student check-out. **Library Solutions** our web-based, automated catalog and circulation system, allows students to search for books from any Internet-connected computer. The catalog is linked to the media center home page at: <http://www.atlanta.k12.ga.us/domain/3104>. The catalog also has links to ebooks that may be read from any Internet connected device. The media center subscribes to 16 popular print magazines. Current magazines and 2 back issues are located on the magazine rack. Magazines are available for in-library use only. Older issues are available for student projects and research.

DATABASES AVAILABLE FOR STUDENT USE

All resources are linked on the Media Center Web Page at:

<http://www.atlanta.k12.ga.us/domain/3104>.

Databases provide access to authoritative sources and are an essential component of balanced research.

GALILEO (Georgia Library Learning Online) provides access to over 2000 full-text journals as well as encyclopedias, government documents, images and primary source materials. GALILEO serves the University System of Georgia as well as K-12 and public libraries. The password changes quarterly, on March 24th, May 15th, August 31st, and December 12th. The password is posted in the media center or you may request it via email: taftl@atlanta.k12.ga.us.

Gale Virtual Reference Library. A subscription service providing access to 54 multi-volume eReference sets covering topics across the curriculum including science, medicine, law, literature, history and biography. The link to the Gale Virtual Library is located on the library webpage. The password on campus is **grady**, off-campus it is **remote**.

eBooks from our catalog. The online library catalog is linked to the home page of the media center site. The catalog contains a growing collection of eBooks that may be accessed from any Internet connected device including smart phones. A password is not required from within the APS network. Outside of the network, you will need the username **grady** and password **readmore**.

AJC Online: Go to link on GHS Media Center Webpage.
Username: gradyhs Password: student-123

ABC-CLIO ABC-CLIO. <http://databases.abc-clio.com>. Subscription databases of primary and secondary resources for world geography, world history, and American history. **Student login:** username: *grady* password: *grady*.

Opposing Viewpoints in Context

<http://ic.galegroup.com/ic/ovic/?p=OVIC&u=atl48683>. Magazine, newspaper and academic journal articles on many current political and social issues. No password from campus. From home username/ password is *grady/readmore*

SIRS Researcher <http://sks.sirs.com/cgi-bin/hst-portal-res?id=S215580-0-4210>. Magazine, newspaper and academic journal articles on many current political and social issues. No password from campus. From home username/ password is *grady/readmore*.

Bloom's Literature

<http://online.infobaselearning.com/Direct.aspx?aid=107241&pid=WE54>. Literary criticism, historical context, author biographies. No password from campus. Off-campus username/password: *grady/readmore*.

Tumblecloud: <http://www.tumblebookcloud.com/home.aspx>. TumbleCloud is an online collection of ebooks and read-along chapter books, graphic novels, educational videos, and audio books. No password required. **Username=atlantaps Password=login.**

World Almanac Online: <http://wao.factsonfile.com/world-almanac-online.aspx> Current and historical statistics, articles, and images. For teachers & students, this is linked to the media center homepage.

Includes email and citation tools. Users can create a folder to save items for research. Off-campus, you will need login credentials: **Username=atlantapubs Password=media**

Visual Thesaurus: <https://aps.visualthesaurus.com/>. An interactive dictionary and thesaurus. Helps build vocabulary and improve comprehension. No password needed on campus. Create an account for home use and to store favorites

Helpful Websites

- **USA Test Prep:** <http://usatestprep.com/Home>. School ID= grady, Activation code=newton12. Use this to create an account. Resource for practice tests.
- **GOAS:** <https://www.georgiaoas.org>.. Student Login is GTID (same as StateID on Infinite Campus Page), password=student.
- **Edmodo:** <https://atlantapublicschools.edmodo.com/>. Social Network tool for educators. Upload documents, lesson plans, links. Your teachers will give you codes to join their Edmodo pages.

The Atlanta Fulton Public Library: <http://www.afplweb.com/>

Students at GHS are eligible for an Atlanta-Fulton County Public Library card and do not need parental consent to obtain a card. Cardholders have access to a wide range of print and online resources free of charge. Many Atlanta- Fulton library branches also have evening and weekend hours staffed with reference librarians available to help with research. Library card applications are available in the GHS media center. Students may return their completed card application to Ms. Taft who can verify their eligibility and forward the application to the Ponce de Leon Library. The student cards are then delivered to Ms. Taft who will distribute them.

Policies

Check- out.

Students are permitted to check out books for two weeks. A book may be renewed one time if another student has not reserved it. Reference books may be checked-out overnight.. Please remember that you are responsible for items checked out in your name so you should avoid checking out books for friends. Please return all books to the book drop just inside the media center entrance. Do not entrust the responsibility for returning books to anyone else. Please do not leave books on the circulation desk or carts.

Library passes

Students must have a signed pass from a teacher if they are visiting during class time. Students without passes will be returned to class. **Passes are not required before school 7:45- 8:30 a.m. or after school.**

Lost or damaged materials

Students are encouraged to return library books on time and to take care of materials they check-out from the library. In accordance with APS policy, students must pay the replacement cost for lost or damaged library materials. If an item is overdue for more than one month, the media specialist will issue a debt card to the registrar and a hold will be placed on the students' records until the book is either returned or paid for.

Student Behavior

The media center is reserved for quiet reading and research at all times. **The following are strictly prohibited: food and drink, cell phones, loud talking or socializing, taking items from the library without checking them out. Students who fail to observe the rules will be asked to return to class.**

Computer & Internet Use

The GHS media center has 29 computer workstations with Microsoft Office software including *Word*, *PowerPoint*, *Excel*, and *Publisher*. The media center also provides Internet access for research purposes. **Computers are strictly for schoolwork.** Students must abide by the Technology Use Guidelines as outlined in the Atlanta Public School Student Handbook (<http://www.atlanta.k12.ga.us/Page/723>). Accessing obscene, violent, or inappropriate material, copyright infringement, and hacking or altering school technology, are strictly prohibited. **Violations may result in the loss of computer privileges.**

Printing Documents

Student computers are networked to a black & white printer and there is no charge for printing school projects and papers. However, students are asked to **avoid excessive printing. Printing items unrelated to school work is strictly forbidden. Students who do not observe these rules will lose computer privileges.**

Color printing is available for .25 per page.

OTHER ACCREDITED SCHOOLS (ATTENDANCE/ACADEMIC CREDIT)

No duly enrolled Grady High School student is permitted to take any course(s) from other accredited schools

without first meeting the requirements of the Atlanta School Board. Students and parents are required to contact a Guidance Counselor for information regarding procedures / guidelines.

Written approval by the Guidance Counselor and GHS Administration is a required prerequisite. **Again, academic credit towards promotion and / or graduation will not be accepted from other accredited schools unless prior approval has been granted by GHS**

TEXTBOOKS

All students will report to class with textbooks and necessary materials for class. When issued a textbook, the student becomes responsible for assuring that the book does not become lost or damaged beyond normal usage. **Student records may be withheld until payment is made for lost or damaged books.**

STUDENT RESPONSIBILITIES AND DISCIPLINARY EXPECTATIONS

Students of Grady High School are expected to do the following:

- To attend school daily, and to attend all classes and be on time.
- To come to class prepared with proper materials, such as textbooks, pencils, and paper.
- To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct him/herself accordingly.
- To be willing to volunteer information in disciplinary cases should it be necessary.
- To maintain a clean and pleasant atmosphere in the buildings and on the grounds.
- To respect fellow students, their rights, views, and their persons. School is both a right and a responsibility.

The Principal or Assistant Principal will make and enforce rules/policies/procedures as are necessary for the efficient operation of the school. Students receive two handbooks outlining rules/policies/procedures: the Atlanta Public School Student Handbook and the Grady High School Student Handbook. **Though these handbooks provide an excellent overview of the guidelines, they will not include information on every situation that occurs within an academic school year. Questions should be directed to the appropriate Assistant Principal.**

Both handbooks should be reviewed by the parents and student and kept for reference. Forms verifying receipt of the handbooks should be signed and returned to the student's homeroom teacher.

SCHOOL PRANKS AND VANDALISM

As a community, we value our facility and are appreciative of the learning environment that it affords our students. Therefore, we want to be sure that everyone understands that students identified as trespassing on school grounds after or before the school day and identified as engaging in a prank or otherwise destroying school property will be turned over to the local police for prosecution, which could result in arrests and fines. These actions may also result in suspension, referral to APS tribunal, and suspension from attending school dances/prom/activities. In addition, if seniors are involved in any of these situations, they will not be allowed to participate in graduation exercises, and a letter will be attached to any letters of recommendation sent to colleges to advise them of this activity.

USE OF ELECTRONIC DEVICES BY STUDENTS

The new Atlanta Public Schools' cellular telephones and other personal electronic devices (PEDs) policy is an addendum to the student/ parent handbook at the end of this booklet. Please review for important information regarding out of school suspensions and fines as it relates to consequences for all electronic violations. PEDs that are visible will be confiscated by Grady High School staff and turned in to the Discipline Office.

All Grady High School staff members have the right to confiscate cell phones/PEDs when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or PED to a school staff member, the student will be suspended.

Student Dress Code

The Grady High School Administration recognizes as fashion is constantly evolving it will be at the administration's discretion to make sure students are dressed neatly and appropriately. When the administration determines that a student's attire does not comply with Grady High School requirements a parent/guardian will be required to bring appropriate clothing to the school for the first and applicable subsequent violations.

Consequences: Headgear will be confiscated; the retrieval date will vary depending on the circumstances. Repeated dress code violations constitute insubordination and will result in disciplinary consequences including, but not limited to, warning, parent conference, after school detention, ISS, and OSS.

Unacceptable dress includes, but, is not limited to the following:

<ul style="list-style-type: none"> Headgear for boys or girls (hats, bandanas, sweatbands, beanies, hoods, caps, etc.) 	<ul style="list-style-type: none"> Sagging pants or shorts exposing undergarments
<ul style="list-style-type: none"> Clothing with underwear showing or clothing that results in exposed cleavage 	<ul style="list-style-type: none"> Backless shirts (shirts that do not cover the back entirely)
<ul style="list-style-type: none"> Spaghetti straps (<i>straps must be two inches in width across the shoulder</i>) 	<ul style="list-style-type: none"> Muscle tank shirts / Undershirts
<ul style="list-style-type: none"> Strapless/tube shirts / Halter shirts or halter dresses 	<ul style="list-style-type: none"> Bare midriff (stomach) may not be exposed Jeans/pants/shorts cannot have excessive rips or tears (store jeans with small number of designed rips will be exempted).
<ul style="list-style-type: none"> Slippers and pajamas 	<ul style="list-style-type: none"> Off-shoulder or single strap garments
<ul style="list-style-type: none"> Garments displaying logos of racist groups or juvenile gangs, obscene language, intolerance or discrimination, vulgar gestures, racist, ethnic or sexually suggestive symbols, or symbols of hate or prejudice Wearing apparel advertising alcohol, tobacco, drugs, death and violence 	<ul style="list-style-type: none"> Short skirts/dresses (must be no shorter than three inches above the kneecap at its shortest point) All shorts must have at minimum of 5 inch inseam Tights, leggings, and yoga pants are not allowed unless worn underneath acceptable shorts/skirts/dresses.

Additionally, a student may need to wear specific apparel for medical purposes or as a part of a bona fide personal religious practice. The parent or guardian must provide written documentation to the principal of the medical necessity or the bona fide personal religious practice that requires a deviation from this dress code policy.

Students will not be allowed to go to class until dress code violations are corrected.

Temporary placement in ISS will occur when parent cannot quickly arrive to the school.

Dress Code Consequences Matrix

<u>Offense Number</u>	<u>Consequence(s)</u>
First Offense	Correct violation, parent contact, warning
Second Offense	Correct violation and parent conference
Third Offense	Correct violation and after school detention
Fourth Offense – Sixth Offense	Correct violation and ISS (ISS ranges from 1 day for fourth offense, 2 days for fifth offense, and 3 days for sixth offense)
Seventh and subsequent offenses	Out of School Suspension (Administrators will utilize progressive discipline consequences based on infraction number).

BULLYING

Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited. Georgia law mandates that upon a finding that a student has committed the offense of bullying for the third time in a school year, the student shall be referred to the APS Disciplinary Tribunal with the recommendation for assignment to an alternative school.

The term “bullying” shall mean:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Board Policy Secret Societies (Gangs)

Descriptor Code: JHCAA

In support of student success, the Atlanta Board of Education supports a safe and orderly school environment. Gangs, as defined in state statute, are forbidden to gather or co-mingle at school system sites or school-related events. Individuals who engage in gang-related behavior at school sites or at school-sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur. Examples of gang-related behavior may include, but are not limited to:

1. The presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
2. Initiation, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff.
3. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or school bus, causing disruption to the orderly operation at any school system facility, or acting in reckless disregard of the risk of causing such terror or disruption.
4. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.
5. The use of certain hand signals or gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
6. Graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
7. Identifying oneself as a member of a gang.

8. Recruiting or soliciting membership in a gang or gang-related organization.

Students who engage in gang-related behaviors are subject to consequences in accordance with the school system's progressive discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.

The Superintendent is authorized to develop regulations to implement this policy.

Atlanta Public Schools

Date Adopted: 6/11/2007

Cyberbullying

Cyberbullying is similar to other types of bullying, except it takes place online and through text messages sent to cell phones. Cyberbullies can be classmates, online acquaintances, and even anonymous users, but most often they do know their victims. Some examples of ways students bully online are:

- Sending someone mean or threatening emails, instant messages, or text messages.
- Excluding someone from an instant messenger buddy list or blocking their email for no reason.
- Tricking someone into revealing personal or embarrassing information and sending it to others.
- Breaking into someone's email or instant message account to send cruel or untrue messages while posing as that person.
- Creating websites to make fun of another person such as a classmate or teacher.
- Using websites to rate peers as prettiest, ugliest, etc.

Both boys and girls sometimes bully online and just as in face-to-face bullying, tend to do so in different ways. Boys more commonly bully by sending messages of a sexual nature or by threatening to fight or hurt someone. Girls more often bully by spreading rumors, sending messages that make fun of someone or exclude others.

(National Crime Prevention Council)

Students and parents/guardian can refer to the following websites for further information about cyberbullying; www.wiredsafety.org, www.wiredkids.org, www.cyberbullying.com, www.netsmartz.org, www.stopbullyingnow.hrsa.gov, www.mymoblewatchdog.com

Cyberbullying is a form of bullying and will result in long term suspension with a tribunal hearing. A tribunal hearing could result in alternative placement from Grady High School.

FIGHTING

Fighting, instigating a fight or contributing to the disorderly conduct surrounding a fight will not be tolerated. With a first-offense, the student will be put on a Discipline Contract, in addition to being suspended. With subsequent offenses, the student will be suspended

and referred to the APS Disciplinary Tribunal.

HALL PASSES

Only students with hall passes will be permitted to leave class during class time. A student in the hall without a pass will be escorted back to class and will be required to serve a teacher detention.

FIRE ALARM

The fire alarm system is a safety measure to be utilized by authorized personnel. Any student who pulls a fire alarm will be charged by the police for the disruption of school and will be suspended.

LOCKERS

Lockers should always be locked when not in use. Do not give the combination to anyone else and do not alter the locker so that it does not lock. **DO NOT PASTE DECALS ON LOCKERS.** Student lockers are school property and remain at all times under the control of the school. Periodic general inspections of lockers may be conducted by the school authorities, for any reason, at any time, without prior notice, and without student consent.

DISPOSAL OF FOOD, DRINK, OR TRASH

A student who disposes of food or drink in unauthorized areas will assist the custodial staff in cleaning the building or will receive Saturday Work detention.

FOOD AND DRINK

No food or drink is to be consumed in the school buildings or classroom except during authorized time periods. The cafeteria, the picnic tables, and the courtyard are the only areas where food is to be consumed. Trays and silverware should not be taken outside the cafeteria dining area.

PARKING

The student parking lot is located on the 10th Street side of the campus. Any cars parked in non-parking zones will be towed. If the 10th Street lot is full, students must park on the street. No students will be allowed to use the teachers' parking lot on 8th Street.

Any student who drives his/her vehicle to school must be aware that once they arrive on campus they will not be able to leave without the proper documentation from the Attendance Office. During school hours, students' vehicles will be off limits. **STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR CARS DURING CLASS OR DURING LUNCH PERIOD.** If students are caught in their cars, it will result in a Mandatory Conference / Suspension.

PAYMENTS

All payments, deposits, requests for account reports and other financial transactions must be completed between 9:00 am – 11:00 am.

Payments from students and parents are received between 9:00 am – 11:30 am and 3:30pm – 3:45pm, Monday through Thursday. On Fridays, all transactions are to be completed between 9:00 am – 11:30 am. The exact amount is required for all transactions as change is not available.

Students must have a **hall pass when making financial transactions.**

Certificates of Attendance are completed within six (6) school days. Certificates of Attendance are to be picked up after school in the Attendance Office.

SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS

The primary purpose of school buses is to transport designated pupils to and from school. Buses may be used for co-curricular activities upon receipt of permission from the school authority and arrangement with the Atlanta Public Schools Transportation Department. While riding the bus, students are expected to behave appropriately. Otherwise, the student may be banned from utilizing Atlanta Public Schools Transportation services.

SCHOOL TELEPHONES

Students will not be allowed to use office phones except in cases of emergencies. Emergencies must first be explained to a school staff member. **Students must have permission and a signed hall pass from a GHS staff member to use these phones during the school day.**

VISITORS

All visitors at school or on school grounds must report to the office to secure a visitor's pass. All visitors are expected to leave promptly when their business is complete. Student visitors are not allowed.

STUDENT ATTENDANCE GUIDELINES

GOOD ATTENDANCE

In assessing the importance of good attendance, it is important to realize the following:

- There is a positive correlation between good attendance and academic success.
- Arriving to school on time starts the day in a positive way.
- It is important for young adults to develop good habits to prepare them for success in future academic endeavors and work. Punctuality is a necessary ingredient in both of these arenas.
- Tardiness and absenteeism have a negative impact on the productivity in our classrooms; instruction is interrupted and impeded by tardy students; teachers are bogged down with creating make-up work for absent students which takes away from the teacher's ability to spend time on planning for the instructional program for the entire class; absent and tardy students are not present to participate in class discussions which not only means that they have missed a learning opportunity, but also means that those students present have missed hearing any input from those absent students.
- Tardiness and absenteeism have a negative impact on the productivity of the school; time and energy of the administrative staff is diverted to managing tardiness and absenteeism when the safety of the school, curricular issues, and the quality of instruction should be the key focus.

The school staff appreciates the efforts that parents and students make to ensure good student attendance and punctuality.

GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW

The Georgia Compulsory School Attendance Law requires that all students attend school on time each day. If parents and students violate this law, a truancy petition may be filed with the Fulton County Juvenile Court System.

REVOCAION OF GEORGIA DRIVING LICENSE OR PERMIT (Teenage/Adult Drivers Responsibility Act – TAADRA)

In stressing the importance of school attendance and conduct, Georgia reserves the right to revoke a student's driving license for attendance or disciplinary violations. A driving license or permit may be suspended if the record indicates that such minor:

- Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
- Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or has been found in violation of a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property or at a school sponsored event; possession or use of a weapon on school property or at a school sponsored event; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

A complete copy of the law may be found at: http://www.legis.state.ga.us/cgi-bin/gl_codes_detail.pl?code=40-5-22

ATLANTA PUBLIC SCHOOLS ATTENDANCE POLICY

APS policy requires that parents and students adhere to the provisions of the Georgia Compulsory School Law. When a student is absent from school, a written excuse from the parent/guardian is required upon the student's return to school. (See "Absences" for further details.) When a student has three unexcused absences, a referral to the school social worker will be completed by the homeroom teacher.

APS requires students to miss fewer than 10 days for the school year. For students who are 15 or younger, ten unexcused absences may result in a referral to juvenile court. For students who are 16 and older, ten unexcused absences may result in the school withdrawing the student from school.

SCHOOL ARRIVAL

Students who are being dropped off by a parent or driving to school must use the 10th Street lot and enter through the cafeteria. School buses will drop students off on 8th Street, and students should enter the cafeteria. The Charles Allen entrance is not a student entrance.

STUDENTS SHOULD BE AT SCHOOL BY 8:15 A.M. At 8:15 a.m., a bell will ring to signify the beginning of the school day. Students are to leave the cafeteria to go to their lockers. By 8:20 a.m., students should be in route to their classes. The tardy bell for the first period of the day rings at 8:30 a.m.

Students who arrive to school after 8:30 a.m. should report to the Attendance Office in E016A (adjacent to the cafeteria). The secretary will issue a Late Pass. The student will have 6 minutes to report to class. The student should give the form to his/her teacher. If

a student takes longer than 6 minutes to report to class, the teacher will assign the student for a teacher-held detention for the first two offenses. After the third offense, **the teacher fills out a disciplinary referral form and documents on the referral form the earlier offenses and consequences. The disciplinary referral should be sent to the appropriate grade level administrator.**

Students with multiple offenses will receive progressive disciplinary consequences ranging from a Mandatory Conference to suspension. It will be the responsibility of each tardy student to make arrangements to attend a teacher tutorial to make-up any missed assignments. Students who have a documented, excused tardy will be allowed to go to class. A documented excuse from a physician/dentist/court is an acceptable excused tardy. Parents may only write three (3) excused tardy notes per semester. Additional tardies either excused or unexcused will have consequences assigned.

Any classes missed due to tardiness to school are marked as an absence. The only class that is marked excused/unexcused tardy is the class which is in session at the arrival time. **The Attendance Secretary only issues passes for students late to school; she does not issue passes for tardiness to classes during the school day.**

SCHOOL DAY

Students should not arrive on campus before 7:45 a.m. and must leave campus by 4:00 p.m. unless under the direct supervision of a teacher. To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. To be considered "in attendance" in a class, a student must be present for at least one-half of the class period.

Once students arrive at school, they may not leave the campus at any time for any reason without permission from a school official and approval from a parent/guardian. Students will not be allowed to visit their vehicles during the school day. Any student coming to or leaving Grady High School at any time other than the scheduled arrival or departure time must sign in or sign out with the Attendance Secretary. Students who choose to leave campus without permission from the Attendance Secretary will receive a mandatory conference or suspension at the discretion of the Assistant Principal.

SCHOOL ABSENCE

When the student returns to school, the student must bring an excuse which includes: name of student, homeroom, date(s) absent, reason, signature of parent/guardian with date, and phone # for verification. It is the responsibility of the student to take the written excuse to the Attendance Office and receive an Attendance Office Absence Pass. The student must get all of his/her teachers to sign this pass and give this complete paperwork to his/her homeroom teacher for filing purposes.

Students have 3 days, upon returning from an absence, to bring a written excuse to the Attendance Office. If more than 3 days lapse, the attendance marking will remain an unexcused absence (UNA). No make-up work will be issued by the teachers for unexcused absences.

Parents/Guardians may write three (3) written excused absence notes per semester. Excused absences include: personal illness; serious illness or death in the immediate family; medical or dental appointments; quarantine by a doctor or health department;

special or recognized religious holidays observed by the faith of the student; weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student; absence of one day to register to vote; or service as a page in the Georgia General Assembly.

TARDINESS TO CLASS

A student is considered tardy to class if he/she arrives after the tardy bell sounds. When the tardy bell rings, teachers will lock their doors. Late students must report to the designated Office area to receive a Lock Out Pass and Wednesday Detention. The Lock Out Pass will indicate that the teacher should mark the student who returns with the pass as unexcused tardy (UNT). After 3 offenses, a student will receive a Mandatory Conference or In-School Suspension at the discretion of the Assistant Principal and progressive discipline thereafter.

If a student has a legitimate situation that creates tardiness, the student should get a pass from the teacher/counselor/staff member who caused the tardiness. In these cases, the teacher should mark the student as excused tardy (ETD).

SKIPPING CLASS

Students are skipping class if they are on campus and do not attend their scheduled class. Skipping students will be identified by teachers when the attendance is taken. Students who were absent the previous class period must have an Excused Absence Pass from the attendance office when the student submits the proper documentation for their absence. Otherwise, teachers must send students without proper documentation for their absence to the Discipline Office. These students will receive an Unexcused Absence Pass and a consequence ranging from a Mandatory Conference to Disciplinary Tribunal. Teachers record the attendance for each class in the first 15 minutes of the class period. Chronic skippers will be subjected to progressive discipline as outlined in the APS Student handbook.

EARLY DISMISSAL

If a student must leave school at any time prior to the ending of the school day, he/she must be properly signed out by the Attendance Secretary. In case of an emergency, when a parent/guardian cannot come to school to check out the student, the Attendance Secretary/Administrator must speak with that parent/guardian to determine the nature of the early dismissal. Students 18 and older must also adhere to these guidelines. Students may be dismissed early from 9am to 2:30pm.

TRUANCY

Any absence, for either the entire school day or any portion of the school day, with or without the knowledge of the parent/legal guardian and not defined as an excused absence, is considered an unlawful absence. Students who are truant will be assigned a mandatory parent conference.

CONSEQUENCES FOR ABSENCES

Students who have ten or more unexcused absences during the school year will not:

- Receive a certificate of attendance for obtaining a learner's permit or driver's license.

Students who have ten or more unexcused absences during the school year will:

- Receive a certificate of non-compliance which can hinder obtaining a learner's permit or driver's license.
- Have their current driver's license revoked.

The school reserves the right to suspend the following activities when students have five unexcused absences for a semester:

- School dances/activities
- Prom

DISCIPLINARY CONSEQUENCES

Students may be assigned an Administrative Detention for an attendance or disciplinary infraction. Administrative detention will take place on Wednesdays in the cafeteria from 3:45 p.m. to 4:45 p.m. Students who arrive late or cause a disturbance will have additional time added to the detention, a Mandatory Conference with another detention added, or In-School-Suspension. Failure to come to Wednesday Detention will result in a Mandatory Conference with an additional Wednesday Detention scheduled or In-School-Suspension.

MANDATORY CONFERENCE

A mandatory Conference requires a student with their parent/guardian to meet with the Assistant Principal. Upon notification of a mandatory conference, a student is not permitted to attend any class, field trip, or extra-curricular activity until his/her parent/guardian attends a conference with an Assistant Principal.

SCHOOL OF OPPORTUNITY/IN-SCHOOL SUSPENSION

SCHOOL OF OPPORTUNITY/IN-SCHOOL SUSPENSION (ISS)

Purpose: Students assigned to School of Opportunity/In-School Suspension (ISS) are counted present for each day they are in attendance. The students have the opportunity to complete their academic assignments in a structured, isolated environment while making amends for a specific infraction or infractions.

Placement Dates: Students will be given an SOP/ISS notification letter by 12:00 p.m. on the day before the placement begins. Students will be assigned for a minimum of one day and a maximum of five days. ISS will be held on Mondays, Tuesdays, Wednesdays and Thursdays.

Teacher Assignments: Teachers will be notified by 2:00 p.m. on the day before a student placement begins. The notifications will be placed in the teacher's box in the main office. Teachers will assign appropriate class work based on the number of days the student is placed in ISS. Teacher assignments will be placed in Sgt. Maj. Dillard's box by 8:00 a.m. on the day that the ISS placement begins.

Arrival at ISS: Students must report to the SOP/ISS classroom, C232, by 8:15 a.m. Additional consequences will be given for tardiness. The SOP/ISS day is from 8:15 a.m. to 3:15 p.m. If a student has an excused absence, he/she will be allowed to make up the

absence. Each unexcused absence will cause an additional day to be added to the placement duration. Students must present the SOP/ISS teacher with a signed copy of the SOP/ISS Rules and Policies to be admitted to SOP/ISS.

Supplies: Students are responsible for having the materials to do assignments in all of their classes. Students must bring their textbooks, notebooks, paper, pens, and pencils. Only those items that pertain to class work can be brought into the SPO/ISS classroom.

Assignments: The SOP/ISS teacher will give the academic assignments to the students. The SOP/ISS teacher will return completed assignments to the academic teachers for grading. Students will get credit for completed work. Any un-attempted assignment will cause a student to receive a “0”.

Student Activity: Students will have one supervised bathroom break in the morning and one supervised bathroom break in the afternoon. No breaks will occur when the regular school population is changing classes or at lunch. Students will have a supervised lunch at 11:15 a.m.

Classroom Procedures: Students must raise their hands to get permission for any request. Students are not to get out of their chairs without permission. Students are not to talk without permission. There will be no sleeping or laying heads down on desks. Lack of cooperation and/or lack of adherence to the rules will result in suspension.

Completion of SOP/ISS Placement: When students have completed their ISS placement, a clearance notice will be given for admission back into their classes.

Failure to Meet SOP/ISS Guidelines: Students who fail to meet the ISS guidelines will receive an out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension is used as a disciplinary action to punish inappropriate student behavior including violation of school rules, policies, and procedures. While on suspension, the student is not allowed to come into the school, onto the school grounds, or to attend any APS sponsored activities. Violation of this will result in further disciplinary action. When returning from a suspension, a student must bring a parent/guardian for a conference with an administrator.

Note: every effort will be made to notify parents when a student is suspended.

DISCIPLINARY TRIBUNAL

This policy shall apply when a student is charged with a disciplinary offense where a short-term suspension is considered by an administrator as an ineffective or insufficient punishment. The determination to send a student to the APS Disciplinary Tribunal is made at an informal hearing at the school. If a case is going to tribunal, additional days are added to the original, short-term suspension. The APS Disciplinary Tribunal contacts the student’s parent/guardian with the date and time of the tribunal hearing. Please review the APS Student Handbook for specific information.