

2014-15

STUDENT HANDBOOK

A guide of policies, laws and regulations that explain the rights and responsibilities for students.

Atlanta Public Schools: 2014-15

- ▲ Elementary
- Middle
- High
- Single Gender Academy
- Charter
- ★ Non-Traditional

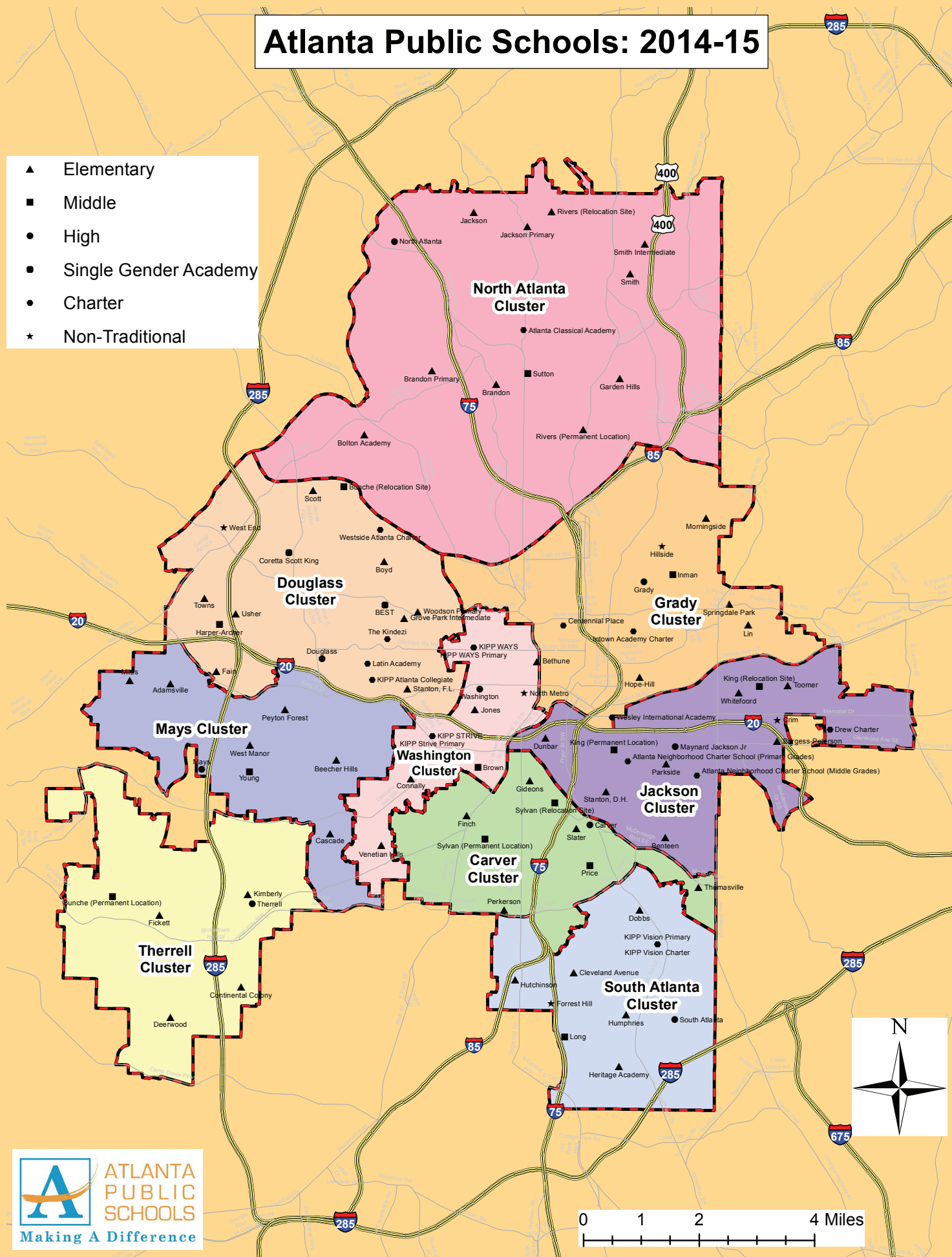


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SUPERINTENDENT LETTER

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

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Adamsville	286 Wilson Mill Rd., SW 30331	802-4300	Ms. Isis Manboard	imanboard@atlanta.k12.ga.us
Beecher Hills	2257 Bollingbrook Dr., SW 30311	802-8300	Ms. Crystal Jones	clmjones@atlanta.k12.ga.us
Benteen	200 Cassanova St., SE 30315	802-7300	Ms. Vonda McKeever	vmckeever@atlanta.k12.ga.us
Bethune	220 Northside Dr., NW 30314	802-8200	Ms. Amie Burnett	ahburnette@atlanta.k12.ga.us
Bolton Academy	2268 Adams Dr., NW 30318	802-8350	Ms. Laura Strickling	lstrickling@atlanta.k12.ga.us
Boyd	1891 Johnson Rd., NW 30318	802-8150	Ms. Ms. Keasha Gibbons	kgibbons@atlanta.k12.ga.us
Brandon	2741 Howell Mill Rd., NW 30327	802-7250	Ms. Kara Stimpson	kmstimpson@atlanta.k12.ga.us
<i>Brandon Primary</i>	<i>2845 Margaret Mitchell Dr.</i>	802-7280		
Burgess– Peterson	480 Clifton St., SE 30316	802-3400	Ms. Robin Robbins	rcrobbins@atlanta.k12.ga.us
Cascade	2326 Venetian Dr., SW 30311	802-8100	Dr. Sylvia Hall	syrrhall@atlanta.k12.ga.us
Cleveland Avenue	2672 Old Hapeville Rd. 30315	802-8400	Ms. Rhonda Ware-Brazier	rwbrazier@atlanta.k12.ga.us
Connally	1654 S. Alvarado Ter., SW 30311	802-8450	Ms. Toni Pickett	tpickett@atlanta.k12.ga.us
Continental Colony	3181 Hogan Road, SW 30331	802-8000	Mr. Frederico Rowe	frowe@atlanta.k12.ga.us
Deerwood	3070 Fairburn Rd., 30331	802-3300	Ms. Camisha Perry	caperry@atlanta.k12.ga.us
Dobbs	2025 Jonesboro Rd., SE 30315	802-8050	Dr. Charnita West	cvwest@atlanta.k12.ga.us
Dunbar	660 McWilliams Rd., SE 30315	802-7950	Ms. Karen Brown Collier	kbcollier@atlanta.k12.ga.us
Fain	101 Hemphill School Rd., NW 30331	802-8600	Ms. Mesha Greene	mgreen@atlanta.k12.ga.us
Fickett	3935 Rux Rd., SW 30331	802-7850	Ms. Cheryl Tywman	ctwyman@atlanta.k12.ga.us
Finch	1114 Avon Ave., SW 30310	802-4000	Ms. Carol Evans	cbevans@atlanta.k12.ga.us
Garden Hills	285 Sheridan Dr., NW 30305	802-7800	Mr. Tommy Usher	tusher@atlanta.k12.ga.us
Gideons	897 Welch St., SW 30310	802-7700	Mr. Jesse Berger	jeberger@atlanta.k12.ga.us
Grove Park	20 Evelyn Way, NW 30318	802-7750	Mr. Patrick Muhammad	psmuhammad@atlanta.k12.ga.us
Heritage Academy	3500 Villa Cir., SE 30354	802-8650	Mr. Trennis Harvey	tharvey@atlanta.k12.ga.us
Hope Hill	112 Boulevard, NE 30312	802-7450	Ms. Maureen Wheeler	mtwheeler@atlanta.k12.ga.us
Humphries	3029 Humphries Dr., SE 30354	802-8750	Ms. Melanie Mitchell	mcmitchell@atlanta.k12.ga.us
Hutchinson	650 Cleveland Ave., SW 30315	802-7650	Dr. Shuanta Broadway	sbroadway@atlanta.k12.ga.us
Jackson	1325 Mt. Paran Rd., NW 30327	802-8800	Dr. Lorraine Reich	lreich@atlanta.k12.ga.us
<i>Jackson Primary</i>	<i>4191 Northside Dr., NW 30342</i>	802-8810		
Jones, M.A.	1040 Fair St., NW 30314	802-3900	Ms. Margul Woolfolk	mwoolfolk@atlanta.k12.ga.us
Kimberly	3090 McMurray Dr., SW 30311	802-7600	Mr. Joseph Salley	jlsalley@atlanta.k12.ga.us
Lin	586 Candler Park Dr., NE 30307	802-8850	Dr. Brian Mitchell	bdmitchell@atlanta.k12.ga.us
Miles	4215 Bakers Ferry Rd., SW 30331	802-8900	Ms. Thalise Perry	perryt@atlanta.k12.ga.us
Morningside	1053 E. Rock Springs Rd., NE 30306	802-8950	Ms. Rebecca Pruitt	rp Pruitt@atlanta.k12.ga.us
Parkside	685 Mercer Street, SE 30312	802-4100	Ms. Caitlin Sims	clsims@atlanta.k12.ga.us
Perkerson	2040 Brewer Blvd., SW 30315	802-3950	Mr. Shawn Bender	snbender@atlanta.k12.ga.us
Peyton Forest	301 Peyton Rd., SW 30311	802-7100	Ms. Tonya Steele	tsteele@atlanta.k12.ga.us
Rivers	4360 Powers Ferry Rd., NW 30327	802-7050	Mr. Matthew Rodgers	mdrogers@atlanta.k12.ga.us
Scott	1752 Hollywood Rd., NW 30318	802-7000	Mr. Marshall Hunt	mahunt@atlanta.k12.ga.us
Slater	1320 Pryor Rd., SW 30315	802-4050	Ms. Eunice Payne	ehjones@atlanta.k12.ga.us
Smith	370 Old Ivy Rd., NE 30342	802-3850	Dr. Kenneth Proctor	kproctor@atlanta.k12.ga.us
<i>Smith (Primary)</i>	<i>4141 Wieuca Rd.</i>	802-3880		
Springdale Park	1246 Ponce de Leon Ave., NE 30306	802-6050	Ms. Yvonne Chaplin Brown	ycbrown@atlanta.k12.ga.us
Stanton, D.H.	970 Martin St., SE 30315	802-4200	Dr. Clara Taylor	cptaylor@atlanta.k12.ga.us
Stanton, F.L.	1625 M. L. King Jr. Dr., SW 30314	802-7500	Dr. Phyllis Earls	pearls@atlanta.k12.ga.us
Thomasville	1820 Henry Thomas Dr., SE 30315	802-5750	Ms. Cynthia Jewell	csjewell@atlanta.k12.ga.us
Toomer	65 Rogers St., NE 30317	802-3450	Dr. Nicole Jones	nicjones@atlanta.k12.ga.us
Towns	760 Bolton Rd., NW 30331	802-7400	Dr. Anquanette Salter	aysalter@atlanta.k12.ga.us
Usher	631 Harwell Rd., NW 30318	802-5700	Mr. Gregory Parks	gsparks@atlanta.k12.ga.us
Venetian Hills	1910 Venetian Dr., SW 30311	802-4550	Ms. Diamond Jack	djack@atlanta.k12.ga.us
West Manor	570 Lynhurst Dr., SW 30311	802-3350	Dr. Reginald Lawrence	rmlawrence@atlanta.k12.ga.us
Whitefoord	35 Whitefoord Ave., SE 30317	802-6900	Mr. Timmy Foster	tfoster@atlanta.k12.ga.us

Woodson	1605 D.L. Hollowell Pkwy., NW 30318	802-7350	Ms. Susan Crim McClendon	smmccclendon@atlanta.k12.ga.us
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MIDDLE SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Brown	765 Peeples St., SW 30310	802-6800	Ms. Tiauna Crooms	tcrooms@atlanta.k12.ga.us
Bunch	2250 Perry Blvd. 30318 <i>(temporary location)</i>	802-6700	Mr. Mario Watkins	mwatkins@atlanta.k12.ga.us
Harper Archer	3399 Collier Dr., NW 30331	802-6500	Mr. Jermaine Dawson	jdawson@atlanta.k12.ga.us
Inman	774 Virginia Ave., NE 30306	802-3200	Dr. Betsy Bockman	bbockman@atlanta.k12.ga.us
King	1550 Hosea Williams Dr., NE 30317 <i>(temporary location)</i>	802-5400	Mr. Paul Brown	pwbrown@atlanta.k12.ga.us
Long	3200 Latona Dr. SW30315	802-4800	Ms. Lisa Hill	llhill@atlanta.k12.ga.us
Price	1670 B.W. Bickers Dr., SE 30315	802-6300	Mr. Duane Hale	dhale@atlanta.k12.ga.us
Sutton	2875 Northside Dr., NW 30305	802-5600	Mr. Woodbridge Green, Jr.	wpgreene@atlanta.k12.ga.us
Sylvan Hills	1090 Windsor St. SW 30310 <i>(temporary location)</i>	802-6200	Mr. Artesza Portee	aportee@atlanta.k12.ga.us
Young	3116 Benjamin E. Mays Dr. 30311	802-5900	Ms. Laryn Nelson	nelsonlb@atlanta.k12.ga.us

SINGLE-GENDER MIDDLE SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
B.E.S.T. Academy	1890 D. L. Hollowell Pkwy., NW 30318	802-4944	Mr. Hajj Womack	hwomack@atlanta.k12.ga.us
C. S. King Academy	1190 Northwest Drive, NW 30318	802-4962	Dr. Dionne Simon	dsimon@atlanta.k12.ga.us

HIGH SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Carver Early College	55 McDonough Blvd. 30315	802-4405	Ms. Marcene Thornton	mthornton@atlanta.k12.ga.us
Carver School of Health Sciences and Research		802-4420	Dr. Marcus Jackson	mdjackson@atlanta.k12.ga.us
Carver School of Technology		802-4410	Ms. Jessie Love	jjlove@atlanta.k12.ga.us
Carver School of the Arts		802-4415	Dr. Marvin Pryor	mpryor@atlanta.k12.ga.us
Douglass	225 Hamilton E. Holmes Dr., NW 30318	802-3100	Dr. Tony Lamair Burks, II	tlburks@atlanta.k12.ga.us
Grady	929 Charles Allen Dr., NE 30309	802-3001	Mr. Timothy Guiney	tguiney@atlanta.k12.ga.us
Jackson	801 Glenwood Ave., SE 30316	802-5200	Ms. Stephanie Johnson	stsjohnson@atlanta.k12.ga.us
Mays	3450 Benjamin E. Mays Dr. SW 30331	802-5100	Mr. Richard Fowler	rfowler@atlanta.k12.ga.us
North Atlanta	4111 Northside Pkwy., NW 30327	802-4700	Mr. Curtiss Douglass	cwdouglass@atlanta.k12.ga.us
South Atlanta School of Health Sciences and Research	800 Hutchins Rd., SE 30315	802-5025	Dr. Patricia Ford	pford@atlanta.k12.ga.us
South Atlanta School of Law & Social Justice		802-5045	Ms. Charlotte Davis	cbdavis@atlanta.k12.ga.us
South Atlanta School of Computer Animation & Design		802-5034	Ms. Tracie Astin	tyastin@atlanta.k12.ga.us
Therrell	3099 Panther Trail, SW 30311	802-5300	Ms. Shelly Powell	spowell@atlanta.k12.ga.us
Washington	45 Whitehouse Dr., NW 30314	802-4600	Ms. Tasharah Wilson	tawilson@atlanta.k12.ga.us

SINGLE GENDER HIGH SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Coretta Scott King Young Women's Leadership Academy	1190 Northwest Dr., NW 30318	802- 4900	Ms. Termerion McCrary Lakes	tlakes@atlanta.k12.ga.us
B.E.S.T Academy	1890 D.L. Hollowell Pkwy., NW 30318	802- 4900	Dr. Timothy Jones	tidjones@atlanta.k12.ga.us

NON-TRADITIONAL PROGRAMS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Crim Open Campus	256 Clifton St., SE 30317	802-5800	Ms. Dawn Parker	dmparker@atlanta.k12.ga.us
Forrest Hill Academy	2930 Forrest Hill Dr., SW 30315	802-6950	Mr. Anthony Howell	anhowell@atlanta.k12.ga.us
West End Academy	1445 Maynard Rd., 30331	802-2900	Dr. Evelyn Mobley	emobley@atlanta.k12.ga.us
Adult Literacy Program	1757 Mary Dell Dr. SE, 30316	802-3560	Dr. Albenny Price	aprice@atlanta.k12.ga.us
North Metro	601 Beckwith St, SW 30314	802-6070	Ms. Jennifer Wynne	jtwynne@atlanta.k12.ga.us

CHARTER SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	PRINCIPAL	EMAIL
Atlanta Classical Academy	3260 Northside Dr. 30305	369-3500	Mr. Terrence Moore	terrence.moore@atlantaclassical.org
Atlanta Neighborhood Charter Executive Director	688 Grant St., SE 30315	678-904-0051	Mr. Matt Underwood	munderwood@atlncs.org
Atlanta Neighborhood Charter Primary Grades K-5	688 Grant St., SE 30315	624-6226	Ms. Lara Zelski	lzelski@atlncs.org
Atlanta Neighborhood Charter Middle Grades 6-8	820 Essie Ave., SE 30316	678-904-0051	Ms. Cathey Goodgame	cgoodgame@atlncs.org
Centennial Place Academy (K-6)	531 Luckie St., NW 30313	802-8550 (temp)	Ms. Alison Shelton	ashelton@centennial.academy
Drew Charter - Executive Director	301 East Lake Blvd., 30317	687-0001	Dr. Don Doran	don.doran@drewcharterschool.org
Drew Charter (Pre K – 5)	301 East Lake Blvd., 30317	687-0001	Mr. Barbara Preuss	barbara.preuss@drewcharterschool.org
Drew Charter (Grades 6-8)	300 East Lake Blvd., 30317	687-0001	Mr. Greg Leaphart	gregory.leaphart@drewcharterschool.org
Drew Charter (Grades 9 - 10)	300 East Lake Blvd., 30317	687-0001	Mr. Peter McKnight	peter.mcknight@drewcharterschool.org
Intown Academy Charter (K-8)	386 Pine St. 30308	892-7733	Mr. Gene Dunn	gene.dunn@intownacademy.org
The Kindezi School (K-5)	1890 Detroit Ave, NW 30314	671-4910	Ms. Hyla Hardrick	hhardrick@kindezi.org
KIPP Atlanta Collegiate (9-12)	98 Anderson Ave., NW 30314	574-5126	Dr. David Howland	dhowland@kippmetroatlanta.org
KIPP STRIVE (5-8)	1444 Lucille Ave., 30310	753-1530	Ms. Christy Harris	charris@kippstrive.org
KIPP Strive Primary Grades K-2	1444 Lucille Ave., 30310	753-1530	Ms. Mi’Nima Shaheed	mshaheed@kippstriveprimary.org
KIPP Vision Charter (5-8)	660 McWilliams Rd., SE 30315	537-5252	Mr. Steven Jones	sjones@kippvisionacademy.org
KIPP Vision Primary Academy K-1	660 McWilliams Rd., SE 30315	537-5252	Dr. Wheda Carletos	wcarletos@kippvisionprimary.org
KIPP West Atlanta Young Scholars (Ways) Academy (6 -8)	350 Temple St. NW 30314	475-1941	Mr. Dwight Ho-Sang	dho-sang@kippways.org
KIPP West Atlanta Young Scholars Primary (K)	350 Temple St. NW 30314	475-1941	Ms. Tandie Tyler	ttyler@kippwaysprimary.org
Latin Academy	1442 Metropolitan Pkwy, SW 30310	404-753-4050	Mr. Larry Thompson	lthompson@latin-academy.org
Wesley International Academy (K-8)	211 Memorial Drive 30312	678-904-9137	Mr. Duke Bradley	duke.bradley@wesleyacademy.org
Westside Atlanta (K-3)	1903 Drew Drive, NW 30318	228-9678	Mr. Peter Settlemeier	pete@wacs.us

STUDENT CODE OF CONDUCT QUICK REFERENCE

KEEPING YOUR SCHOOLS SAFE - WHY GET INVOLVED?

Every student wants and deserves a safe and secure school. Students should get involved because the problems that weapons and drugs at school can cause are serious. These problems will not disappear without student involvement. Students should take an active interest in keeping their schools safe and free of weapons and drugs. Students should let it be known that weapons and drugs will be reported, regardless of who brings them to school. When word gets around that weapons and drugs are going to be reported, students are less likely to bring weapons to school.

KEEPING WEAPONS AND DRUGS OUT OF SCHOOL

Weapons and drugs present an immediate and real danger to students and staff; they disrupt the learning climate and damage the reputation of a school. For that reason, school districts have rules against drugs, weapons and violence at school, on any school bus, and at any school-sponsored activity. Students may be expelled or assigned to alternative school for bringing weapons and drugs to school. Also, bringing weapons to school is a “designated felony” under Georgia law. This means that student offenders **under the age of 17** may be detained and placed in a youth detention center for carrying or possessing a weapon at school, on a school bus, or at any school-sponsored function and bringing drugs to school may be a misdemeanor or felony.

For students **age 17 or over**, these offenses amount to a felony and may result in a felony conviction and imprisonment. Schools across the nation are required by federal law to have a student discipline policy that mandates a minimum one-year expulsion for bringing a firearm to school or for being in possession of a firearm on school property (including school buses). Consequently, APS has a policy that requires a minimum one-year expulsion from all Atlanta Public Schools for possession of a firearm.

WHAT MAY RESULT IN EXPULSION OR ASSIGNMENT TO ALTERNATIVE SCHOOL?

Having any type of knife, razor blade (including box cutters), chain, pipe, martial arts device, mace, BB gun or pellet gun, and other items, such as ammunition at school, on the school, school property, or at any school functions is a serious violation of the Student Code of Conduct. Having any type of drug, alcohol and alcoholic beverages, marijuana, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances, and all other legal and illegal drugs or substances is a serious violation of the Student Code of Conduct. Use of alcohol, marijuana and other drugs by minors is also illegal and harmful.

The parent/guardian of a student who has to use a prescribed medication at school must consult school administration and follow the appropriate District procedures, including required medication documentation. School approval must be given prior to the student possessing or using any medication. Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon school receipt of a doctor’s prescription and parent’s written permission. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine or any other medications in a manner other than as prescribed. Students should not share medications prescribed to them to other students.

STUDENTS 17 YEARS OLD OR OLDER

If you are 17 years old or older and you are caught with a weapon or drugs at school, on the bus, or in your vehicle at school, you may be charged with a felony. A felony conviction gives you a record, one that could keep you from being accepted in colleges, technical schools, and the armed services. It may also prevent you from getting a job or voting.

DO YOU REALLY WANT TO LOSE YOUR DRIVER’S LICENSE?

You will lose your Driver’s License, Learner’s License, or you will be prevented from receiving your Driver’s or Learner’s License if you have a weapon or drugs at school according to the Teenage and Adult Driver Responsibility Act. This law requires schools to report students who have brought weapons or drugs to school not only to the

police but also to the Department of Driver Services so that the student's Driver's License or Learner's License can be revoked.

WHAT CAN YOU DO?

- ✓ Take pride in your school and show respect for yourself and your friends by participating in keeping your school safe.
- ✓ Do not, for any reason, bring a weapon to school, accept a weapon from another student, or allow another student to place a weapon in your locker, desk, vehicle, or personal belongings.
- ✓ Do not, for any reason, touch or handle drugs at any time. Never take or agree to hold drugs, illegal or unknown items from other students. Tell an administrator if you find any, or are aware of any drugs on campus.
- ✓ Tell your friends not to bring weapons to school for any reason: not to show off, not for protection, not for any reason.
- ✓ Tell your friends not to bring weapons or drugs to school.
- ✓ If you hear about or see a weapon or drugs at school or on a school bus, inform a teacher or administrator immediately (you may ask to remain anonymous).

WHAT CAN PARENTS DO?

Visit your student- Parents may observe for all or part of a day. Parents must give 24 hour notification to teachers and administrative staff. Arrangements can be made by contacting your child's teacher and/or grade level administrator.

Volunteer- Parent and community volunteers are an integral part of our instructional program. Volunteers make possible many of the sports, music, and after school activities our students enjoy. There are varying levels of involvement. Below is the APS procedure for registering school volunteers. If you would like to dedicate your time to our students in APS please complete the Volunteer Registration form found here:

<http://www.atlantapublicschools.us/Page/26236>. Each school will determine the level of the volunteer's planned activities based on the guidelines in regulation GAK(1)-R(1).

If the volunteer's activities will include level 3 activities (unsupervised interaction with students), a designated school employee will contact HR (Alison Henderson) to arrange for fingerprinting/background check. Payment for the background check may be provided by the volunteer or funds designated by the local school or PTA. Volunteers may not participate in level 3 activities until they have been cleared by HR. Volunteer background checks must be repeated once every five (5) years.

Each school will advise the volunteer to complete a volunteer release form and the Volunteer Child Abuse Training.

PRINCIPAL AUTHORITY

The principal is the designated leader of the school and, along with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the code of conduct, the principal (or designee) may take corrective in the best interest of the student and the school provided such action does not violate school board policy or procedures. All staff members bear a shared responsibility for building a supportive learning environment and for the monitoring and implementation of the code of conduct.

TEACHER AUTHORITY

The teacher has the ultimate authority over the management of the classroom and will set behavior expectations. It is expected that student will behave themselves and obey the classroom teacher. Students will facilitate a learning environment for themselves and other students, respect each other and Atlanta Public Schools employees, and obey student behavior rules established by the APS, the individual school, and the classroom teacher.

INTENTIONAL PHYSICAL VIOLENCE CAUSING PHYSICAL HARM

Students should not intentionally hit or attack a teacher, school bus driver, school official, or other school employee and cause physical hurt, harm or injury. State law requires that a student found after a thorough

investigation, to be in violation of committing an act of physical violence against a teacher, school bus driver, school official, or school employee causing physical hurt, harm or injury will be expelled from school for the remainder of the student's eligibility to attend public school (OCGA §20-2-751.6). The law applies to all students in grades K-12.

The Student Disciplinary Tribunal may assign the student to an alternative education program for the period of the expulsion. If the student is in kindergarten through grade eight, the Student Disciplinary Tribunal may allow the student to re-enroll at some point when he/she reaches the high school grades. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the Student Disciplinary Tribunal may permit the student at some point to reenroll in school.

DAMAGE OR THEFT

Students should not intentionally damage or steal school board property. Students will be required to reimburse any loss of school property caused by his/her behavior.

DAMAGING OR SETTING OFF A FIRE ALARM

Students and parent should be aware that it is a crime to willfully damage or destroy a school fire alarm so as to endanger human life, or to set off a school fire alarm with no reasonable belief that a fire exists on the school premises. Student willfully damaging, destroying or setting off a fire alarm are subject to disciplinary action.

UNEXCUSED ABSENCES AND/OR TRUANCY

Students 15-17 years of age are reminded that the state of Georgia will suspend their driver's license/permit or not allow them to get one if they have 10 or more unexcused absences in a school year or drop out. State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense.

FAQ'S ABOUT THE STUDENT CODE OF CONDUCT

WHAT IS THE STUDENT CODE OF CONDUCT? The Student Code of Conduct is a list of student rules, responsibilities, and rights. It describes what you can and cannot do during regular school hours, on a school bus, on field trips, and during school activities.

WHY DO I NEED A STUDENT CODE OF STUDENT CONDUCT? The law requires that all students, parents and staff members receive the code of conduct. You need to have a school setting that makes you feel safe, helps you learn, and teaches you the difference between positive behavior and negative behavior. If every student obeys the Student Code of Conduct, then all students will be able to learn.

WHAT CAN I, AS A STUDENT, DO TO HELP MY SCHOOL BE A SAFE AND FRIENDLY PLACE? Students can come to school every day, be on time, be ready to work with all your school supplies, be respectful and polite to other students and all adults who work in your school, do not say or do things that will hurt others, obey your school's rules, and be responsible for your own work.

WHAT CAN HAPPEN IF I DON'T FOLLOW THE RULES? If you do not follow the rules, some actions that your school may take are: a). you may be sent to a counselor or administrator to discuss rules and regulations and the consequences of positive and negative behavior; b). you may be assigned detention or in school suspension; c). you may be placed on disciplinary probation for a certain amount of time; d). you may be given additional work assignments; e). you may not be permitted to ride the school bus for a certain number of days if you break the

rules on the bus; f). you could be removed from class for a period of time; or g). you could face suspension, assignment to alternative school, or expulsion.

WHAT HAPPENS IF I AM SUSPENDED FROM SCHOOL? If you are suspended from school you will be kept out of school for a certain number of days. You may **NOT** attend extracurricular activities, participate in any school events or activities or come on to any school property.

CAN I RECEIVE MAKE UP WORK IF I AM SUSPENDED? School work missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-9 school days, parents/guardians may request school work and pick up the school work during school hours. If you do not make up the assigned work you missed while you were suspended, you will get a "0" for the work. If you finish your assigned work following your suspension, you will receive credit for that work. A student on long-term suspension (10+ days) who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Student Disciplinary Tribunal, Superintendent/Designee or the Board of Education.

WHAT HAPPENS IF I GET EXPELLED FROM SCHOOL? You may be assigned to an alternative educational program away from your school for a period of time or you may be prohibited from attending school for a period of time.

WHAT IS MY RESPONSIBILITY IN CONTRIBUTING TO A SAFE AND FRIENDLY SCHOOL ENVIRONMENT? It is your responsibility to give an adult information you may have about any potentially harmful or dangerous action to yourself and/or to others. Examples of these situations are; threats of violence, acts of bullying and harassment, possession of weapons or drugs by another person in school, and stealing.

IF A STUDENT RECEIVES AN EXPULSION FOR A HANDGUN OR WEAPONS OFFENSE, HOW LONG MUST HE/SHE REMAIN OUT OF SCHOOL? Federal and state laws require that a student who is expelled for a handgun or weapons violation be expelled for a full calendar year.

It is Atlanta Public Schools' goal to provide a safe learning, working, and teaching environment in order for every student to reach his or her full potential; however, appropriate action must be taken to address behavior contrary to the code of conduct. The purpose of the Student Handbook and Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining this positive teaching and learning environment.

The Student Code of Conduct is only effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance. Within every school, the principal and staff inevitably have the responsibility and authority for maintaining an orderly educational environment. In addition, the principal is authorized to take administrative action whenever a student's misconduct away from school has a detrimental effect upon other students or on the orderly educational process.

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is a general reference guide only and is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

EXPECTATIONS FOR STUDENT BEHAVIOR

Good behavior is essential in maintaining a positive learning environment and in developing responsible citizenship. Self-control is closely linked to success. The student handbook with the Student Code of Conduct is given to each student in grades kindergarten through twelve. Students who enter Atlanta Public Schools during the school year will receive the Student Handbook at enrollment.

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 handbook to understand the rights and responsibilities for their children. Students who misbehave are subject to disciplinary action which could include suspension or expulsion.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual

and the school as a whole. Students are expected to adhere to all school rules and regulations, follow directions, and interact respectfully with fellow students and school personnel.

A student whose behavior shows disrespect for others, including interference with their access to a public education and/or a safe environment, will be subject to disciplinary action. The District 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 and may or may not constitute violations of the Student Code of Conduct.

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action and the length of the assignment will draw on the professional judgment of teachers and administrators and on a range of discipline management 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.

Atlanta Public Schools has established a set of minimum behavioral expectations for students. *Students are expected to:*

1. Know and follow all district-wide, school, and classroom rules
2. Behave in a responsible manner, always exercising self-discipline
3. Attend school and classes every day that school is in session
4. Arrive at school and classes on time
5. Prepare for each class; bring appropriate materials and assignments to class
6. Treat fellow students and adults with respect
7. Obey all directions and observe good order and deportment
8. Be respectful to all schoolmates and demonstrate courtesy, even when others do not.
9. Refrain from the use of profane and obscene language
10. Respect the rights and privileges of students, teachers, other district staff, and volunteers
11. Respect the property of others, including district property and facilities
12. Cooperate with and assist the school staff in maintaining safety, order, and discipline
13. Comply with the Student Code of Conduct
14. Return all District-owned textbooks and other materials as required
15. Pay required fees and fines as required by law
16. Demonstrate effort and academic honesty
17. Keep the school clean and free from litter and graffiti
18. Conduct themselves in an orderly manner on the way to and from school and on school buses
19. Not engage in acts of physical, bullying, physical assault or battery of other persons, verbal assault of other persons, disrespectful conduct, and other unruly behavior
20. Not engage in committing assaults, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students or persons at school or attending school-related functions

JURISDICTION TO TAKE DISCIPLINARY ACTION

Atlanta Public Schools has discipline authority over its students whenever the interests of the school district are involved. The student code of conduct applies at the following times and places:

- **On school grounds at any time;**
- **Off school grounds at a school bus stop or at a school activity, function, or event;**
- **While the student is on a school bus or School District-sponsored transportation;**
- **When either the alleged perpetrator or the alleged victim is en route to or from school, or to or from a school activity, function, or event;**

- **Off school grounds while the student is participating in or attending school-sponsored or school-related activities, such as field trips, conferences, or athletic events, or is otherwise subject to the jurisdiction of School authorities;**
- **Off school grounds while attending a school-sponsored or school-related activity of another school system in Georgia;**
- **Off school grounds when the behavior of the student could result in the student being criminally charged with a felony and 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 (O.C.G.A. § 20-2-751.5(c));**
- **Off school grounds when the misconduct is directed at a School District student, employee, or volunteer and is related to the victim's affiliation with the School District;**
- **Off school grounds when a student leaves school without permission of a school official (Absent Without Leave); and**
- **Off school grounds when the misconduct directly affects the safety and welfare of the school community or the orderly mission and function of the school.**

The district may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Organizational standards of behavior concerning an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in disciplinary actions being taken against the student, including but not limited to, the student being removed from participation in extracurricular activities, or exclusion from school honors.

DISCIPLINARY AUTHORITY OF TEACHERS & ADMINISTRATORS

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Student Handbook, the principal or his/her designee may undertake corrective measures which he/she believes to be in the best interest of the student and the school, provided such action does not violate School Board policies or procedures, or state or federal laws. School administrators (principals and assistant principals) have the authority to administer any discipline or behavior management technique. They may assign students to in-school suspension, may assign students up to 9 days of short-term out of school suspension, or refer any disciplinary matter to a Student Disciplinary Tribunal for a disciplinary hearing.

Teachers shall maintain discipline and order in the classroom, and are authorized to give verbal warnings, written warnings, reprimands, assign students to detention, refer students to the office, and employ any other discipline and behavior management techniques except for short-term or long-term suspension or expulsion of a student.

Any student who has been suspended pending a disciplinary hearing shall be allowed to make up school work that is missed due to the suspension pending the disciplinary hearing, and shall be permitted onto school grounds to pick up class assignments at the office unless that student's presence on school grounds presents a danger to school staff or students. However, students who are suspended pending a disciplinary hearing are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Although generally progressive in nature, discipline should be appropriate for the misbehavior and the age of student. Consequently, administrators have the latitude of assigning discipline in relation to the misbehavior. For example, students who engage in more serious acts of misbehavior, such as fighting, are not entitled to a warning before any other disciplinary action is taken.

PROGRESSIVE DISCIPLINE

Progressive discipline is designed to correct a student's misconduct and encourages the student to be a responsible citizen of the school community. Progressive discipline should promote positive student behavior while establishing clear and fair consequences for unacceptable behavior; and state what is unacceptable (i.e. physical, verbal abuse (oral and written), bullying, sexual, discrimination on basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute. Disciplinary actions 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 such problems. These resources may include, but are not limited to, Student Support Team, counseling with school counselor, school social worker, school resource officer, and other staff, behavior, attendance and academic contracts or plans, peer mediation, and alcohol and drug prevention program.

ADDITIONAL INTERVENTIONS

Anecdotal Record (Teacher Record)	Behavior Checklist
Referral to Schools Counselor	Escort to and From Class/Change of Class
Individualized Behavior Contract	Limit Movement (Provide Supervision)
Mentoring	Moving the Student's Seat in Class
On the Bus Probation	Parent Visit the School and Shadow the Student
Referral to School Psychologist	Parent Accompany Student to the Bus Stop
Schedule Change	Tutoring
Written Disciplinary Assignments	Revisit IEP for Additional Modifications
Involvement of Outside Agency (Initiated by parent)	Review classroom/school rules
Warning to student	Conference with student and/or parent
Student Journal	Parents notified by phone of problem

CHARACTER TRAITS

Character Education is the deliberate effort to help people understand, care about, and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development. Character education promotes character development through the exploration of ethical issues across the curriculum, develops a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities, and teaches how to solve conflicts fairly. This creates safer schools that are free of intimidation, fear, and violence, and are more conducive to learning.

Character traits are essential for students to prepare for greatness! These traits should be modeled and maintained by adults and students. Here are some examples of character traits.

Respect	Showing high regard for self, others, and property
Responsibility	Being accountable for your own behavior
Honesty	Being truthful in word and action
Caring	Showing concern for the well-being of others
Justice and Fairness	Demonstrating impartial, unbiased, and equitable treatment for all
Citizenship	Being an informed, responsible and caring participant in your community
Courage	Doing the right thing in the face of difficulty and following your conscience instead of the crowd
Perseverance	Staying on the task and not giving up.
Hope	Believing you will be successful

INVESTIGATION OF MISCONDUCT

When a student code of conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation.

The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff are utilized for their expertise as determined by the circumstances of the matter.

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.

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, is it more likely to be true than not true, based on the evidence, that the student did violate the rule? The decision to charge a student for violation of this code of conduct is made by the administration of the local school. If school administration is uncertain as to the interpretation of the Student Code of Conduct they should contact Student Relations or the Director of Policy. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process.

STUDENT QUESTIONING BY OFFICIALS

School Administrators: 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 is not required prior to the questioning of students.

Social Workers and Counselors: School Social Workers and Counselors must develop trusting relationships with the students they serve. Most interventions with students occur on an individual basis. There is a professional obligation to respect the privacy of their students. Parents and guardians should be aware that student conversations with social workers and counselors are confidential and are not disclosed to parents.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the subject of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, parents will be informed that such interviews are being requested. DFCS officials should contact the school to schedule an appropriate time to conduct reasonable interviews and inspections of children.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child. The Guardian Ad Litem should contact the school to schedule an appropriate time to interview a student or to inspect the student's school records.

Law Enforcement: School Resource Officers are permitted to question students at school without prior parental approval for non-criminal incidents. If SROs must question students for criminal incidents, they must follow criminal procedures as defined by their employing law enforcement agencies and state law. Law enforcement officers from other agencies investigating non-school-related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent.

MANDATORY REPORTING OF STUDENT CRIMES

School administrators, teachers and other school-based employees are required to report crimes, as required by law (O.C.G.A. § 20-2-1184). **Victims of the following alleged student misconduct must file a written complaint or report with the school administration and regional director, describing the alleged incident and the injury or damage sustained:**

1. an alleged assault or battery by a student upon any teacher, other school official, or employee;
2. an alleged assault or battery by a student upon another student; or
3. substantial damage alleged to be intentionally caused by a student on school property to personal property belonging to a teacher, other school official, employee, or student,. At the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student.

STUDENT BEHAVIOR CODE

The Student Behavior Code governs students' conduct on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct leads to a disruption of school or any other violation of the Student Code of Conduct and en route to and from schools, or any school-sponsored activity, on the bus, and at the bus stop.

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. The offenses have been organized into four (4) levels of prohibited behaviors: Level 1 Offenses, Level 2 Offenses, Level 3 Offenses, and Level 4 Offenses. Parents and students should carefully review ALL information contained in the Code of Conduct. Students are subject to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Student Code of Conduct. A student serving In-School Suspension and/or Out-of-School Suspension is not allowed to participate in all regular school activities, extracurricular activities, athletics, or other school-sponsored activities.

Depending on the circumstances surrounding the offense, school administrators have the right to deviate from the progressive discipline procedures. For example, a student may be assigned a lesser consequence regardless of the number of previous violations accumulated by the student. If the violation warrants deviation upward from the progressive discipline procedure, the school administrator must get the approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the administration.

There are multiple goals for consequences. Those goals are:

- To maintain student and adult safety
- To reduce the likelihood that the student will repeat the misbehavior
- To increase the likelihood that the student will demonstrate appropriate behavior instead of misbehavior

In conjunction with any violation, the school administrators may also:

1. Refer the student for tutoring (with parents' consent)
2. Refer student to Social Worker or Student Support Team, when deemed appropriate
3. Refer student for peer mediation, anger management, or to school counselor
4. Assign work detail or in school community service
5. Assign the student to Saturday school
6. Restrict any privilege including senior activities and graduation ceremony
7. Assign other school-based consequences as deemed appropriate by administrator.

Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. Restitution or repair is expected for students who damage or steal property of others.

CRIMINAL CHARGES

Some Student Behavior Code 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.

LEVEL ONE OFFENSE

Level 1 offenses are minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

Level 1 Offenses

1. Unexcused tardies to school or class
2. Mild inappropriate language/Mild profanity
3. Horse playing with other students
4. Deliberately pushing/shoving another student
5. Public displays of affection
6. Failing to do classwork, not prepared for class or no supplies for class
7. Mild disruption of classroom
8. Cutting (Skipping) class or being out of assigned area or in an unauthorized area
9. Leaving school, skipping school, or skipping class without permission
10. Minor graffiti
11. Possession/ use of other electronic devices during class
12. Minor verbal altercation
13. Lying, cheating
14. Harassment or Bullying (first offense) - teasing, taunting (written, physical and/or verbal)
15. Excessive talking
16. Parking Violation
17. Disrespect toward to students, school personnel, or other persons.
18. Insubordinate, defiant, disrespectful to school personnel or school volunteers.
19. Deliberately giving false or misleading information,
20. Exhibiting gang affiliation, i.e. identifying sign, symbol, tattoo, graffiti, or attire
21. Gambling
22. Inappropriate physical contact between students
23. Inciting or advising others to engage in prohibited behavior
24. Failing to report to detention and/or violating rules of the In-School Suspension
25. Violating any other minor Board of Education or school rule

Engaging in or attempting to commit any Level 1 offense can result in disciplinary action as outlined below.

- | | |
|----------------------------|---|
| 1 st Violation: | Review classroom and school rules and give warning to student and
a. Conference with student; or
b. Student Journal – Student writes about his/her behavior and identifies possible alternatives; and
c. Parents are notified by phone of violation. |
| 2 nd Violation: | Detention (before school, lunch, after school, or Saturday when available) |
| 3 rd Violation: | Conference with parents to discuss behavior and Classroom Behavior Contract with Student/Parent: |
| 4 th Violation: | In-School Suspension for up to two (2) school days. |
| 5 th Violation: | In-School Suspension for up to three (3) school days. |
| 6 th Violation: | In-School Suspension for up to five (5) school days. |
| 7 th Violation: | Out-of-School Suspension for one (1) school day. |
| 8 th Violation: | Out-of-School Suspension for up to two (2) school days. |

- 9th Violation: Out-of-School Suspension for up to three (3) school days.
- 10th Violation: Out-of-School Suspension for up to nine (9) school days with the matter being submitted to the Student Disciplinary Tribunal. If the Student Disciplinary Tribunal upon finding student has committed his/her 10th violation of any Level 1 offense, the Student Disciplinary Tribunal will issue either a short-term suspension, long-term suspension, or place the student in alternative school for a minimum of one academic semester.

Depending on the circumstances surrounding the Level 1 offense, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of-School Suspension for up to five (5) days for any Level 1 Offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy and upon approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the administration.

Please see the Bus Conduct, Dress Code, Academic Honesty and Electronic Resources-Acceptable Use Policy for additional rules and outlined consequences.

LEVEL TWO OFFENSE

Level 2 offenses are intermediate acts of misconduct. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger health, safety or well-being of others.

Level 2 Offenses

1. Refusing to relinquish cell phone or using cell phone in class
2. Minor – Cheating, Plagiarism
3. Open Defiance
4. Vandalism (minor and removable)
5. Walking out of class
6. Moderate class disruption (more than 5 minutes)
7. Inciting a fight
8. Trespassing while on suspension
9. Entry into areas designated for the opposite sex only
10. Major cheating, Plagiarism
11. Under the influence of drugs or alcohol
12. Possessing drug paraphernalia
13. Aggressive profanity or profanity to an adult
14. Possessing, accessing or viewing obscene or vulgar materials
15. Harassment or Bullying (second offense) - teasing, taunting (written, physical and/or verbal)
16. Theft – minor (less than \$100)
17. Property damage (less than \$100) of another student
18. Dress Code – Inappropriate attire for school
19. Possession of fireworks
20. Possession of counterfeit money
21. Vulgar/Obscene gestures
22. Forgery and altering of school records
23. Damaging or vandalizing school or personal property (less than \$100)
24. Fighting between two students to a degree that does not cause physical injury
25. Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia.
26. Refusing to comply with assigned disciplinary consequences

Engaging in or attempting to commit any Level 2 offense will result in disciplinary action as outlined below.

1 st Violation:	In-School Suspension for up to three (3) school days.
2 nd Violation:	In-School Suspension for up to five (5) school days.
3 rd Violation:	Out-of-School Suspension for up to two (2) school days.
4 th Violation:	Out-of-School Suspension for up to three (3) school days.
5 th Violation:	Out-of-School Suspension for up to five (5) school days.
6 th Violation:	Out-of-School Suspension for up to nine (9) school days with the matter being submitted to the Student Disciplinary Tribunal. If the Student Disciplinary Tribunal upon finding student has committed his/her 6 th violation of any Level 2 offense, the Student Disciplinary Tribunal will issue either a short-term suspension, long-term suspension or place the student in alternative school for a minimum of one academic semester.

Depending on the circumstances surrounding the Level 2 offense, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of-School Suspension for up to five (5) days for any Level 2 Offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy and upon approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the Administration. In School Suspension or Out of School Suspension includes suspension from regular school activities, extracurricular activities, athletic participation, and other school events.

LEVEL THREE OFFENSE

Level 3 offenses are serious acts of misconduct. These behaviors include, but are not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment that may threaten health, safety, or property and other acts of serious misconduct.

Level 3 Offenses

1. Fighting – involving multiple students and/or physical injury
2. Engaging in gang-related activity, i.e. encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.
3. Harassment or Bullying (third offense) - teasing, taunting (written, physical and/or verbal)
1. Sexual Harassment or using an electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures of students or school employees and/or sexual contact.
4. Sexual Activity/Misconduct on school grounds or event
5. Breaking and Entering (Burglary)/Larceny
6. Physical Assault or Battery – Student
7. Theft more than \$100 including but not limited to attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.
8. Trespassing on another school campus during school hours
9. Arson (setting items on fire)
10. Bomb threat or False Fire Alarm
11. Use, possession of alcohol
12. Use, possession of prescription or non-prescription drugs
13. Use, possession of tobacco
14. Major Disruption of classroom or school
15. Disorderly Conduct
16. Vandalism – major
17. Gang Fighting or Group Fighting
18. Use of fireworks on school grounds during school day or event
19. Possessing any alcoholic beverage
20. Possessing any drug or unlawful substance, any substance represented to be a drug
21. Intentionally using, selling, buying, giving away, bartering, receiving, or exchanging any counterfeit money.

22. Use or possession of weapons, which includes possessing, using, selling, buying, giving away, bartering or exchanging any weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon.
23. Using, selling, buying, giving away, bartering, exchanging, or receiving any alcoholic beverage whether at school or any school-related activity prior to attending school or a school-related activity.
24. Using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance or admits to the use of any substances represented to be a drug prior to attending school or a school-related activity.
25. Possessing, using, selling, buying, giving away, bartering, or exchanging any over-the-counter medication.
26. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
27. Terroristic threats- any spoken, written, or electronically transmitted communication to commit an act of violence.
28. Misuse of electronic or technological resources or devices, including but not limited to unauthorized access to the system network, creating or using false user names, passwords, or proxies, transmitting malicious programs or viruses.
29. Any act that endangers the welfare or safety of other students or staff.

Engaging in or attempting to commit any Level 3 offense will result in the student being assigned Out-of-School Suspension with the matter being submitted to a Student Disciplinary Tribunal. This suspension includes regular school activities, extracurricular activities, athletic participation, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Student Disciplinary Tribunal finds the student has engaged in or attempted to commit a Level 3 offense, the Student Disciplinary Tribunal will issue either a long-term suspension or expulsion from school. The Student Disciplinary Tribunal has the discretion to assign the student the alternative school for one or more semesters. A student assigned to the alternative school is not allowed to go on any other school grounds.

Level 3 Offenses – School Personnel

Students are prohibited from engaging in or attempting to commit physical acts of violence against school personnel (teachers, administrators, or other employees). Such acts will be handled as follows:

1. *Attempting to make inappropriate physical contact or action with school personnel:* A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
2. *Unintentional, but inappropriate physical contact or action with school personnel:* A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
3. *Intentional physical contact or action of an insulting or provoking nature with school personnel:* A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
4. *Intentional physical contact or action that causes physical harm to school personnel:* A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be expelled from school for the remainder of his/her eligibility to attend public school and will be referred to juvenile court.

Atlanta Public Schools has the discretion to enforce the permanent expulsion of the student, to permit the student to re-enroll in public school for grades 9 through 12, or to permit the student to re-enroll in school.

LEVEL FOUR OFFENSES

Level 4 are the most serious acts of misconduct as this is misconduct that threatens the health, safety, or well-being of others. These offenses must be immediately reported to the principal or designee. These violations are so serious that they require notice to outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed.

Level 4 Offenses

1. Sexual Battery
2. Aggravated Battery
3. Aggravated Sexual Battery
4. Aggravated Child Molestation
5. Armed Robbery
6. Homicide/Murder
7. Kidnapping
8. Rape
9. Voluntary Manslaughter
10. Aggravated Sodomy
11. Arson-1st Degree

Engaging in or attempting to commit any Level 4 offense will result in the student being assigned Out-of-School Suspension with the matter being submitted to a Student Disciplinary Tribunal. This suspension includes regular school activities, extracurricular activities, athletic participation, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Student Disciplinary Tribunal finds the student has engaged in or attempted to commit a Level 4 offense, the Student Disciplinary Tribunal will issue either a long-term suspension or expulsion from school. The Student Disciplinary Tribunal has the discretion to assign the student to alternative school for one or more semesters. A student assigned to the alternative school is not allowed to go on any other school grounds.

DISCIPLINARY ACTIONS

Some of the disciplinary actions that may be used for student violations of the Student Behavior Code include the following:

Warning/Reprimand: Students will be warned that they may receive disciplinary consequences if the misbehavior continues.

Detention: Detention may be used to address tardiness, behavior detrimental to learning, and physical contact between students that is deemed inappropriate. For each day assigned to detention, students will be required to spend a period of time, not to exceed one supervised hour, completing assigned class work. No other activity will be allowed during detention.

In-School Suspension: Removes students who violate certain school rules from their regularly assigned classrooms and school activities, while allowing students the opportunity to progress with classroom assignments. While assigned to In-School Suspension, students may not participate in or attend any extracurricular activity, including athletic participation and other school events. If students violate any rule of the In-School Suspension program, students will be suspended from the program and from school for the remaining number of days that students were assigned to In-School Suspension.

Short-Term Suspension: Students subject to a short-term suspension will be suspended from school for not more than nine (9) days. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Long-Term Suspension: Students subject to a long-term suspension will be suspended from school for more than ten (10) days but not beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Expulsion: Students subject to an expulsion will be suspended from school beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Permanent Expulsion: Students subject to a permanent expulsion from school will be permanently suspended from school at all times after the effective date of the permanent expulsion beyond the current semester and not allowed to attend any Atlanta Public Schools. This includes permanent suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Probation

"Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior.

ACADEMIC HONESTY

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.

1. **Plagiarism** is the intentional offering of the words, ideas, or computer data programs and/or graphics of others for one's own in any academic exercise; or unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work. Such an act often gives the reader the impression that the student has written or thought something that he or she has in fact borrowed from another. *Examples of plagiarism include (but are not limited to):*
 - a. The offering of another's work, verbatim or paraphrased, as original material in an academic paper;
 - b. The offering of another's original ideas or concepts as one's own, in an academic paper or exercise;
 - c. The inclusion of another's material in one's own work without appropriate or accurate citation or credit;
2. **Cheating** is giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids and/or intentional actions taken to gain unfair or undue advantage over others. *Examples of cheating include (but are not limited to):*
 - a. Using unauthorized materials or assistance during an examination, including looking at another's paper.
 - b. Submission of contrived or altered information in any academic exercise.
 - c. Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
 - d. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
 - e. Taking, or attempting to take, an examination for another student. This act constitutes a violation for both the student enrolled in the course and for the proxy or substitute.
 - f. Tampering, damaging, or destroying another student's work or impeding the ability of other students to have fair access to materials assigned or suggested by the staff (e.g., removal or destruction of library or other source materials).
 - g. Presentation of the same paper or other work for credit in two distinct courses without prior approval by both instructors.
 - h. Any behavior, including the use of technology, disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.
3. **Facilitating Academic Dishonesty** is the intentional help, or attempt to help, another student to violate any provision of this Code. *Examples of facilitating academic dishonesty include (but are not limited to):*

- a. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
- b. Giving perjured testimony during any student disciplinary hearing (informal and formal).
- c. Intimidating or attempting to intimidate witnesses appearing before any student disciplinary hearing (informal and formal).
- d. Failing to report a suspected violation of the Honor Code.
- e. Deliberately misleading or deceiving administrators conducting an investigation of a violation.

ACADEMIC DISHONESTY VIOLATIONS

Academic dishonesty is unfair to other students, and demeaning to those who engage in it. It will not be tolerated in the Atlanta Public Schools System. Any student, staff, or administrator may report a suspected violation. Students may also self-report violations.

1. Reporting a violation: The person making a complaint of a violation of the honor code (hereafter the complainant) may be a faculty or staff member or a student; the complaint and all supporting evidence and information must be given in writing. Once an alleged violation of the honor code has been reported, the principal or their designee shall review the written report.
2. Notification of charges: The principal or their designee shall notify the student and their parents and schedule an informal review within three working days after receiving the written complaint. The accused student(s) shall be notified and provided with copies of the charge, and any other pertinent documents.
3. Penalties: Penalties are imposed on the basis of the infraction and any history of repeated violations by the student. In all cases of findings of guilt, the offense is noted in the academic and disciplinary file of the student. One or more of the following penalties may be recommended:
 - a.) Probation - signifying that a student is not in good standing for a specified length of time;
 - b.) Lowering of a grade for an assignment or test;
 - c.) Receive a zero (0) on an assignment;
 - d.) Disciplinary hearing with a recommendation of suspension or expulsion.
4. Permanent Record: The principal or designee shall note in the disciplinary record of the student any violation and the sanction imposed.
5. Repeated Violations: Students should be aware that repeated violations may warrant expulsion for a minimum of one school semester. In addition, the school system reserves the right to withhold institutional support from a student's application for undergraduate, trade or professional school if academic honesty violations are noted in the student's academic record.

ALCOHOL AND DRUGS (Drug Paraphernalia)

A student shall not possess, sell, use, transmit, or be under the influence of any alcohol or mind-altering substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, counterfeit drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. A student shall not possess, sell or use any drug or alcohol paraphernalia or related object of any nature. This includes anabolic steroids, substances that look like drugs, cigarettes, imitation controlled substances and drug paraphernalia such as pipes, water pipes, clips, rolling papers and other items used or related to drug use.

Use of prescribed medications dispensed by a registered pharmacist is allowed, as long as said medications are used in accordance with school rules governing the possession and use of prescribed medications. All prescription drugs shall be kept in the original container and shall not be distributed to other students. Students who see or become aware of any alcohol and/or other drugs or drug-related objects must not touch the material nor remain in the presence of the person or group possessing it. Students must notify a staff member immediately of any alcohol, drugs, or drug-related objects, or be subject to discipline, including but not limited to expulsion.

BULLYING

Bullying and other forms of intimidation will not be tolerated in any form which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology provided by the Atlanta Public Schools. The term "bullying" means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional 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:
 - A. Causes another person substantial physical harm within the meaning of O.C.G.A. §16-5-23.1 or visible bodily harm as such term is defined in O.C.G.A. §16-5-23.1;
 - B. Has the effect of substantially interfering with a student's education;
 - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - D. Has the effect of substantially disrupting the orderly operation of the school.

Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school, or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

Bullying is usually repeated over time and is intended to ridicule, humiliate, intimidate, or harm the student. It is important to note that a single negative act may also constitute bullying (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the alleged perpetrator.

Bullying can take various forms:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking or damaging personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships, engaging in social exclusion, extortion, or intimidation);
- d. Internet or cyber-bullying (including, but not limited to, the use of instant messaging [IM], e-mail, web sites, chat rooms, and text messaging that is used to bully or harass another student, and when such use interferes with the operation of the school, or infringes upon the general health, safety and well-being of students;
- e. Hazing (including, but not limited to, various forms of bullying and harassment of students by other students in regard to pledging and/or a student's initiation into or affiliation with a school or student related organization or team).

Examples of bullying and harassment include but are not limited to:

- Unwanted teasing
- Physical violence and/or attacks
- Sexual, religious, or racial harassment
- Destruction of school/personal property
- Rumors or spreading of falsehoods
- Threats, taunts and intimidation by words and/or gestures
- Social exclusion, including incitement and/or coercion
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Twitter, Facebook, etc.) chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- Sending abusive or threatening text messages or instant messages
- Stalking
- Extortion
- Public humiliation
- Theft of money and/or personal possessions

- Using websites to circulate gossip and rumors to other students

INTERVENTION PROCEDURES

All staff, students, and their parents will receive a summary of the bullying policy in the student handbook each year. Schools will keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying. People witnessing or experiencing bullying are encouraged to report the incident to a teacher or administrator they are comfortable with.

REPORTING OF BULLYING

Students must be able rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. All reports of bullying will be taken seriously. School principals are to discuss this issue with their entire staff and inform them that they are required to refer to them any reports/suspicions of bullying. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Verbal reports made by or to a staff member should be recorded and submitted to the school administrator on an APS Bullying Reporting Form. The Bullying Reporting Form is available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee. The Bullying Reporting Form is available on the Atlanta Public Schools' website. Counselors and administrators can provide assistance to students in filling out the bullying reporting form. Once bullying has been reported, school administrators or appropriate personnel should take the following actions.

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation will include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers, and/or other support staff will be utilized for their expertise as determined by the circumstances of the matter.

When a student reports an incident, or if a school employee witnesses an incident that he/she believes to be bullying, in addition to filing a report the staff member should do the following:

- a) Separate the targeted student(s) from the student who is the alleged offender(s); and
- b) Let the student(s) know that you will be contacting their parents and/or notifying the school administrator to discuss the incident.
- c) Encourage the targeted student to use any available on-campus resources such as a school counselor, school nurse or school social worker;
- d) Provide specific permission for the alleged offender and targeted student to leave the classroom to speak with a counselor or administrator at any time;
- e) Administer appropriate immediate consequences to the alleged offender, including, , initiating disciplinary procedures;
- f) Offer ongoing assistance and advocacy to the targeted student and increase supervision of the alleged offender as necessary.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified that a student has committed an act of bullying or has been a victim of an act of bullying. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or school

counseling as appropriate under the circumstances. Staff members should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important for the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the prohibition on retaliation.

- When bullying is found to have occurred, the school administrator will determine the appropriate disciplinary action to be taken against the alleged offender. The school administrator may choose from a range of consequences which may vary with individual circumstance, including repetition, age, and the impact of the abusive behavior on the targeted student. School principals may enact additional measures as they deem appropriate.
- School staff will notify the parent/guardian of a student who commits a verified act of bullying or harassment of the response of the school staff and consequences that may result in the event of further acts of bullying or harassment.
- To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), school staff should notify the parent or guardian of a student who is a target of bullying or harassment of the action taken to prevent any further acts of bullying or harassment.
- The targeted student may request the school to implement changes which affect the school enrollment, participation, or environment of the targeted student only, not the alleged offender. The content of the request is strictly confidential which means that school employees will only share confidential student information to the extent necessary to implement the request. Examples of changes include, but are not limited to, the following:
 1. Change of class seat assignment;
 2. Change of locker assignment;
 3. Change of class schedule;
 4. Permission to leave class to see a counselor, social worker, or healthcare provider;
 5. Early or late dismissal;
 6. Makeup class work, including homework, quizzes, tests, and any other graded work, for classes missed due to bullying or harassment;
 7. School transfer to a school with available space; and
 8. School-based Stay Away Agreement.

Any person who reports in good faith an incident of bullying, harassment, or intimidation to an appropriate school official, and who makes this report in compliance with the procedures in the school district's policy is immune from civil liability for any damages caused by such reporting or any failure to remedy the reported incident. ***Any student who knowingly makes a false complaint against another student will also be subject to disciplinary action.***

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the regional executive director for the school.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

All students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. District employees are expected to promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, putdowns, threats directed at the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, sexual orientation, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment is defined as physical, verbal, or nonverbal conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, sexual jokes or any other sexual conduct, including requests for sexual favors or threats or intimidation from a dating partner. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

School administrators or district personnel will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment may be presented by a student and/or parent in a conference with the principal or designee or with Ms. Devetrice Hinton, Employee Relations, 404-802-2345.

Romantic and other inappropriate social relationships, as well as all sexual relationships, between students and APS employees are prohibited, even if consensual. Sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with Employee Relations at 404-802-2345. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Atlanta Public Schools prohibits retaliation by a student or APS employee against any person who, in good faith, makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats from another student or an employee, rumor spreading, ostracism, assault, destruction of property, unjustified disciplinary action or unwarranted grade reduction. Retaliation does not include petty slights and annoyance.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, sexual harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other APS employee. The report may be made by the student's parent.

Investigation of Report

To the extent possible, APS will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, sexual harassment, and retaliation, will be promptly investigated. The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with APS.

In the event alleged prohibited conduct involves another student, APS will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, APS may take interim action to address the alleged prohibited conduct. When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. If the investigation indicates that prohibited conduct occurred, appropriate disciplinary action will be taken to address the conduct and student support measures will be taken to address the conduct as appropriate. School administrators may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

BUS SAFETY AND CONDUCT

Riding a school bus is a privilege that a student can lose. Students are expected to follow the same behavior standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Students are not allowed to conduct themselves in any manner that jeopardizes the safety of passengers or others.

Students are expected to enter the bus, remain seated, and exit the bus in an orderly manner as directed by school personnel. School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including that of other students, motorists, and pedestrians. All students must have an authorized permission from their school in order to ride a different bus or to get off at a bus stop that is not their assigned bus stop.

Bus drivers will report all school bus/bus stop misconduct to the student's principal or designee. Consequences for school bus/bus stop misconduct will be imposed by the principal or the principal's designee. If a student violates bus conduct rules, school administrators may take disciplinary action, including suspension from riding the bus

and/or suspension from school. If bus misbehavior is severe, a disciplinary hearing may be called to request a student be removed from the school bus for an extended period of time.

Except as otherwise set forth herein, the general progressive discipline plan for bus misbehavior is as follows:

- 1st Violation: Warning to the student and parent by the principal
- 2nd Violation: Parent and Student Conference and School Bus Behavior Contract
- 3rd Violation: Bus suspension for one (1) day
- 4th Violation: Bus suspension for two (2) days
- 5th Violation: Bus suspension for three (3) days
- 6th Violation: Bus suspension for four (4) days
- 7th Violation: Bus suspension for five (5) days
- 8th Violation: Disciplinary hearing with recommendation for suspension for remainder of semester or school year

Depending on the circumstances surrounding the offense, school administrators have the right to deviate from the progressive discipline procedures. For example, a student maybe assigned a lesser consequence regardless of the number of previous violations accumulated by the student. If the violation warrants deviation upward from the progressive discipline procedure, principals must get the approval of the regional director. A Student Disciplinary Tribunal may also be called at the discretion of the administration.

There are multiple goals for consequences. Those goals include:

- To maintain student and adult safety
- To reduce the likelihood that the student will repeat the misbehavior
- To increase the likelihood that the student will demonstrate appropriate behavior instead of misbehavior

The school principals or his/her designee should consider these goals when providing consequences in addition to considering the parameters of the situation and the needs of the student. It is usually appropriate to implement the least intrusive consequence that will meet the three goals above. For example, if a student is likely to not repeat the misbehavior when given the consequence of writing an apology to the bus driver, then that consequence is more appropriate than requiring 3 days of suspensions in which the student will miss valuable instructional time.

The school principals or his/her designee should consider these goals when providing consequences in addition to considering the parameters of the situation and the needs of the student. It is usually appropriate to implement the least intrusive consequence that will meet the three goals above. For example, if a student is likely to not repeat the misbehavior when given the consequence of writing an apology to the bus driver, then that consequence is more appropriate than requiring 3 days of suspensions in which the student will miss valuable instructional time.

Major violations may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken. Fighting on a bus is among the most serious offenses committed by students, as it endangers everyone riding the bus by causing the driver's attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken.

During the period of bus suspension, parents/guardians will be responsible for providing the student's transportation to/from school. Bus suspension is not an excused absence or tardy. If a student causes damage to a school bus, parents/guardians will be required to repay the cost of any damage to the bus. At the discretion of the principal, parents/guardians may be asked to meet with school officials to develop a school bus behavior contract for the student.

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation

director, bus drivers, principals, police, and the Student Relations Administrator are authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

Parents/guardians with concerns or complaints that need to be addressed by the bus driver should schedule a conference with the driver through the school. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority at all times. Parents with concerns or complaints may contact the Department of Transportation at 404-802-5500 or <http://www.atlantapublicschools.us/domain/5364>.

NOTICE: It is unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181).

SCHOOL BUS SAFETY GUIDELINES

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

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. Cell phones must be off per the state law.
4. Wait for the bus to come to a COMPLETE stop 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.
5. 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.
6. NO fighting, pushing tripping, kicking, etc.
7. Students are not allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
8. Never do anything that could distract the driver or other students.
9. Students should respect the property and privacy of others while at the bus stop and on the bus.
10. 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.
11. DO NOT sit with more than the proper number in one seat.
12. DO NOT extend any part of your body out the bus windows.
13. DO NOT throw anything in or out of the bus window.
14. DO NOT eat or drink on the bus.
15. 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.
16. TREAT THE BUS WITH RESPECT. ANY DAMAGES TO THE BUS WILL BE PAID FOR BY THE STUDENT OR HIS/HER PARENTS.
17. Keep the aisle clear. Store personal items on your lap or under the seat.
18. 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.
19. USE HANDRAILS when boarding or departing the bus.
20. Student should board and exit the bus at their assigned stop. Avoid crowding or pushing while boarding or exiting the bus.
21. DO NOT board or exit the bus from the rear emergency door, unless instructed to do so by the driver.
22. 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.

23. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus.
24. Students should not play and chase other students or hang onto school buses.
25. 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.
26. 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.

CELL PHONES AND OTHER 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 Parent Permission 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.

Due to the potential disruption a mobile telephone or PED may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced. The use of mobile 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 mobile telephone or PED by an APS employee or other official or unless an extreme threat to the health or safety of a student arises and no APS employee or other official is present.

Specifically:

- This policy is in effect from the time a student arrives at school until the completion of the instructional day. Students with permission to possess PEDs may use them during afterschool activities as allowed by the school principal or designee.
- Students are prohibited by law from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- Students are never permitted to use mobile phones in the restrooms and locker rooms.
- All mobile phones must be turned off during the instructional day. Students are not allowed to have mobile phone ringers on silent alert or send text messages during the instructional day.
- Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day.

Photographing, audio recording or videotaping on Atlanta Public Schools property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded.

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.

Disciplinary Consequences and Actions

Photographing, recording or videotaping of students or other persons in any state of undress may constitute a violation of federal law. Any violation will result in serious disciplinary consequences, up to and including expulsion or assignment to alternative school.

Photographing, audio recording or videotaping on Atlanta Public Schools property is not allowed at any time without the expressed, written consent of the students, staff members or other persons being photographed or recorded. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year and a fine of \$50.00.

Use of a mobile phone during a test or quiz shall be considered a violation of the academic integrity policy. Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, a fine of \$50.00, and the student will receive a grade of zero (0) on the test or quiz.

Disciplinary actions for students whose parent/legal guardians **have** completed the Parent Permission 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.
- Second violation: The device will be confiscated, the student will be fined \$25.00, the student will receive one (1) day suspension, 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 and pay the fine. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- Third violation: The phone will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and receive a three (3) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- Fourth (or more) violation: The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

Disciplinary actions for students whose parent/legal guardians **have not** completed the Parent Permission Form are as follows:

- First violation: The device will be confiscated, the student will be fined \$25.00 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 and pay the fine. The parent/legal guardian will be given the opportunity to complete the Parent Permission Form at the first conference. Failure to pay fines may result in sanctions until restitution is made, per board policy JS Student Fees, Fines and Charges.
- Second 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 (1) calendar year and a fine of \$50.00 and a five (5) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- Third violation: The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

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." All fines collected will be deposited in the school's activity fund.

CELL PHONE SEXTING PROHIBITED

Students are prohibited from taking, sending, or forwarding sexual pictures, including pictures of oneself. Students found to have engaged in sexting may lose privileges to participate in school activities, may receive disciplinary consequences, and may face legal charges. Students are urged to remember that they should never take pictures that they would not want their classmates, teachers, families, or employers to see. Students are reminded that once a picture is sent, it can be forwarded to anyone.

To ensure safety, the District urges any student who receives a nude picture on his/her cell phone to take the following steps: (1) Do not delete the picture, and (2) Report the picture immediately to an adult they trust.

CHRONIC DISCIPLINARY PROBLEMS

A student who engages in behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school, school activities, school buses, or other school operations can be identified as a Chronic Disciplinary Problem Student. Georgia Law 20-2-764 defines this student as one who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him/her and which are likely to reoccur.

A student charged with such a violation will be warned of possible consequences and be referred to a school counselor, school social worker, or other appropriate resource personnel to develop a student behavior correction plan. In addition, the parents/guardian will be contacted about the misbehavior, be given an opportunity to observe their child in school and be given an opportunity to participate in developing a student behavior correction plan.

If a student is identified as a chronic disciplinary problem student, the principal will send a letter via first-class mail to the student's parent or guardian to notify them of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a behavior plan.

If a student identified as a chronic disciplinary problem student is returning from suspension, the principal or his/her designee will invite at least one parent or guardian to schedule and attend a conference with the principal or his or her designee to devise a behavior plan. If the parent fails to attend the conference, the student should be readmitted to the school. The principal or designee should invite of school personnel (teacher, counselor, or other person) to attend the conference. Following the conference, the principal or designee should note the conference in the student's discipline file.

Court Intervention: If a parent/legal guardian willfully and unreasonably failed to attend conferences requested by the school, the school district may petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or legal guardian has willfully and unreasonably failed to attend a conference requested, the court may order the parent or legal guardian to attend a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

DESIGNATED FELONIES

If a student commits one of the designated felonies, the student's current school placement may be changed, or the student may be placed in alternative school or subject to expulsion. Any court making a finding or adjudication that a child has committed a designated felony act shall identify the school last attended by such child and the school which such child intends to attend and shall provide a copy of such adjudication or finding to the principals of the school which the child last attended and the school which the child intends to attend within 15 days of the adjudication or finding. Any student who has been suspended or expelled for being convicted of, adjudicated to

have committed, indicted for or having information filed for, the commission of any felony or any delinquent act which would be a felony if committed by an adult must be reported to the school.

The following is a list of the designated felonies:

Aggravated battery	Aggravated sexual battery
Aggravated child molestation	Aggravated sodomy
Armed robbery	Kidnapping (13 years or older)
Murder	Battery (school employee)
Racketeering	Rape
Robbery	Second degree arson (13 years or older)
Possession of a pistol or a revolver	Racketeering
Rape	Robbery
Attempted murder or attempted kidnapping (13 years or older)	
Carrying an explosive, firearm, or knife at a public gathering	
Escapes after being found guilty of a designated felony	
Hijacking a motor vehicle (13 years or older)	
Illegal acts including hoax and conspiracy relating to destructive devices, explosives or detonators	
Possession, manufacture, transport, sale, distribution or intent to distribute an explosive device	
Second or subsequent conviction of any crime relating to motor vehicle theft	
Third offense of any act which if committed by an adult would be a felony	
Trafficking in cocaine, illegal drugs, marijuana, or methamphetamine	
Voluntary manslaughter	

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement. If the student is under any form of court supervision, including probation, community supervision, or parole, the placement may be alternative school at least one semester.

If the student is not under any form of court supervision, the placement may be alternative for at least one semester or the placement may be in the regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interest of the district's students.

At the end of the first semester of a student's placement in alternative school and before the beginning of each school year for which the student remains in an alternative placement, the district shall review the student's placement. The placement review of a student with a disability who receives special education services must be made by the IEP committee.

DISCIPLINARY HEARINGS

School Level Disciplinary Hearing Officer

The principal or his/her designee is the School Level Disciplinary Hearing Officer at that site. In this role, the principal is authorized to conduct informal due process hearings that may result in suspension of no more than nine (9) days in length. However, in any instance of the following the principal shall refer the student to a Student Disciplinary Tribunal:

1. an alleged assault or battery by a student upon a teacher, bus driver, school official or other school employee;
2. an alleged assault or battery by a student upon another student;
3. instances where substantial damage is alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, school official, employee, or student, or
4. any other hearing that may result in a long-term suspension, defined as more than nine (9) days.

STUDENT DISCIPLINARY TRIBUNAL

District level due process hearings are conducted by the Student Disciplinary Tribunal which hears evidence concerning charges of student misconduct, and if proven, may require consequences greater than a nine school-day suspension.

Student Disciplinary Tribunal has the authority to issue a short-term suspension, long-term suspension, expulsion or permanent expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student will be suspended from school until the hearing can be held. The hearing will be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten(10)-day period. Prior to the hearing, students and parents will receive a notice to include the following:

1. The rules or policies which the student has allegedly violated.
2. A description of the student's acts.
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
4. The maximum punishment that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to request witnesses to be present at the hearing and the student will have the right to present evidence, examine any and all witnesses presented and have an attorney, at the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent's expense, to represent the student. School administrators should be notified prior to the hearing if a subpoena is to be issued by the Superintendent.

At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent's expense, to represent the student. The decision of the Student Disciplinary Tribunal may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made. **The appeal should be sent to the attention of the Superintendent at 130 Trinity Avenue, Atlanta, Georgia 30303.**

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing. The Student Disciplinary Tribunal will determine the innocence or guilt of a student accused of violating the Student Code of Conduct. Although the school has the burden of establishing guilt, the student should be prepared to present evidence and witnesses to support their innocence.

Student Disciplinary Tribunal will make a verbatim record of any information orally presented at the hearing. All statements and documentary evidence shall be kept on file by the Superintendent or designee for a period of twenty (20) days after the date of the disciplinary hearing if no appeal is filed and for an additional thirty (30) days after the completion of an appeal, at which time all items will be destroyed. Audio recordings of hearings will be destroyed on the twenty-first (21) day if there is no appeal filed. A transcript of the hearing will not be prepared unless there is an appeal to the Georgia Department of Education.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Student Disciplinary Tribunal may limit unproductively long or irrelevant questioning. The parents or legal guardian of the student and any victims may give testimony at the hearing and make a statement to the Student Disciplinary Tribunal concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel at the student's expense at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interests.

All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student's principal at least forty-eight (48) hours prior to the time of the disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Student Disciplinary Tribunal or the Board of Education are confidential and are not subject to the open meetings law. Any written records, transcripts, exhibits or other documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

When a hearing is appealed, the Atlanta Board of Education will review the record of the hearing, make a decision based solely on the record, and notify students and parents, in writing, of the Board's decision. The decision of the Board of Education will be based solely on the record created during the hearing. The Board will not consider any new evidence or hear any oral arguments; however, written arguments concerning the merits of the appeal may be submitted. The Board will make its decision in Executive Session after receipt of the written notice of appeal. The Board has the power to affirm, reverse, or modify the student disciplinary tribunal's decision. Students and parents may appeal the Board's decision to the State Board of Education by giving the Superintendent written notice within thirty (30) days of the decision of the Atlanta Board of Education.

WAIVER OF STUDENT DISCIPLINARY HEARING

A parent/guardian and student may choose to waive the student disciplinary hearing and accept the appropriate consequences for the incident by completing and signing a Hearing Waiver. By submitting a waiver, the parent/guardian and student agree to the decision and waive any future challenges and appeals relative to that incident. In such cases, an agreement may be negotiated which would include the parent's or student's waiver of a right to a hearing before a disciplinary tribunal, the stated charge(s) and the agreed upon consequence. Such an agreement and consequence must be approved by the disciplinary tribunal.

DISRUPTION OF PUBLIC SCHOOL

It is unlawful for any person, including parents, to disrupt or interfere with the operation of a public school, public school bus, or public school bus stop. Georgia law specifically prohibits the upbraiding, insulting or abusing of any teacher, administrator, or bus driver upon the premises of any school in the presence and hearing of a student.

DRESS CODE

Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students 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; "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.

The following regulations regarding the dress code apply to students while on school grounds, while participating in school athletic events, while participating in school extracurricular activities or while on any transportation vehicle owned or used by the Board of Education.

- a. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
- b. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing or baggy, oversized clothing is not permitted.
- c. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
- d. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
- e. Appropriate undergarments must be worn at all times and should not be visible.

- f. Caps, hats, head wraps, bandanas, hoods, or other head coverings should 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.
- g. Appropriate shoes must be worn at all times at school and school sponsored activities.

If your child's school has a uniform, is the uniform required to be worn by students? Yes, once uniforms have been selected for a school by the advisory committee, students must comply with the uniform requirements, or face progressive disciplinary consequences. A student who cannot afford to purchase uniforms or other specific apparel shall not be denied entry to the school for that reason, and your schools can assist families who cannot afford uniforms.

Generally questions about approved attire and uniforms should be directed to the school principal. The authority for enforcing dress codes for students is ultimately with the principal. The principal has the authority to interpret the dress code for the school and make a case-by-case determination of the appropriateness of a student's dress and grooming. Additionally, the school principal has the authority to make occasional, school-wide exceptions to certain requirements for such events as "hat day" or "spirit day".

Consequences for Dress Code Violations

- 1st Violation: An explanation of the violation will be given to students by the administrator and students will be placed in In-School Suspension for the remainder of the school day. Students may return to regular class upon correction of the dress code violation.
- 2nd Violation: Students will be placed in In-School Suspension for three (3) days. If the violation is corrected before the expiration of the three days, students may return to regular class after serving one full school day in In-School Suspension.
- 3rd Violation: Students will be placed in In-School Suspension for five (5) days regardless of whether the violation is corrected.
- 4th Violation: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could extend placement in In-School Suspension until such time as the student corrects their violation.
- 5th Violation: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could extend placement in In-School Suspension until such time as the student corrects their violation.
- 6th Violation +: A disciplinary hearing will be called. The Disciplinary Hearing Tribunal could give the student a short term suspension, long term suspension or placement in alternative school.

EXPELLED STUDENTS

The District will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district, private school or charter school and who requests admission into APS. Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

FALSIFYING REPORTS OF ALLEGED INAPPROPRIATE BEHAVIOR BY APS PERSONNEL

A student may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

INTERNET ACCEPTABLE USE AND TECHNOLOGY USAGE

Atlanta Public Schools provides technologies, networks, and internet access to support the educational mission of the District and to enhance the curriculum and learning opportunities for students and employees in compliance with the Children's Internet Protection Act (CIPA) of 2000. All guidelines, regulations, policies, and rules are applicable to all telecommunication services and equipment provided by the District including, but not limited to, the following:

- Computer workstations and notebook computers
- Smart phones, tablets, e-readers, and other mobile devices
- Telephone services
- Cellular phone services

Information and interaction available on the Internet provides valuable educational information. It is not always possible for the District to control access to material that may be considered controversial or inappropriate; therefore, the user may accidentally or purposefully encounter controversial material. It is the user's responsibility to avoid initiating access to such material. Use of the Internet must be in support of educational research and consistent with the District's educational goals and objectives. Use of any other District's network or educational resources must be in compliance with rules, policies, and guidelines for the network. Users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made.

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.

Transmission of any material in violation of any United States, state law, or state regulation is prohibited which includes, but is not limited to, (1) copyrighted material, (2) threatening, pornographic, or obscene material, or (3) material protected by trade secret. Use of District resources including the network for (1) private financial gain, commercial advertising, or solicitation activities by or for-profit institutions or (2) political lobbying is prohibited. All illegal activities are strictly prohibited.

The use of the Internet is a privilege, not a right. Any student user not complying with the District's Internet Acceptable Use Agreement shall lose Internet privileges for at least one week. Student violations may result in appropriate disciplinary action in addition to suspension or termination of access privileges.

Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Use of the School District's Internet and technology resources obligates students to observe the following terms:

- Students will observe the standard of courtesy and behavior consistent with the practices and policies of the school district when sending or publishing messages or transmitting data or other information on the Intranet.
- Students will exhibit appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms.
- Students will use the internet system for instructional purposes only as it relates to classroom and curricular assignments and activities.
- Students will make every effort to safeguard any information from unauthorized users.
- Students will not initiate or participate in any form of cyber bullying.
- Students will not send or receive inappropriate or offensive messages or pictures from any source. For example, students will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist, or illegal material.

- Students will not post messages and attribute them to another user.
- Students will not violate network security by entering the system under a User ID other than their own, share their user IDs, passwords, or user accounts with others.
- Students will not disclose, use, or disseminate personal information of other minors/students.
- Students will not use the internet system for any purpose that violates federal or state law.
- Students will not transmit or download information or software in violation of copyright laws.
- Students will not disconnect network components, alter programs or data, or purposely infect any computer with a virus.
- Students will not engage in unauthorized use of the network, intentionally delete or damage files and data belonging to other users, or violate copyright law.

SENDING INAPPROPRIATE MESSAGES AND/OR IMAGES VIA ELECTRONIC COMMUNICATION DEVICES OR THE INTERNET/INTRANET AT ANY TIME COULD RESULT IN VERY SERIOUS SCHOOL, PERSONAL AND/OR CRIMINAL CONSEQUENCES.

GANG AND GANG-RELATED ACTIVITY

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. Exhibiting gang affiliation and/or engaging in any gang-related activity is not permitted.

For the purpose of this handbook, a gang is defined as any group or association of three (3) or more persons, whether formal or informal, as evidenced by a common name or common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic, that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive activity.

Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang-related activity, including but not limited to:

1. Soliciting others for membership in a gang;
2. Requesting any person to pay protection, bullying, or otherwise intimidating or threatening or physically harming any person;
3. Inciting other students to engage in any gang-related activity; and,
4. Defacing any school property with any kind of gang graffiti.
5. Displaying gang signs and symbols on personal and school property;
6. Wearing clothing that symbolizes gang affiliation (shirts, hats, bandanas, belts, jewelry, etc.);
7. Displaying gang hand-signs, tattoos / brands, and/or other adornments which symbolize gang affiliation;
8. Using electronic devices (computers, cellular phones, camera/video phones, video cameras, camcorders, MP3 players, etc.) for the purpose of documenting, disseminating, or transmitting gang activity, threats, and/or planned violent behavior;
9. Engaging in any criminal offense involving violence, possession of a weapon and/or use of weapon which includes, but is not limited to, gang recruitment, intimidation, and premeditated/planned school disturbances that may place students, faculty and staff in reasonable fear of receiving bodily injury.

Students participating in gang-related activities can also be charged with criminal violations. Students will be referred to a student disciplinary hearing which may result in suspension, referral to an alternative school or expulsion. In addition, the student will be referred to mandatory gang prevention counseling. Parents, law enforcement and other appropriate persons will be notified any time a student is suspected of being involved in gang-related activity. Students who participate in gang-related activities may be subject to consequences enumerated in state law (O.C.G.A. §§ 16-15-3, 16-15-4).

Students who feel bullied, threatened or unsafe at school because of gang activity should immediately report their concerns to a teacher, counselor, principal, assistant principal, or **may call the Georgia Department of Education's**

anonymous hotline number 1-877-SAY-STOP (1-877-729-7867). Students who want to leave a gang should contact a principal, resource officer or a staff member whom they trust for guidance and support services. The school or school district may provide students and parents with information on community organizations that assist students in leaving gangs.

OFF-CAMPUS BEHAVIOR

Students should be aware that felony offenses can have a very serious impact on their future, including but not limited to, loss of scholarship eligibility, voting privileges, employment opportunities, and/or driving privileges.

Any student who is arrested, indicted, or has a Juvenile Court complaint filed against him/her which alleges the child committed a felony or a delinquent act which would be a felony if committed by any adult, and who makes their continued presence at school potentially disruptive to the school or a danger to persons or property at the school, shall be immediately suspended from school and all school activities with the matter being submitted to the Student Disciplinary Tribunal.

If the Student Disciplinary Tribunal finds there is sufficient evidence to believe the child committed a felony or a delinquent act which would be a felony if committed by an adult, and the student's continued presence at school would be potentially disruptive to the school or a danger to persons or property at the school, the Student Disciplinary Tribunal may issue a short-term or long-term suspension or expulsion from school, or placement of the student in an alternative educational program as deemed appropriate by the Student Disciplinary Tribunal.

PERSONAL BELONGINGS

Personal belongings such as toys, CD players, electronic games, playing cards, cameras, or recording devices of any kind may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken and kept in the school office until parents come to claim them. Also, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The District is not responsible for lost, stolen or damaged personal belongings and school personnel will not search for lost or stolen items.

PHYSICAL RESTRAINT OR SECLUSION OF STUDENTS

No employee of the Atlanta Public Schools shall use seclusion, prone restraint, mechanical restraint, or chemical restraint on any APS student under any circumstances. Physical restraint may be used only in limited circumstances in which 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.

PHYSICAL RESTRAINT ANNUAL NOTICE

Any student who poses an imminent risk of injury to him/herself or others may be physically restrained by school staff in accordance with Atlanta Board of Education policies. Physical restraint could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parent or guardian will be informed when physical restraint has occurred.

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.

School staff can take reasonable actions needed to protect students from harm and may use physical restraint to break up a fight or physical altercation when the students are an imminent danger to themselves or others and the students do not respond to less intensive interventions. Student resource officers are law enforcement officers charged with ensuring a safe school environment. The provisions of the board policy do not apply to law enforcement or medical emergency personnel.

PHYSICAL VIOLENCE AGAINST SCHOOL PERSONNEL

A student who commits any act of physical violence which results in physical injury to a teacher, bus driver, school official or school employee shall be referred to the Student Disciplinary Tribunal. The student shall also be referred to juvenile court with a request for a petition alleging delinquent behavior.

The Student Disciplinary Hearing Tribunal may issue upon finding that a student committed any act of physical violence which results in physical injury to a teacher, bus driver, school official or school employee:

- An expulsion for the remainder of the student's eligibility to attend public schools; and
- May allow the student to attend alternative school for the period of the expulsion.

The Student Disciplinary Hearing Tribunal may issue upon finding that a student intentionally made physical contact of an insulting or provoking nature to a teacher, bus driver, school official, school employee or any person on school grounds:

- An expulsion;
- A long-term suspension; or
- A short-term suspension

If a K-5 student is expelled for physical violence against school personnel, the student maybe permitted to reenroll in regular programs for grades 9-12. If the district does not have an alternative education program for grades K - 5, a student in grades K- 5 may be allowed to reenroll in the public school system on a probationary status.

SEXUAL HARASSMENT

A student may not to harass any other student through conduct or communications in a sexual nature. Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Sexually orientated kidding, teasing, or jokes;
7. Graphic or degrading comments about an individual or their appearance;
8. The display of sexually suggestive objects or pictures; and,
9. Physical contact or blocking movement.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships between students. It also does not apply to age-appropriate behavior between very young students. Rather, it is behavior which is not welcome and which is personally intimidating, hostile or offensive.

Any student who believes that he/she is or has been the victim of sexual or sex-based misconduct or has knowledge of such action perpetrated against another student should immediately report the alleged acts to any teacher, counselor, assistant principal, or principal. Any employee who receives a complaint by a student of sexual harassment must immediately report the complaint to the principal or assistant principal, if the principal is unavailable. All allegations of sexual harassment shall be fully investigated. Immediate and appropriate corrective or disciplinary action shall be taken as appropriate, including:

- Discussing the circumstances with the alleged victim;
- Maintaining the anonymity of the alleged victim; if requested or deemed to be in the best interest of the involved parties;
- Advising the alleged offender of the complaint and directing him/her to cease the alleged objectionable behavior and any other behavior that may constitute sexual harassment; and
- Restricting contact between the alleged victim and the alleged offender.

Sexual advances, requests for sexual favors and other conduct of a sexual nature by employees or volunteers toward students is unwelcome by definition, and will not be tolerated under any circumstances. Any student who alleges sexual harassment by a student, teacher, administrator, or other school system employee may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. The principal shall immediately report such offenses involving employees to Employee Relations at 404-802-2345.

SEXUAL MISCONDUCT

Parents and students should be aware of the consequences, including potential criminal penalties, of underage sexual conduct that can include criminal charges and the student being tried as an adult. Sexual offenses are prohibited with and against members of the same sex as well as members of the opposite sex.

Students may not engage in consensual sexual acts on school grounds or at a school activity, function, or event whether on or off school grounds. Sexual Misconduct is defined as amorous kissing or similar displays of affection; any form of sexual activity; or exposing one's intimate body parts or "mooning" to another student or adult.

A student may be charged with Sexual Battery for intentionally making physical contact with the intimate parts of another person without the consent of that person. A student may be charged with Sexual Molestation for 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 forcing another person to make physical contact with the student's intimate body parts.

Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to immediately make a report of the act to any teacher, counselor or administrator at his/her school.

What Teenagers Need to Know About Sex and the Law?

- a. If you are 18, you are considered to be an adult even if you are still in high school. Anyone younger than 18 is a "minor."
- b. "Sexting" is a crime. You and your friends can be charged criminally if there is a nude or partially nude photo of you on their cell phone or computer—even if you took the photo yourself. You can get into trouble, too, for sending it to them. Once you send the photo, you can't control who else they share it with or where they post it.
- c. If you touch, slap or pinch someone's breast or bottom as a joke in school, it may not be a joke to that person. If the person you touch finds it offensive, the legal system won't take it as a joke either.
- d. If you are convicted of a sex offense, even as a juvenile, you will be required to register as a sex offender. You will have to notify the police every time you move, get a new job, or attend a new school.
- e. If you have consensual sexual contact with someone under the age of 16, you can be charged with statutory rape in juvenile court even if you are under the age of 16 as well. If your case then is transferred to adult court, you will be treated as an adult sex offender and subject to the same penalties as an adult.

SCHOOL POLICE OFFICERS

The Atlanta Public Schools employs police officers from the Atlanta Police Department to enforce the laws, promote good citizenship between students and staff, foster an attitude of respect for the personal property rights of others, cultivate a spirit of law observance among students and staff, safeguard their moral and physical welfare, and protect the physical properties of the Board.

School Police Officers (SPO) are police officers assigned to schools to maintain safety and security at the assigned school, ensure the initiation of prevention and intervention programs, act as a positive role model for students, serve as a liaison with other law enforcement personnel and agencies, help develop the Safe School Plan, and work to foster a better understanding of legal issues and the judicial process. However, SPO's are not disciplinarians. They are not to be used as a substitute for an administrator in the daily administration of the student discipline.

program. The administrative staff works with the SPO to use their law enforcement expertise and experience and refrain from assignments of the SPO or other law enforcement agency personnel to duties and stations that limit or encumber their effectiveness and training.

As mandated by state law in Georgia, students will be charged and arrested for possession of weapons, as defined in O.C.G.A. § 16-11-127.1, for possession of drugs, as defined in O.C.G.A. § 16-13-24 through O.C.G.A. § 16-13-32, for any felony or designated felony, as described in Title 16 of the Criminal Code of Georgia Annotated, and for causing bodily injury to others, damage to public or private property, and/or causing a major school disturbance, including but not limited to making terrorist threats.

Whether or not a student is arrested for fighting, disorderly conduct, and/or disrupting public school will be made after a joint consultation between the school principal and the SPO. In all cases involving an SPO, like in all other serious situations at the school, the parents/guardians are notified in a timely manner. When an SPO, other law enforcement or emergency agency is on a school campus for the purpose of responding to a request for intervention, investigation, or in response to an emergency, the school administrative staff follows the responders' recommendations. School administrators will notify the Department of Safety and Security as soon as reasonably possible if outside agency personnel appears on the property to execute a warrant. School administrators are required to immediately report suspected violations of the law to SPOs or other law enforcement personnel. Anytime a student is removed from a school campus by law enforcement or emergency medical personnel, the principal or his/her designee should notify the parent or guardian as soon as possible.

SPECIAL EDUCATION STUDENTS

The Student Code of Conduct contains policies and rules which all students, including those with disabilities, are expected to follow. Students with disabilities shall be disciplined in accordance with state and federal guidelines. The IEP team at the school should be involved with and informed of all discipline decisions related to students with disabilities. There are special considerations when a student with a disability violates the Student Code of Conduct.

General Provisions

The code of student conduct shall apply to all children unless a child's Individualized Education Program (IEP) specifically provides otherwise. The LEA shall ensure that the parents and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline and suspension/expulsion upon the child's entry into a special education program of the annual IEP review.

Students with disabilities may be suspended out of school for less than 10 days in any school year, and no services are required to be provided. When a child is suspended out of school for more than 10 days, the school district must continue to provide a free appropriate public education (FAPE) for that child even though the child is not attending school. A student with a disability who has an IEP in effect can be removed to Out-of-School Suspension (OSS), another setting, or an appropriate interim alternative educational setting like any other student for up to a total of 10 school days for violations for the Student Code of Conduct or school rules. The 10 days can be consecutive or cumulative and occur during one school year. Students with disabilities cannot be suspended more than 10 days within a school year. It is best practice to convene an IEP meeting when a student receives three or more days of suspension or multiple office referrals.

Informal Hearing

The school hearing officer should determine if the student is a Special Education student. If the student has been identified as a student with a disability, the hearing officer should review the number of days the student has been suspended (if any) during the current school year. A Manifestation Determination must be held prior to the Tribunal Hearing.

Manifestation Determination

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and the relevant members of the child's IEP Team (as determined

by the parent and the LEA) must review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: Students that have been determined to have behavior which impedes the child's learning or the learning of others, should have a statement regarding the student's behavior in the Present Level of Performance section of the IEP. Goals and Objectives along with a Behavior Intervention Plan (BIP) should also be included in the IEP to address the behaviors described in the Present Levels of Performance. The IEP team should determine the following:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the answer to either question is yes, the behavior is a manifestation of the student's disability. Any further placement decisions will be made by the IEP Team. The student should NOT BE REFERRED FOR A TRIBUNAL HEARING. The student's behavior will be addressed by the IEP Team with a review of the student's current IEP. The IEP team will also conduct a Functional Behavioral Assessment (FBA), if one has not already been conducted and implement a Behavior Intervention Plan (BIP). If the student already has a BIP in place the plan will be reviewed and modifications made to address the behavior that led to the disciplinary action. There may be special circumstances where referral to the Tribunal can be made. This may be in the case of illegal drugs, weapons, serious bodily harm or other unique circumstances.

If the behavior is NOT a manifestation of the student's disability, then the student may be referred to the Student Tribunal and disciplined according to school policy.

If the parent disagrees with the decision of the Manifestation Determination, he or she may appeal by requesting a Due Process Hearing. An expedited hearing must be held within 20 school days. The student will remain in the setting decided by the discipline process until the hearing occurs.

Tribunal Decision

If the student is found not to be in violation of school rules, the student shall be allowed to return to school. If the student is found in violation, the Tribunal may impose consequences.

Protections for Students Not Yet Eligible

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections mentioned previously, if the district has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. Basis of knowledge includes (1) the parent of the student has expressed concern in writing to administrative personnel that the student is in need of special education and related services; (2) the parent has requested an evaluation of the student; or (3) the teacher of the student, or other district personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the Executive Director of Special Education or to other supervisory personnel of the district. Note: If the parent of the student has not allowed an evaluation of the student or has refused services or the student has been evaluated and it was determined that the student was not a student with a disability, the district shall not be deemed to have knowledge that the student is a student with a disability.

If the district does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to disciplinary measures applied to students without disabilities who engaged in comparable behaviors. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures the evaluation shall be conducted in an expedited manner. If the student is determined to be a student with a disability, taking into consideration information from the evaluation and information provided by the parents, the district shall provide special education and related services, except that pending the results of the evaluation, the student shall remain in the educational placement determined by school authorities.

Change of Placement: As with special education, similar procedures must be followed before a student under the protection of Section 504 may be ordered to an appropriate alternative education setting or any other change of placement. The committee, (comprised of person(s) knowledgeable about the student, the meaning of the evaluation data, and placement options), must decide whether the misbehavior is a manifestation of a student's disability, and must review the current 504 Accommodation Plan. The Section 504 Committee must include the campus 504 Coordinator, an administrator and a general education teacher; others may be included as appropriate to the student's disability. The 504 Committee should consider whether the student's behavior warrants any additional evaluation prior to a consideration of a change of placement. Under certain special conditions, the student with disabilities parental rights

STUDENT ALLEGATIONS OF EMPLOYEE MISCONDUCT

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the appropriate Regional Executive Director. If following the investigation, it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

STUDENT PLACEMENT PROTOCOL - INCARCERATION, DETENTION, OR OTHER SPECIAL CIRCUMSTANCES

Students who have been out of school due to incarceration or detention often need a period of transition before returning to their local school. Moreover, there may be circumstances in which a current student's presence at school may pose a serious and significant danger to the persons and/or property at the school. The primary considerations in making this determination are the educational needs of the returning student and the safety of other students and staff. A protocol has been established for determining whether a student returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct should be placed in an alternative school program or returned to the student's local school.

In some cases, these students have been expelled or suspended from Atlanta Public Schools or another school district or private school, and the term of suspension or expulsion has not yet been completed. This brings other questions into play, such as whether the student should be excluded altogether for the remainder of the expulsion or suspension or offered an alternative placement (O.C.G.A. § 20-2-751.2). Before these students return to school, they will be referred to the Department of Student Relations which will gather and review all appropriate information, including any information that the student's parents may wish to provide, and make a placement determination for general education student and in consultation with the Department of Special Education for students with disabilities.

The protocol described above may be used in other types of student placement situations. All placement determinations will be made on a case-by case basis. Various factors, including age, length of incarceration, nature of charges, existing discipline order, potential safety concerns or disruption of educational process, present/prior discipline history, etc. may be used in making placement determinations at all levels.

SCHOOL SAFETY ZONE

School safety zones are defined as in, on, or within 1000 feet of any real property leased, owned, or occupied by Atlanta Public Schools. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a vehicle furnished by the school. Violation of this law is a felony. However, an individual over the age of 21 years old (except students) who are in possession of a weapon and/or has a weapon locked in a compartment of a motor vehicle and has a lawful gun license or permit, may transit through a designated school zone to carry or pick up a student. Furthermore, it is unlawful for any person to remain within the school safety zone without a legitimate cause or need. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of a high and aggravated nature.

STUDENT SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student lockers or student automobiles at any time. In addition, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, pocketbooks, or book bags. Students may be asked to remove their jacket, vest, shoes or socks. A School Resource Officer may be summoned if there is reason to believe any search should be continued beyond the parameters set forth above

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Students who disrupt or refuse to cooperate with general or reasonable suspicion searches will be subject to disciplinary action, up to and including suspension. Alternative schools may use specialized searching procedures. If a search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student's parents or guardian.

- a. **Personal Searches** - A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable grounds for suspecting that the student has on his or her person an item immediately dangerous to the student or to others, the student will be isolated, the school resource officer or detective notified and appropriate disciplinary action administered.
- b. **Automobile Searches** - 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 the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.
- c. **Locker Searches** - Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Searches of specific lockers or locker areas may be conducted as needed.

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.

TEACHER AUTHORITY TO REMOVE STUDENTS FROM CLASSROOMS

A teacher also has the authority to remove a student. A teacher may remove from class a student who has been documented by the teacher to repeatedly interfere 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; or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously 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.

Any teacher who removes a student from his/her class must file a report not exceeding one page with the principal or his/her designee. This report shall describe the student's behavior and contain any other information required by the Superintendent.

Conference

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. Pending the conference, the principal or other appropriate administrator may place a student:

- In another appropriate classroom.
- In-school suspension.
- Out of school suspension.

The principal will provide the report of the student's behavior to the parents or guardians of the student within one school day after receipt of the report from the teacher. The parental notification shall include information regarding how the parents or guardians may contact the principal or his/her designee. The principal shall make a reasonable attempt to confirm that the student's parents or guardians have received the written notification.

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.

When a student has been formally removed from class, the principal or other administrator may not return the student to the teacher's class without the appropriate teacher's consent unless the Placement Review Committee determines that the teacher's class is the best or only alternative.

Placement Review Committee (PRC)

Each school will establish a three-member committee composed of two teachers chosen by the faculty and one member chosen by the principal. In addition, there will be one alternate member chosen by the faculty. The purpose of this committee is to determine Placement of a student when a student has been removed from a teacher's class or a teacher refuses the return of a student to the teacher's class.

If the decision of the PRC is to return the student to the referring teacher's classroom, the administrator will facilitate this return and may assign the student discipline or support services for any Code of Conduct violations which occurred. If the decision is not to return the student to the referring teacher's classroom, the administrator shall determine an appropriate placement for the student and/or may assign discipline and support services. Alternate placement for the student may include, but is not limited to, the following:

- a. placement in another appropriate classroom,
- b. in-school suspension
- c. out-of-school suspension of not more than nine (9) days following an informal hearing,
- d. an alternative education program with an appropriate disciplinary hearing,
- e. another placement consistent with local board policy and regulations,
- f. return the student to the class from which he/she was removed upon completion of any disciplinary or placement action taken, or
- g. any combination of these.

For the purpose of this policy, the term “repeatedly or substantially” shall be defined as a minimum of three incidents. For a student with an active Individual Education Plan (IEP), or Section 504 plan, the removal from class must be consistent with state and federal regulations.

TOBACCO

Students shall not possess, transmit or use tobacco or tobacco-related products in any form, including, without limitation, lighters, rolling papers, and matches. “Tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

USE OF PHYSICAL FORCE/CORPORAL PUNISHMENT

The Atlanta Board of Education prohibits the use of corporal punishment. The Board recognizes that there are instances where the use of physical force is necessary to prevent a breach of discipline, to stop the continuance thereof or to protect students and staff from harm. Physical restraint may be used only in limited circumstances in which 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. *See section on Physical Restraint.*

VIOLENCE, WEAPONS, DRUGS HOTLINE

Sponsored by the Georgia Department of Education, the HOTLINE provides a 24-hour reporting system for students to report weapons, violence (including bullying), or drugs anonymously by calling **1-877-SAY-STOP**. Information is recorded and shared with the local school system and local law enforcement. An investigation will be conducted by appropriate district personnel upon receipt of the report.

WEAPONS

A student shall not carry, possess, or have under his/her control any weapon, explosive compound, firearm, or any toy or object that resembles a weapon while on school property, at a school function, on or off campus, or on a bus or other transportation furnished by the school. **Disciplinary actions will include suspension, alternative school placement or expulsion.**

Firearm Violations

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or designee may modify the length of the expulsion on a case-by-case basis. Expelled students may receive educational services in the Disciplinary Alternative School.

Weapon: Includes any pistol, revolver, rifle, shotgun, taser or stun gun, or any weapon designed or intended to propel a missile of any kind, or a dirk, any knife regardless of the length of the blade, straight edge razor or razor blade(s), spring stick, metal or wooden knuckles, blackjack or any flailing instrument consisting of two(2) or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken or fighting chain, or any disc of whatever configuration, having at least two(2) points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or bat, club, or other bludgeon type weapon, chains, pipes, sticks or any weapon of any kind or any object that is used as a weapon. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.

Explosive: Includes any bomb, firebomb, Molotov cocktail, firecracker, fireworks, stink bomb, bullet, shell, gun powder, grenade, missile, or any other type of explosive device and/or substance. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.

Firearm: Includes, but is not limited to, any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon; any firearm muffler or firearm silencer; any destructive device; or any type of weapon which will expel a projectile by

the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter. A destructive device includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

Any student in possession of or having under his/her control a firearm while at school or a school function on or off campus, on school property, or on a bus or other transportation furnished by the school system, will be immediately suspended from school. The matter will be submitted to the Student Disciplinary Tribunal and reported to law enforcement authorities. Per Georgia law, students found to have committed this offense by the Student Disciplinary Tribunal will be expelled from Atlanta Public Schools for not less than one (1) calendar year. Upon appeal, the Atlanta Board of Education may modify this expulsion requirement on a case-by-case basis.

Toys such as cap pistols, nerf guns, water guns, and rubber knives are not permitted. Please caution your child concerning toys that resemble weapons. Possession of these items can result in suspension or expulsion from school.

ATTENDANCE INFORMATION

ATTENDANCE

Students are expected to be present and arrive on time to school. Students who are absent or tardy miss valuable instructional time and other important school activities and are less likely to master those skills, concepts, and principles needed for success. Students who violate the attendance policy will be disciplined. Unexcused absences and/or truancy may also lead to legal action against the student and/or parents/guardians (see Student Attendance JB-R).

COMPULSORY ATTENDANCE LAW

Attending school regularly is very important if students want to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. State policy defines the school year as 180 attendance days. The Compulsory Attendance Law applies to students under the age of six (6) after they have been enrolled in Atlanta Public Schools for twenty (20) days.

Students who have more than **five (5) days** of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence. In addition, failure to satisfy the state's attendance requirements can affect the opportunity for students to obtain or keep a driver's permit/license.

ARRIVAL AND DISMISSAL TIMES

- Elementary schools will begin at 8:00 a.m. and end at 2:30 p.m.
- Middle schools will begin at 9:05 a.m. and end at 4:05 p.m.
- High schools will begin at 8:30 a.m. and end at 3:30 p.m.

CAR RIDERS AND WALKERS

Schools will continue to open to receive all students 30 minutes prior to the beginning of the instructional day. Bus riders will be received upon arrival. Other students may not arrive at school prior to the times listed below unless they are enrolled in a school-provided before care program.

Students must depart within 15 minutes of the end of the instructional day unless they are supervised in an afterschool program or extracurricular activity. Students who repeatedly arrive prior to the school opening times below or depart after the closing times below may be referred to the school social worker.

Level	School opens for walkers/car riders	Start of instructional day	End of instructional day	School closes for walkers/car riders
Elementary	7:30am	8:00am	2:30pm	2:45pm
Middle	8:35am	9:05am	4:05pm	4:20pm
High	8:00am	8:30pm	3:30pm	3:45pm

For more information, please visit <http://www.atlantapublicschools.us/Page/35163> or <http://www.atlantapublicschools.us/Page/35164>.

The Atlanta Public Schools is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. Parents may receive a home visit to verify residence or be reported to DFAC for students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner.

ABSENCES / TARDIES

Students are expected to attend all scheduled classes on time and each day. On the **FIRST DAY** students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. Failure to submit notes after returning to school will result in an unexcused absence being recorded. Should the student develop a questionable pattern of absences or tardies, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Parent's Note after an Absence

When a student must be absent from school, the student must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

EARLY CHECK-OUTS

Whenever a student is released from school prior to the end of the regular school day, the student shall bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The student shall 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. 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.

CREDIT DENIAL FOR EXCESSIVE ABSENCES

A student may be denied credit for a class. A warning notice regarding the possible denial of credit will be sent by first-class mail to parent(s)/legal guardians after three (3) absences (unexcused) are accumulated during one (1) semester. When the tenth (10th) unexcused absence is accumulated during a semester by the student, credit can be denied. The student and parent(s)/legal guardian will be notified by letter that the student is being of credit denial and the appeals procedure.

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.

ABSENCES DUE TO PREGNANCY

Students who are or become pregnant during any school semester will not be excused from attending school unless the student's treating physician states, in writing, that the student cannot attend school. Excused absences due to pregnancy or a pregnancy-related condition may be made up under the same terms and requirements as any other excused absence upon the student's return to school. Documentation should be provided to substantiate absences related to medical visits, etc. Students are recommended to meet with the nurse or social worker prior to any pregnancy related extended absence. Students are eligible for homebound services during the period when they are not able to attend school for medical reasons.

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 but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an excused absence.

Absences due to suspension from school are considered excused. Students are allowed to make up schoolwork missed while suspended from school pending their disciplinary hearing or at the discretion of the principal. In situations where students are suspended from school during the period of semester exams, principals will make arrangements to allow students to complete their exams.

STUDENT ATTENDANCE COMMITTEE

Each school shall establish and maintain a functional Student Attendance Committee ("SAC"). The SAC should include at least one teacher, one counselor and social worker, a nurse (when available) and the principal or his/her designee. When the committee is considering the case of an individual student, the teacher on the committee should be, if reasonably feasible, the student's teacher or one of his/her teachers when he/she has more than one teacher. The SAC will develop and implement a plan to improve and enhance student attendance; engage in continuous research in order to provide the most effective and state-of-the art interventions and support possible to students; discuss students with chronic or excessive absences and design action plans and make recommendations such as, but not limited to, counseling with the students and parents; detention after school and/or Saturday; referral to the SST and hear appeals of students denied credit for violations of the Student Attendance Policy.

DEFINITIONS - ATTENDANCE

- a. **Absent (Administrative):** Students who have been expelled or placed on short-term or long-term suspension.
- b. **Absent (Excused):** Excused absences are those absences authorized by the Atlanta Board of Education. They include:
 - Personal illness of the student and when attendance in school would endanger the health of the student or the health of others.
 - Quarantine either by the county health department or by the family's physician.
 - Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
 - Medical or dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours when possible.
 - 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.
 - An absence not to exceed one (1) day in order for the student to register to vote.
 - Court ordered by governmental agency mandating the student's absence from school

- c. **Absent (Unexcused/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.
- d. **Enrollment:** Even though a student was on roll in the previous school and is expected to report to school on the first day of the Fall Semester, he/she will be 'off roll' for any days prior to his/her actually reporting to school. *Once the student reports to school, the school will change the student's status from 'off roll' to 'absent' (unexcused and/or truancy) retroactively to the first day of school unless the student was enrolled in another school district, private school, or another Atlanta Public School.*
- e. **Homebound Placements:** Homebound placements are based on medical recommendations. Once the student has been approved for homebound instruction and the instruction has begun, the student is counted as being in attendance at school in any week in which he/she receives at least three (3) hours of instruction by the homebound program teacher. The homebound program teacher is responsible for confirming to the school in writing that the minimum of three (3) hours of instruction has taken place and that the student is eligible to be counted present for work. The parent/guardian should contact the school social worker or nurse for more information on completing a Request for Homebound Services.
- f. **Hospitalized Students:** Designated contact persons at institutions of health must forward written documentation *via fax* on the day of hospitalization to coordinator of health services or his/her designee.
- g. **"In Attendance":** 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 in secondary schools, a student must be present for at least one-half ($\frac{1}{2}$) of the class period.
 - Being present in school may include the regular class assignments of the student and other activities approved by school officials such as field trips, competitions in science or social studies fair, music festivals or concerts, etc., which are deemed by the school or school system to be extensions of the instructional program.
 - In the case of participation in an extended field trip, the student, for attendance/accounting purposes, may be counted as present for the first two (2) days of the trip, but must be counted absent for the remaining days.
- h. **Detained/Incarcerated Students:** Designated contact persons at institutions of incarceration or juvenile detention must forward written documentation *via fax* on the day of detention to coordinator of social work services or his/her designee.
- i. **Make-Up Work:** If a student has been absent from school as a result of an "excused" absence, he/she may be provided make-up work.
- j. **Tardy:** Not being in one's assigned class or other location within the school at the beginning of the official school day for students and/or at the official beginning of the class period for students.
- k. **Tardy (Excused):** arriving late to school or to class as a result of any of the reasons defined herein as "excused absence" or as a result of extenuating circumstances such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with a court order, etc.
- l. **Tardy (Unexcused):** arriving late to school or to class, with or without the knowledge of the parent/legal guardian unless it is an "excused" absence or an "excused" tardy.
- m. **Cumulative tardies:** Fifteen (15) unexcused tardies will equal one (1) unexcused absence.

- n. **Perfect Attendance Award:** A student qualifies for a Perfect Attendance Award when he/she has not been absent or tardy during a school year.
- o. **Meritorious Award:** A student qualifies for a Meritorious Attendance Award by attending daily during an entire school year. A school may grant a Meritorious Attendance Award to a student who otherwise would be eligible for a perfect attendance award except for his/her having been officially counted absent while on an extended field trip with his class.

CONSEQUENCES FOR UNAUTHORIZED ABSENCE

Unexcused absences and unexcused tardiness must be monitored and appropriate corrective action applied promptly. Additional (*) corrective actions, including such as the following, may be used appropriately in concert with or in addition to actions stipulated above:

In-School Suspension	Saturday Suspension	Parent Conference
Social Worker Referral	Afterschool Detention	Student Support Team process
Individual Counseling	Alternative School	Saturday School

Occurrence in Nine-Month (180-day) Cycle

Required Corrective Action

- | | |
|---|---|
| 1. First unlawful absence during one (1) semester | Counsel student, notify parent(s)/ legal guardians. |
| 2. Second unlawful absence during one (1) semester. | Verbally warn student and parent(s)/legal guardians. |
| 3. Third unlawful absence during one (1) semester. | Send a written notice, via first-class mail, warning parent(s)/legal guardians of possible denial of credit. |
| 4. Fourth through tenth unlawful absence during one (1) semester. | Counsel student, and send a notice to student and parent(s)/legal guardians. After two reasonable attempts to notify the parent, guardian or other person without response, the school shall send a notice to such parent, guardian or other person by certified mail, return receipt requested. The letter should include a copy of the compulsory attendance law. Refer to social worker. |
| 5. Twelfth unlawful absence during one (1) semester. | Student and parent(s)/legal guardians shall be notified in writing of credit denial and the appeals procedure. |
| 6. Thirteen or more unlawful absences during one (1) semester. | Continue to counsel student and parent(s)/legal guardians. Convene Student Support Team (SST) to assist in addressing attendance problem. |

DROP OUTS

Earning a high school diploma is essential to the lifelong success of our students and students are encouraged 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), students (ages 16 -18) who have not completed the requirements for graduation may withdraw from enrollment in school, or “drop out,” if the following occurs:

1. The child’s parent/legal guardian provides a written notice to the principal (or designee) to withdraw the child.
2. The principal (or designee) will have 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) provide the student and parent/legal guardian with the following:
 - 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.

Eighteen-year-old students and sixteen- and seventeen-year-old emancipated minor students may also withdraw from school. The principal (or designee) will notify the parent(s)/legal guardian(s) if the student resides with them and conduct an exit conference with the student.

NO SHOWS

Reasonable efforts will be made by the principal and/or staff to locate and promptly enroll any student who does not report to school on the first day. Students should be enrolled unless: (1) he/she has moved from the school's attendance zone; (2) he/she has enrolled in another school; or (3) the parent has elected to home school the student.

If a student does not report and enroll by the date designated district "no show" date, he/she will be deleted from the school's computer file as a "no show" with his/her withdrawal date being shown as the last day of school in the preceding school year

TRUANT

Any child who is subject to the compulsory attendance law and has more than five days of unexcused absences during the calendar school year can be considered truant. Atlanta Public Schools can refer a student to juvenile court via a truancy or educational neglect petition once the student is designated as truant.

TRUANCY

Truancy violates the Compulsory Attendance Law. Atlanta Public Schools has the Attendance Improvement Program that works in conjunction with Atlanta and MARTA Police Department as well as other school districts to ensure that students comply with the Georgia Compulsory School Attendance Law and Atlanta City Ordinance (Day Time Curfew). Students observed by Truancy Officers in the City of Atlanta without a valid written excuse between the hours of 8:30am-2:30pm may be transported to school, the Attendance Improvement Center, released to a parent/guardian, or the juvenile detention center.

The Attendance Specialist verifies the status of students and conducts an initial assessment to identify barriers to overall student achievement. Students receive counseling, referrals to community agencies, and other follow-up services. School Social Workers, Administrators, and parents/guardians are notified of each occurrence via verbal and/or written notification. Parents will be notified when a student has five (5) unexcused absences. The Atlanta Public School System must make "best efforts" to notify students 14 years of age or older that they are within three (3) absences of violating attendance requirements.

For more information, please contact the **Attendance Improvement Program, Truancy Center/Kennedy Complex, 225 James P. Brawley Drive, NW, Atlanta, Georgia 30314, Office (404) 802-3649, Fax (404) 802-3699.**

ENROLLMENT AND REGISTRATION

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. Kindergarten students must be five years old and first-graders must be six years old on or before September 1.

NEW AND TRANSFERRING STUDENTS

The documents listed below are required for students enrolling for the first time and students transferring within the system.

- A. Withdrawal form from previous school (if applicable) along with transcript and/or grade record and discipline report from previous school and address of previous school
- B. Official Certificate of Birth

- C. Social Security Card or Objection to Use of SSN
- D. Georgia Certificate of Immunization or **notarized affidavit** for school enrollment immunization record for parents who will not allow their children to be immunized due to their **religious beliefs**. The notarized affidavit is placed in the student's Permanent Record Folder (PRF) in the place of the immunization record.
- E. Georgia Certificate of Ear, Eye and Dental Examination
- F. Parent's/ guardian's proof of residence provided on an annual basis and upon transferring a child from one school zone to another
- G. Proof of Legal Guardianship (if applicable). Relatives other than the grandparents or non-relatives with whom students are residing must have legal guardianship. Person without guardianship must complete a Non-Parental Affidavit which grants 30 days for the person to complete the guardianship process.
- H. Proof of Residency along with a General Enrollment Affidavit or Affidavit of Residency.

RETURNING STUDENTS

Students returning to APS must complete registration during the spring. Registration is the annual validation and updating of current student information.

NO SHOWS

Efforts will be made by the principal and/or staff to locate and promptly enroll any student who does not report to school on the first day. Students should be enrolled unless: (1) he/she has moved from the school's attendance zone; (2) he/she has enrolled in another school; or (3) the parent has elected to home school the student. If a student does not report and enroll by the date designated by the appropriate office of the Atlanta Public Schools as the "no show" date, he/she will be deleted from the school's computer file as a "no show", with his/her withdrawal date being shown as the last day of school in the preceding school year.

AGE REQUIREMENTS

Any student who has reached the age of 18, but has not reached the age of 20 by September 1, and who has dropped out of school or withdrawn from school for one semester or more after his/her 18th birthday, must apply for admission to Atlanta Public Schools. Special Education students are eligible for enrollment in appropriate education programs until the age of 22 or until they receive a high school diploma or special education diploma or the equivalent, whichever comes first.

ATTENDANCE ZONES

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/legal guardians (hereinafter "parents") reside unless they request and receive a general administrative transfer to enroll elsewhere. A resident is defined as an individual who is a full-time occupant of a dwelling located in the City of Atlanta and who, on any given school day, is likely to be at their stated address when not at work or school. 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. Information on school zones is available through your local school, Student Relations at 404.802.2233 or on the APS website at www.atlantapublicschools.us.

- a. *Out of district addresses* - If the parent's primary bona fide residence is outside of the city limits of Atlanta, the student may not enroll without an approved transfer and tuition. Tuition is waived for children of out of district employees; however, those employees must have an approved transfer prior to enrollment of their student. In cases of falsified documents, out-of-district tuition will be assessed for all semesters the student attended an APS school with falsified documentation.
- b. *Cases of falsified documentation* - Students who are found to have enrolled with falsified documents will be withdrawn to attend their correct zoned school. The parent/guardian may also be referred to the appropriate legal authorities and could be subject to a \$1,000.00 or more fine or imprisonment of

1-5 years. False information may also result in the loss of a student's athletic eligibility for one calendar year.

CUSTODY

Parents shall provide the school a certified copy of all court order(s) regarding the custody of the child. Student enrollment forms, as well as other official documents of the school, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the enrolling parent, although both parents can be involved in the enrollment process. If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of the non-enrolling parent. If there is a disagreement and both parents have enrolled the child, then the parent with primary physical custody shall have the educational decision-making authority, unless the parties have a court order that directs otherwise.

Under O.C.G.A. § 20-2-780, it is a crime for any person to make or attempt to make a change of custody of a minor child by removing the child from school without permission of the person who enrolled the child in school, even if the person attempting to remove the child has a court order granting that person custody. Court orders that specifically authorize or direct the release of custody by the school will be followed. The school will not interject itself in custody or visitation disputes between parents. APS encourages all parents to discuss educational decisions with each other prior to notifying the district of educational changes regarding their student.

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 certified copy must be presented to the principal.

GUARDIANSHIP

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment. For information regarding petitions for temporary guardianship, please contact the Fulton County Probate Court, 136 Pryor St SW, Atlanta, GA, (404) 612-4640 or DeKalb County Probate Court, 556 N McDonough St # 1100, Decatur, GA 30030, (404) 371-2718.

CHANGE OF ADDRESS

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form and a new general or affidavit of residency accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Main Office or Registrar's Office of your child's school. If the student has moved out of the school's attendance zone, failure to report a change of address form will result in the immediate placement of the student in the new school to which he or she is zoned.

CONDITIONAL ENROLLMENT AND TRANSFERRING STUDENTS

Students with inadequate documentation will be enrolled temporarily awaiting necessary documents. Students are not eligible for Conditional Enrollment until the beginning of the school year or semester in which the student is enrolling. The student may be enrolled conditionally for thirty (30) calendar days from the date granted. If acceptable documentation is not submitted to the school within the thirty (30) calendar days, the student can be withdrawn. The person who enrolled the student will be notified at least 10 calendar days prior to withdrawal of the student.

Atlanta Public Schools may also withdraw conditional enrollment for any student who

- (1) fails to provide the required documentation;
- (2) has been convicted or adjudicated guilty of a designated felony; or
- (3) is subject to pending disciplinary action in another school system or is subject to disciplinary action that would warrant imposition of long-term suspension or expulsion within the APS.

Georgia Law 20-2-670 requires certified academic and disciplinary transcripts for students in the sixth (6th) grade and beyond from their previous schools. The parent must also disclose at the time the student is enrolling or transferring whether the student is currently serving a suspension or expulsion from school; whether the student withdrew from the last district attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program; and, whether the student has ever been adjudicated guilty of a felony. **Any student who is currently serving and/or sentenced to a suspension or expulsion in another school system must complete and/or wait until they clear that suspension/expulsion period before enrollment in Atlanta Public Schools.**

If the records from the student's previous school indicate the student is currently on suspension or expulsion, has committed one of the listed "designated felonies," or if it is determined the information provided by the parent was not accurate, the student will be referred to the Department of Student Relations for placement in an alternative setting or non-traditional program. If records do not indicate any of the above, the student's current enrollment status will become permanent.

Students Who Move Within the City During the School Year

Students who move from one school attendance zone to another within the city during the school year may continue to attend the previous APS school for the remainder of the semester in which they moved. No APS transportation will be provided. If a student wishes to remain at the school past the end of the semester, the parent should contact the Student Relations.

Students who move from one school attendance zone to another within the city during the junior or senior year or the summer before the junior or senior year of high school may continue to attend the previous APS high school until graduation. No APS transportation will be provided.

Students Who Move from the City During the School Year

Students who move from the city during the school year may continue to attend the APS school for the remainder of the semester in which they moved. The parent will have to pay out-of-district tuition. No APS transportation will be provided. If a student wishes to remain at the school past the end of the semester, the parent should contact the Student Relations. The out of district tuition rate for the 2014-2015 school year is as follows: **General Education: \$11,531.00; Special Education: \$15,010.00 plus costs for additional services based on individual needs and Evening High School: \$904.00 per class (Non-resident), \$181.00 per class (Resident over age 21), Free (Resident aged 16-21).**

Students who move from the city any time during the junior or senior year of high school or the summer before the junior or senior year may continue to attend the APS high school until graduation provided that out-of-district tuition is paid. No APS transportation will be provided.

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 zoned school, please contact Student Relations at 404-802-2233 or placements@atlantapublicschools.us.

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; and/or
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;
3. Two or more suspensions of 3 days or more for any reason, or expulsion.

The General Administrative Transfer Application Window for the 2015-16 school year is tentatively scheduled for March 7, 2015 - March 27, 2015. Please check the Student Transfer webpage for the most current updates <http://www.atlantapublicschools.us/Domain/96>.

PROOF OF RESIDENCE

To enroll in Atlanta Public Schools, a student must reside within the City of Atlanta with a natural parent or legal guardian, or the student must be under the care of a state agency with placement in the City of Atlanta. Proof of residence is required when a student initially enrolls in a school, whenever a change of residence occurs, or anytime proof of residency is requested by a school official. The person with whom the student(s) lives must attach proof of residency, dated within the last thirty (30) days and must show parent, guardian, or legal name and street address. Please note that a P.O. Box is not acceptable as a residence address. Please carefully read the scenarios listed below and provide the documentation that applies to your student's living situation.

Possible Living Situation #1

If you own and live in the resident property, you will need to provide:

1. Photo identification;
2. A deed or a Mortgage Statement in your name showing residence property address;
3. A current Georgia Power Bill in your name for the current month showing the residence property address;
AND
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #2

If you rent and live in the rental property, you will need to provide:

1. Photo identification;
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
3. A current Georgia Power Bill in your name for the current month showing the residence property address;
AND
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #3

If you are living at a property with the owner or being rented by another person, you will need to provide

1. Photo identification;
2. A Deed, Mortgage Statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
3. Georgia Power Bill (current within the last 30 days); AND
4. Three supporting documents in your name showing the residence property address.

List of Acceptable Supporting Documents

- Current Georgia driver's license or Georgia identification card if the address on the identification is the same as the residential address
- Bank statement, loan documents, credit card statement, monthly activity statement, voided check
- Home mortgage payment book
- Health insurance, previously issued W-2 or Form 1099, pay stub
- Fulton County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton County
- A current motor vehicle registration (tag receipt)
- Cable bill, Telephone or Cell Phone bill, Gas bill
- Receipt to have utilities connected
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident

NOTE: If legal custody of a child is split between two parents, in ADDITION to the documents listed above, parents must also attach a certified copy of the most recent court order identifying each parent's respective award of physical custody. Parents are to immediately inform the school of any changes to the court order.

If the Lease/Rental Agreements requires all occupants to be listed, the names of the occupants must be listed on the Lease/ Rental Agreement. Homeless students should contact the school social worker or the APS Homeless Coordinator at 404-802-2245.

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. For more information, please contact Student Relations at 404-802-2233.

IMMUNIZATION REQUIREMENTS

The Atlanta Board of Education requires that all parents and legal guardians enrolling students in an Atlanta public school present a valid Georgia certificate of immunization, certificate of medical exemption or a notarized affidavit of religious objection to the principal or designee. A thirty (30) day waiver may be granted for new students from out-of-state to obtain this information. Failure to comply with Georgia immunization law shall result in the removal of the noncomplying student from school. In the event of an outbreak, epidemic or threatened epidemic of any of the preventable diseases, students without a valid Georgia certificate of immunization can be excluded from school until the health threat no longer exists.

New enrolling students must present the following documents:

- a. Georgia Certificate of Immunization or a notarized "Affidavit of Religious Objection" affirming that immunization requirements conflict with parents' religious beliefs.
- b. Georgia Certificate of Eye, Ear and Dental Examinations

Sixth Grade - Immunization Requirements

Students entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR).

Seventh Grade – Immunization Requirements

All students born on or after January 1, 2002 and entering or transferring into 7th grade need proof of an adolescent pertussis (whooping cough) booster immunization (called "Tdap").

PHYSICAL EXAMINATION

Upon initial enrollment in a Georgia public school, parents must provide a certificate that their child has completed an eye, ear, and dental examination.

GRADE PLACEMENT

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.

SINGLE GENDER ACADEMIES

Atlanta Public Schools has 4 single gender academies – Coretta Scott King Young Women's Leadership middle and high schools and BEST Academy middle and high schools. Students whose address is zoned for one of the following elementary schools (Boyd, Grove Park/Woodson, Scott, and F. L. Stanton) are in the priority zone and have the option to opt in to the single gender academies. Students in the priority zones will be given first preference to attend the single gender academies. If a student decides not to attend the single gender academies, Douglass cluster is the feeder pattern and the zoned schools are Harper Archer Middle School and Douglass High School.

Students residing in the priority zone must OPT-IN to a single gender academy during the designated district OPT-IN period. The OPT-IN choice means that the parent is requesting their child attend the single gender academy. If the student attends a single gender academy and resides in the Boyd, Grove Park/Woodson, Scott or F. L. Stanton attendance zone, transportation will be provided. Students have the ability to opt in one time to the single gender academy and receive priority. If a student in the priority zone does not Opt In and enrolls in Douglass, Harper Archer or another school but later wishes to enroll in a single gender academy, the student must complete a single gender citywide application during the designated application period to transfer to a single gender academy. The student is eligible for transportation upon enrollment at the single gender academy.

Parents of currently enrolled APS students not living in the priority zone and non-residents of the City of Atlanta may apply for the single gender academies during the announced school choice application period.

SOCIAL SECURITY NUMBER

At the time of enrollment in Atlanta Public Schools, parents are asked to provide a copy of the child's Social Security Card or a completed Statement of Objection (Waiver). A statement of Objection (Waiver) can be obtained through the enrollment staff at each school. Students will not be denied enrollment due to a lack of a social security number.

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 must 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.

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.

The district may withdraw, without parental permission, a student:

1. Who is age 17 or older who has accumulated more than 10 consecutive days of unexcused absences. The principal (or designee) will notify the parent/guardian or other person who has charge of a student prior to the withdrawal of the student; or
2. Who is currently enrolled in another school, school system, private school or home study program;
3. Who is verified as no longer residing in the school's attendance zone; or
4. Who 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.

Students who are receiving hospital or homebound instruction will not be withdrawn. If a student is under suspension or expulsion on the date of the withdrawal, the suspension or expulsion will be noted on the withdrawal form. Students with pending disciplinary investigation or upcoming disciplinary hearing should not be withdrawn.

GENERAL INFORMATION

ACCIDENTS

If a student is injured or becomes ill at school, every effort will be made to contact the parent and to take action at the parent's direction. If a parent cannot be contacted, school officials will take reasonable actions to preserve the health of the child. Parents must notify the school if their child has health problems that could result in a health emergency and should explain the procedures the school should follow.

ATHLETICS

APS offers the following sports for students enrolled in middle and high schools. Offerings may vary depending on student interest. For more information visit the Athletics webpage at www.atlantapublicschools.us/Athletics or call 404-802-5580.

High School Sports Offerings: Football; Cross Country; Volleyball; Softball; Cheerleading; Basketball; Baseball; Track and Field; Tennis, Golf; Riflery; Soccer; Swimming and Wrestling; Lacrosse

Middle School Sports Offerings: Football; Basketball; Cheerleading; Track and Field; Softball and Soccer

Academic Requirement: Students must be on track for graduation.

Age: Middle school students cannot have reached their 15th birthday before May 1st. High school students cannot have reached 19th birthday prior to May 1 preceding the year of participation.

Residence in school service area: Students establishing eligibility as ninth-graders can participate in sports during the first semester. Transferring high school students are subject to GHSA rules.

Physical examination: Students must have an annual physical examination by a board-certified medical doctor. It must be recorded on the APS Permission to Participate and Physical Examination form.

Parent permission: Each student must have permission from a parent or guardian.

Insurance verification: Students who participate in an APS athletic program must have insurance and show proof of a current insurance policy. Insurance is required for conditioning, try-outs, volunteer workouts, and in season participation. If a student does not have insurance, the district offers activity insurance that may be purchased at the school.

Media release: This gives the district the right to photograph athletic activities for promotional purposes. APS offers a variety of sports for students enrolled in middle and high schools. Offerings may vary depending on student interest. The middle school athletic program is for students in the seventh and eighth grade.

Code of Ethics: The GHSA recognizes its responsibility to ensure honesty, truthfulness, and accuracy in record keeping and reporting. Therefore, the professional personnel of the member schools are charged with upholding the Code of Ethics adopted by the Professional Standards Commission as accepted and approved by the State Board of Education.

A student will be INELIGIBLE for participation if the student:

- 1. Did not attend school last semester.*
- 2. Did not pass five (5) subjects or the equivalent, toward graduation, the previous semester.*
- 3. Has not attained required number of accumulated Carnegie Units for years in school.*
- 4. Has been in high school more than four consecutive years after his or her first entry into the ninth grade.*
- 5. Has attained his or her 19th birthday prior to May 1st proceeding the year of participation.*
- 6. Has not completed a physical examination during the past 12 months.*
- 7. Is a professional athlete in the sport he or she wishes to participate.*

8. *Is currently in in-school suspension, in alternative school for disciplinary reasons, or has been expelled by the previous school.*
9. *Transfers and does not make a bona fide move in the school zone unless it is a hardship as determined by GHSA rules.*

FIELD TRIPS

Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be penalized in any manner or denied the opportunity to go on the field trip that is part of the regular academic program for failure to contribute.

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. Absences from school due to student participation in such travel will not be excused unless approved in advance by the principal. Students who are absent from school on an extended field trip will be counted present for the first two days and counted absent for any succeeding days. When possible, extended field trips should be scheduled at the end of the school term.

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.

Schools must provide to parents a list of all clubs and organizations available for students. Schools will send this information to parents at the beginning of the school year. Included with this list will be a form parents should use to notify the school if they wish to prohibit their child from participation in any club or organization. Please contact your child's school if you have not received this list and notification form. If any new clubs or organizations are formed during the school year, schools will send information to parents, including a parent permission form for student participation.

All regular business meetings of any school activity group will be conducted under the supervision of an approved adult. 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.

Standards of Behavior

Sponsors of 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.

BIRTHDAYS

The school faculty and staff are happy to recognize student birthdays. However, because instructional time is very important, no birthday parties may be held during this time for students or teachers.

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. Also, a luggage-type bag that is too bulky for students to safely hold in their lap is prohibited on the bus. For safety reasons, book bags 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), 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 be provided in the same manner as during the regular close of the school day.

CHILD ABUSE

Georgia law requires that school employees and volunteers report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee and volunteer. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child. Parental permission need not be obtained by the department or the school. 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 between the ages of 14 and 18 must satisfy school attendance and discipline requirements in order to receive and maintain a Georgia driver's permit or license. There is a \$5.00 fee for all Certificates of Attendance. The principal or his/her designee will establish procedures for students to obtain a Certificate of Attendance. Students should submit their request for a Certificate of Attendance at least two weeks prior to the date needed. For additional information, contact the school office. During the summer months, Certificates of Attendance 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 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. Students should take lunches, textbooks, paper, pencils, or other items needed for school when they initially park and leave the car. 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 vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.**

Restrictions on Driving Privileges – Atlanta Public Schools is required to report to the Georgia Department of Education, which in turn reports to the Georgia Department of Motor Vehicle Safety Driver's License Bureau, certain violations of the Code of Conduct which may lead to restrictions being placed on the student driving privileges. Violations which must be reported include dropping out of school, exceeding more than 10 unexcused absences in any year, suspensions from school for the following: threats or actual violence towards any school district personnel or their property, possession and/or sale of drugs/alcohol; possession and/or use of a weapon; any sexual offenses; and, causing bodily harm or disfigurement.

EMERGENCY CONTACT INFORMATION

It is critical for the school to be able to contact parents any time students are at school. The school must have the parents' 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. The response to each situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. In general, each plan involves the designation of an emergency incident management team; development of evacuation, reverse evacuation, shelter-in-place, and lockdown procedures; preparation of a portable emergency go-kit that contains key information and supplies; designation of appropriate evacuation sites; provisions for training personnel and exercising the plan; action guides for dealing with specific types of incidents; and resources for help before, during and after an event. All APS school plans have been reviewed within the last twelve months. 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 others campus staff in charge quickly, quietly, and in an orderly manner.

Evacuation Drills

Facilities have automatic fire alarm systems and are required by code to utilize that system when conducting fire-related evacuation drills. For those parts of the campus, such as a playground or athletic field, not connected to the main automatic fire alarm system, warning will be made by public address announcement and door-to-door notification. Students, visitors and staff members are expected to follow the direction of the administrative incident management team, maintain accountability of personnel and report any issues identified.

Shelter-in-Place Drills

Shelter-in-Place is a short-term protective action designed to use a facility and its indoor atmosphere to temporarily separate people from hazards. Shelter-in-place procedures may be initiated as a result of severe weather or the accidental release of hazardous materials near a district facility. Students and employees may be moved to interior corridors and rooms or may be asked to remain in the classrooms. Both actions are examples of sheltering-in-place. Shelter-in-place drills will be conducted periodically to educate students and staff members of the safest locations to seek refuge within the school.

Other Protective Action Procedures

All students and employees should also be familiar with two other protective actions---lockdowns and reverse evacuations. In a lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger. Faculty members are responsible for accounting for students and ensuring that no one leaves the safe area. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Parents will only be permitted access to the building and to their children if it is safe for them to do so. Protective actions for lockdowns, shelter-in-place, bus evacuations and additional exercises as identified will be practiced at each campus.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees not to exceed \$5.00 for Certificates of Attendance.
- Administrative fees upon reclaiming a confiscated cell phone or other telecommunications device, according to the guidelines in policy JCDAF and regulation JCDAF-R(1).
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school administrator.

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. 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). Commercial foods may not be delivered to the school without prior approval by the principal.

MEAL PRICES

Free and reduced priced meals are available to students unable to pay the full price of meals according to criteria based on household size and income. Federal Eligibility Applications (FEA) are available at each APS school site and issued to each APS student. If you do not receive a FEA Form or experience an income or household size change, please contact the FEA Coordinator at your local school site to complete and submit a FEA Form. If you any question please contact the School Nutrition Customer Service Hotline at 404-802-2540.

If a student forgets his/her lunch money, meals are available to students who pay or are eligible for free and reduced-price meals. Federal regulations prohibit lunch charges. However, elementary schools have procedures in place to ensure students do not go without lunch. The Courtesy Snack Pack is provided to students who do not bring money to school but have an eligibility status of FULL PAY or REDUCED. This meal will be provided during mealtime at no cost to the student. The school office is responsible for the collection of lunch charges. Check to see what procedure is available in your child's school.

School Year 2014 - 2015 Meal Prices

	Breakfast		Lunch	
	Full Price	Reduced Price	Full Price	Reduced Price
Elementary	\$0.75	\$0.30	\$2.25	\$0.40
Secondary	\$0.75	\$0.30	\$2.50	\$0.40
Non-APS Student/Adult	\$1.50		\$4.00	

Online Meal Payments: Parents

Your school cafeteria has two convenient payment methods for meals:

Method 1 – Cash or Money Order: Send cash or money order to the Cafeteria Manager at your child's school.

Method 2 – Online Prepayment System: Log on to <http://www.atlantapublicschoolsnutrition.us> and register your child. You will need your child's student ID number, which can be obtained from the main office at your child's school.

Your family may be eligible for free and reduced priced meals. Contact your school's FEA Coordinator for more information on how to apply for free and reduced priced meals or apply online at <http://www.atlantapublicschoolsnutrition.us>.

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- and/or vomit-free for 24 hours. **Medicine must be kept in the school office/clinic and dispensed by the principal or his/her designee.**

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 recommendations from the Fulton County Health Department. The parent/guardian must provide a release to school signed by a medical doctor indicating the date the student can return to school.

MEDIA RELEASE

Atlanta Public Schools uses and releases photographs, audio recordings, and/or video recordings taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by Atlanta Public Schools for use in broadcast and media formats now existing or created in the future. These photographs and recordings often include depictions of students and/or parents engaged in school functions and activities. Any such photographs, audio recordings, and/or video recordings shall become the property of Atlanta Public Schools and may be used by Atlanta Public Schools or others with the consent of Atlanta Public Schools and/or its representatives. As the parent/legal guardian of a student you may elect to withhold your consent for Atlanta Public Schools' use of photographs, audio recordings, and/or video recordings of your child. In order to withhold your consent for the disclosure of your child's photographs, audio recordings, and/or video recordings, the parent of the student must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook by completing the **Student Media Release Opt-Out form on page 102**.

Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt-out of the release of photographs and recordings. Finally, please note that Atlanta Public Schools will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with Atlanta Public Schools. Please contact your local school administration or the district's communications team if you have further questions regarding this topic.

MEDICINE

When students must take medicine at school, parents should bring medicine and related equipment to the principal or his/her designee and complete a Medication Authorization Form. Medicine cannot be given without written permission and instructions from the parent. Please do not send medicine to school by students. All prescription and over-the-counter medicine must be kept in the school office unless approved by the principal.

Students are subject to disciplinary action, including but not limited to short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed. Students who need to carry prescription asthma, epinephrine auto injector, or diabetic medication are permitted to keep these items in their possession if written permission from the parent has been provided to the principal of the child's school along with a physician signature and/or current prescription.

Auto-Injectable Epinephrine Students are authorized to carry and self-administer prescription auto-injectable epinephrine provided the student's parent/guardian provide the following:

- (1) A written statement from a licensed physician containing the following:
 - a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication; and,
 - b. A statement confirming the student is able to self-administer auto-injectable epinephrine.
- (2) A written statement from the student's parent/guardian expressly acknowledging:
 - a. The parent/guardian grants the student permission to self-administer the prescription auto-injectable epinephrine as provided by the student's licensed physician;
 - b. That the parent/guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student's licensed physician regarding any questions that may arise with regard to the medication;
 - c. That the parent/guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of the student self-administering auto-injectable epinephrine.
- (3) Parents shall provide the above statements at least annually. However, if the student's medication, dosage, frequency of administration, or reason for administration changes, the parents' shall provide updated statements to the school.

Authorization for self-administration of medication form is available at each individual school.

Schools may receive and store prescription auto-injectable epinephrine on behalf of students who are not able to self-administer auto-injectable epinephrine, provided the student's parent / guardian provide the following:

- 1) A written statement from a licensed physician containing a statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication.
- 2) A written statement from the student's parent / guardian expressly acknowledging:
 - a. That the parent/guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student's licensed physician regarding any questions that may arise with regard to the mediation;
 - b. That the parent/guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from all civil liability relating to the storing of the prescription auto-injectable epinephrine and the administration of auto-injectable epinephrine by the school system, Board of Education, and its employees and agents.
- 3) Parents shall provide the above statements at least annually. However, if the student's medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

At their sole discretion, employees and agents of the school system and/or board of education may administer an auto-injectable epinephrine, if available and if needed, to a student, whether or not such student has a prescription for epinephrine. Any employee or agent of the school system and/or board of education who in good faith administers or chooses not to administer epinephrine to a student, shall be immune from civil liability for any such act or omission to act related to the administration of epinephrine.

Prescription medicine, including inhalers, must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name.

Pharmacists can provide a duplicate-labeled container with only the dosage to be given at school. Over-the-counter medicine must be in the original container and marked with the student's name. Sample medications can only be given when accompanied by a physician's note indicating the sample is for the student's use. Parents should pick up unused medicine from the principal or his/her designee. Any medicine not picked up will be discarded at the end of each school year. **Medicine will not be sent home with students.**

NON-DISCRIMINATION NOTICE

The Atlanta Board of Education prohibits acts of harassment of any kind, including harassment based on race, color, religion, gender, sexual orientation, national origin, disability, or any other conduct prohibited by law, including bullying or harassment carried out via electronic forms of communication, when providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Complaints of Discrimination or Harassment

Accordingly, Atlanta Public Schools has established both informal and formal procedures for resolving any complaints of discrimination, harassment, or bullying on the basis of race, color, religion, national origin, sex (including sexual harassment), sexual orientation, gender identity, disability, or age. Allegations of discrimination should be reported immediately to an administrator or counselor at the school, center or any school event.

A student may make a direct report to Employee Relations at (404) 802-2345, Fax number: (404) 802-1305. The school administrator or the employee relations officer shall assist the student with formalizing and processing the complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within 30 calendar days of the alleged incident.

All inquiries and discrimination complaints filed with the Employee Relations (except in extenuating circumstances) are confidential to the fullest extent possible as described below. Confidentiality also applies to the investigative process of all investigations conducted by the Office of Internal Compliance. All school personnel who have knowledge of the occurrence of discrimination shall immediately make an appropriate report of the alleged misconduct to the appropriate Principal or Assistant Principal or to the Office of Internal Compliance.

Students should note that it is unlawful for a student to falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee, including during off-school hours.

GENDER EQUITY IN SPORTS

The Sports Equity Coordinator for APS is Ms. Devetrice Hinton, Employee Relations, 404-802-2345. Please call 404-802-2345 regarding inquiries or complaints concerning sports equity or alleged gender discrimination in sports.

Grievances may be brought only by the affected student or by the affected student's parent or guardian and shall proceed in the following manner:

- Within ten (10) days of the time that the grievant knows, or reasonably should know, about the grievance (or within ten (10) days of the publication of this procedure, whichever is later), the grievant shall present the written grievance form to the Superintendent who shall note the date received.
- The written grievance shall: (1) name the grievant and the affected student; (2) state the situation or conditions giving rise to the grievance; (3) identify the specific provisions of the law or the implementing regulations alleged to have been violated; and (4) indicate the specific relief sought.
- The Superintendent shall cause the grievance to be investigated. Within 30 days after the grievance is presented, the Superintendent shall give a written response to the grievance, setting forth the essential facts and rationale for the decision.

- The grievant may appeal the Superintendent's decision to the Atlanta Board of Education. The appeal must be in writing and submitted to the Atlanta Board of Education within 35 days of the date of the response from the Superintendent. The Board may review all materials related to the grievance and render a decision in writing no less than 45 days after receipt of the written grievance form.
- The grievant shall have the right to appeal any decision by the Atlanta Board of Education to the State Board of Education pursuant to O.C.G.A. § 20-2-1160.

NONSCHOOL MATERIALS — FROM STUDENTS

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. Within two school days of submission, the school administrator will make a decision regarding approval. Examples of non-school materials that will not be accepted for distribution include, but are not limited to, materials that are obscene or vulgar, defamatory, that endorse actions endangering the health or safety of students, or hate literature that scurrilously attacks ethnic, religious, or racial groups.

The school administrator will designate the location for approved non-school materials to be placed for voluntary viewing by students. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

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. Parent-teacher conferences can be effective ways of helping students improve their schoolwork. To schedule conferences, parents should contact the school office or the teacher. **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 observations. 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.

PARENT/GUARDIAN CONCERNS, COMPLAINTS & ISSUES

Atlanta Public Schools is responsive to your concerns and wants to answer questions and address any complaints or issues you may have about your child's education in a timely manner. Please follow the procedures outlined below. This will ensure a prompt response and support a good home/school relationship. Please refer to the Student Handbook for questions pertaining to the rules and regulations. Board policies and regulations may be accessed via the Atlanta Public Schools web site at http://www.atlantapublicschools.us/content/aps_boardpolicies.aspx or <https://eboard.eboardsolutions.com/Index.aspx?S=4004>.

Atlanta Public Schools expects that parents, guardians will exhibit a courteous demeanor at all times. Abusive, obscene or threatening language towards staff members will not be tolerated. Such behavior may result in you being removed from school premises. **In the event that a problem arises in school involving your child, the protocol to address your concerns is as follows.**

Step 1 - Teacher

If you have concerns about your child's behavior or performance in a certain class or with a specific teacher, you should discuss the matter with the teacher first. Each school has conference day each week or you may contact the

teacher specifically to schedule an appointment. Parents/guardians who request a classroom observation or a teacher conference should provide at least 24 hours advanced notice.

Step 2 - Guidance Counselor

If you have concerns about your child's behavior or performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher, you should then discuss the concerns with the Guidance Counselor.

Step 3 - Assistant Principal or Academy Leader

If you have concerns about your child's performance or behavior in a certain class or with a specific teacher, and you have discussed the matter with the teacher and guidance counselor, you should then discuss the concerns with the assistant principal or academy leader.

Step 4 - Principal

Problems with a teacher, assistant principal, academy leader or the child's overall academic performance or behavior that cannot be resolved by the teacher, guidance counselor, academy leader or assistant principal, should then be discussed with the Principal.

Step 5 - Administration

a. Associate Superintendent

Each school has a designated Associate Superintendent. Issues that are resolved at the school level should be reported to the appropriate associate superintendent office.

High	Dr. Timothy Gadson III	130 Trinity Ave., SW 30303	802.2622	tgadson@atlanta.k12.ga.us
Middle	Dr. Greg Middleton	225 James P. Brawley Dr., SW 30314	802-3667	glmiddleton@atlanta.k12.ga.us
Elementary	Dr. Danielle Battle	21 Thierkeld Ave., SW 30315	802-7550	dsbattle@atlanta.k12.ga.us
Elementary	Mr. David White	1631 LaFrance St., NE 30307	802-3751	dwhite@atlanta.k12.ga.us
Elementary	Mr. Sidney Baker	3399 Collier Dr., NW 30331	802-6537	sbaker@atlanta.k12.ga.us

b. District Administration

If a concern is unresolved by the regional office, it should be reported to the Chief Academic Officer.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

As a parent, 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

REQUEST FOR THE USE OF A SERVICE ANIMAL

Requests for the use of service animals on APS property must, whenever possible, be made no less than twenty one (21) business days prior to the proposed use of the service animal. Under no circumstances may a service animal be on APS property without prior approval. Parents should contact the Executive Director for Special Education for a Request for Use of Service Animal form. Such requests must identify and describe the need for the service animal as it relates to the student's disability and describe the manner in which the service animal will meet the individual's particular need(s) and provide a letter from their physician who is the health care provider regarding the need for a service animal. The determination of whether a service animal is appropriate will be determined by the Executive Director of Special Education (404-802-1699).

SAFE AND DRUG-FREE WORKPLACE

APS property and facilities are considered to be within school safety zones for the purposes of carrying weapons. Only properly trained, sworn officers are permitted to carry firearms in APS schools and facilities.

STUDENT RECORDS

All schools in the Atlanta Public School System meet and comply with the mandate of the Family Educational Rights and Privacy Act of 1974, and other local, city and state governance which recognize the individual's right to privacy and prohibit the release of student information to any unauthorized entity. Copies of student records may only be obtained through the submission of appropriate written application and with the approval of a parent or guardian. A student must be of legal age (18) to access his or her personal records without parental permission. Parents and students have the right to inspect such records and results of any standardized testing which might have been given.

Directory Information

Under the Atlanta Board of Education policy, the following student information may be released without prior parental permission:

- a) Student's name, address, telephone listing, and e-mail address
- b) Student's birth date and place of birth
- c) Student's grade level and major field of study
- d) Dates of student's attendance in APS
- e) Honors and awards received by student while enrolled in APS
- f) The most recent educational agency or institution attended
- g) Student's participation in officially recognized activities and sports
- h) Student's weight and height if he/she is a member of an athletic team

Any parent/guardian or student who has attained the age of 18 has a right to review school records. To look at your child's or your school records, you must give the principal a written request listing the records that you wish to see. The principal or Records Center Manager must allow you to see the records within 45 days from receiving your request. The principal or Records Center Manager will make arrangements for access and notify the parent, guardian, or eligible student of the time and place where records may be inspected.

If you do not wish Atlanta Public Schools to disclose directory information you must notify Atlanta Public Schools by completing and Non-Disclosure Form by September 1st or within 10 days of your receipt of the Student Handbook.

Change of Name on Student Records

A student will be addressed by, and his/her school records will reflect, the name appearing on his/her birth certificate. Exceptions to this rule include:

1. *Parental Request* - When parents request that a child use other than his/her legal name, the school will accommodate the parents' wishes. However, the permanent records will remain in the student's legal name.
2. *Marriage* - When a student marries and withdraws from school, his/her name will not be changed on the educational records. If the student remains in school after marriage, he/she may use either the married name or the maiden name until graduation. If the student desires to use the married name, either a copy of the marriage certificate or a resume of information contained on the certificate will be placed in the educational record and the records will be changed accordingly.
3. *Name Change by Court Order* - A copy of the court order changing the name of a student must be presented to the school principal before there can be any modification of the student's permanent records. The copy of the court order received by the principal will be placed in the educational record. When the name of a student is to be changed on the permanent record, the original name will be lined through, with the original name remaining legible, and the changed name entered immediately above the original name. The date and authority for change will be added to the permanent record.
- A. *Dissemination of Student Law Enforcement and Disciplinary Records* - In accordance with Georgia law (O.C.G.A. §§20-2-671 and 20-2-751.2), if any administrator determines, based upon information provided through the enrollment process or through the superior or juvenile courts, that a student has been convicted or adjudicated guilty of a designated felony, such information shall be provided to the principal

of the school to which the student is assigned. The principal shall provide this information to all teachers to whom the student is assigned. Teachers and other certificated professional personnel whom the principal deems appropriate may review the information in the student's file, provided that such information has been received from other schools or from the juvenile or superior courts. Such information shall be kept confidential and shall not be disseminated in any manner beyond what is expressly authorized by this policy, except as required for administrative review of any disciplinary charges against a student.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

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.

Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours, who shall then promptly forward said report to the office designated below. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the following office: **Employee Relations, (404) 802-2345, Fax: (404) 802-1305.**

Any school principal or principal's designee receiving a report of sexual abuse by an employee as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services police authority or district attorney, to the designated regional director and to the **Employee Relations, (404) 802-2345, Fax: (404) 802-1305.**

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed below are definitions for "sexual abuse" and "sexual misconduct"

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- a. Made sexual comments, jokes, or gestures.
- b. Showed or displayed sexual pictures, photographs, illustrations, or messages.
- c. Wrote sexual messages/graffiti on notes or the internet.
- d. Spread sexual rumors (i.e. said a student was gay or a lesbian).
- e. Spied on students as they dressed, showered or used the restroom at school.
- f. Flashed or "mooned" students.
- g. Touched, excessively hugged, or grabbed students in a sexual way.
- h. Forced a student to kiss him/her or do something else of a sexual nature.
- i. Talked or asked about a student's developing body, sexuality, dating habits, etc.
- j. Talked repeatedly about sexual activities or sexual fantasies.
- k. Made fun of student's body parts.
- l. Called students sexual names.

STUDENT USE OF DISTRICT TECHNOLOGY

Instructional technologies, including, but not limited to the Internet, electronic mail, hardware, software, and online resources have vast potential to support curriculum and student learning.

Technology offers an opportunity for students to engage in learning activities; locate materials to meet educational and information needs; communicate with teachers, students, experts and other individuals and participate in distance learning activities. Student who use technology learn to think critically, analyze information and write clearly, develop problem-solving skills, cultivate computer and research skills demanded by future employers, and develop an attitude of lifelong learning.

The Internet, including electronic mail, is an environment in which information available to students is constantly changing. While impossible to predict with certainty what information students might locate or receive, the electronic information available to students through the Internet or electronic mail does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy of information received on the Internet or via electronic mail.

The district will make every reasonable effort to ensure that technology is used appropriately and responsibly by students. Administrators, teachers, staff, and other school approved persons, have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of district technology is a privilege, not a right. General rules for behavior and communications apply when using the Internet. 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.

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. 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. **The APS Homework Helpline is available Monday through Thursday, 3:00pm – 9:00 pm at 678-553-3029 times to assist your child in completing his/her homework if he or she needs extra help.**

TRANSPORTATION

Students living in the Atlanta Public Schools official attendance zone may receive transportation to and from school. Elementary students who live one (1) mile or more from the zoned school and middle and high school students who live one and one-half (1.5) miles or more from the zoned school are eligible to receive transportation. For about bus transportation or transportation related questions, please contact the **Transportation Department at 404-802-5500.**

Transportation is also provided for students in the following circumstances:

- Students served in the Program for Exceptional Children, as specified on the Individualized Education Plan (IEP)
- Students residing in the single gender priority zone

- Students who are assigned by the superintendent to take a course of study not offered in the zoned school, such as:
 - English to Speakers of Other Languages (ESOL) or an alternative school
 - Students who are enrolled in magnet programs and are eligible for free or reduced-price meals
 - Students who are considered homeless, as required by federal law

See Atlanta Board of Education regulation ED – R(1), Student Transportation Management.

VISITORS/UNAUTHORIZED PERSONS ON SCHOOL GROUNDS

To ensure the safety of students, the confidentiality of personal information, and the integrity of the learning environment, visitors are limited to:

- The parent/guardian of a current student;
- Other family members of a current student at the request of the parent/guardian; or
- Individuals with official business invited by the school, including, but not limited to, community volunteers, student mentors, and guest speakers.

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. Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advanced notice. Visitors 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. A 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.*

GRADE REPORTING

GRADING & EVALUATION OF STUDENTS

Students receive mid-semester and end-of-semester grades. Students in grades K-3 receive performance-based evaluations (e.g. Satisfactory, Growth, Accomplished, In Progress, Needs Improvement, etc.). Students in grades 4-12 receive numeric grades.

- a) Students in grades K-3 will receive a performance-based evaluation (e.g. Satisfactory, Growth, Accomplished, In Progress, Needs Improvement, etc.).
- b) Students in grades 4-12 will receive numeric grades.
- c) The minimum passing score will be 70 for all courses taught in grades 4-12.
- d) End-of-Course Tests (EOCT) administered in high school courses must be used as the final examination for the courses and must count as a portion of the final grade for the course as determined by state board rule.
- e) Grades issued in a home school setting will be recorded as Satisfactory (S) or Unsatisfactory (U). No numeric or letter grades will be recorded.

Student performance at each grade or organization level will be graded as follows:

Grades 4-12

A = 90-100	Excellent achievement at the assigned performance level.
B = 80-89	Above average achievement at the assigned performance level.
C = 70-79	Average achievement at the assigned performance level.
F = 0-69	Failure to achieve at the assigned performance level.
NE =	No evaluation at this time.

A student enrolled in a course that earns high school credit must complete a state developed end-of-course test (EOCT) that counts as 15% of the final grade for the course. Beginning with the 2011-12 school year, the EOCT will count as 20% of the final grade for the course as the Georgia High School Graduation Test is phased out. For more information on end-of-course testing, see administrative regulation IHA-R, Grading Systems.

GRADING PROCEDURES AND REPORT CARDS

Students are evaluated on a nine (9) week and eighteen (18) week basis with the semester grade being a cumulative grade that represents eighteen (18) weeks of work. Parents will receive a progress report at the end of nine (9) weeks, and a report card at the end of the semester (eighteen weeks) along with a mid-term report. Grades reported at the nine-week period represent the student's progress at that time in the semester. The semester grade is the final grade and represents how a student performed over the eighteen-week period.

Mid Semester	Report Card	Progress Report
October 8	October 15	September 9
March 13	January 9	November 12
	March 20	February 6
	June 2	April 22

PROGRESS REPORT / DEFICIENCY NOTICE

Regular progress reports must be issued to parents of elementary school students and to middle and high school students by the progress report dates listed on the school calendar each grading period. For a student to receive a failing grade in a course, a progress report must have been issued by the notice date or as soon as the student's grade fell below a 75 after the notice date. A progress report is considered a notice of deficiency. For middle and high school students, teachers must contact parents to the best of their ability via telephone, mail and other means.

In instances where students earned failing grades without appropriate teacher documentation of progress reports and parent contact, students have one semester to complete make-up work to correct the failing grade. After one semester, student grade changes may not be made.

GRADUATION

GENERAL REQUIREMENTS

To be eligible for graduation, requirements in each of the following areas must be met:

1. Unit credit - Students must earn the minimum number of units required for their graduating class and diploma program.
2. Required courses - Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. No course may be substituted, exempted, or audited. No courses may be repeated unless the student failed the course.
3. Attendance - Attendance requirements are those set forth in the Georgia compulsory attendance law and APS board policy and regulation.
4. Assessment - Students must satisfy the requirements of applicable state assessment requirements.

REQUIREMENTS BY GRADUATING CLASS

Students must satisfy the requirements established for their graduating class, which is determined by the date of enrollment in the ninth (9th) grade.

Students entering the ninth (9th) grade between 2002-03 and 2007-08 must satisfy the graduation requirements stated in Atlanta BOE policy. Students entering the ninth (9th) grade for the first time in the 2008-09 school year and subsequent years must satisfy the graduation requirements stated in Atlanta BOE policy

For additional information, please contact your school guidance counselor. Information also may be obtained by visiting the Atlanta Public Schools website (www.atlantapublicschools.us).

GRADUATION CEREMONY

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. The district will make available to parents and guardian 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.)

Students' participation in the graduation ceremony is a privilege and not a right. Therefore, the principal has the right to 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.

HIGH SCHOOL GRADUATION TEST

Students seeking a Georgia high school diploma, who entered high school prior to July 2011, must pass the Georgia High School Graduation Tests (GHS GT) in four content areas as well as the Georgia High School Writing Test. Students who enter grade nine in 2011 – 2012 and beyond will not take, and are not required to pass, the GHS GT. They are required to take and pass the Georgia High School Writing Test.

Students with disabilities and English Learners may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program, their Individual Accommodation Plan, or their EL Testing Participation Committee Plan. Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternate Assessment.

A Georgia High School Graduation Test Summer Remedial Program may be offered for rising twelfth (12th) grade or retained eleventh (11th) grade students who have failed any portion of the GHS GT. For more information on the

GHS GT Summer Remedial Program see <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Assessment/Pages/GHSGT.aspx>.

GRADUATION TEST WAIVERS AND VARIANCES

Waivers or variances may be granted to students incapable of passing all sections of the graduation assessment due to disability or substantial hardship. If you have any questions, please call (404) 656-2800 or visit <http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Waivers-and-Variances.aspx> for further information.

VALEDICTORIAN / SALUTATORIAN

Each traditional high school, including individual small schools comprising educational complexes, will designate a valedictorian and salutatorian for each graduating class. High schools divided into small learning communities will designate a valedictorian and salutatorian for the entire high school.

- 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. Non-traditional schools may recognize the top-ranked students in graduation ceremonies, but these programs will not identify valedictorian(s) and salutatorian(s).

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 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.
- 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 end of 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.

SECONDARY SCHOOL CREDENTIALS

Documents awarded to students at the completion of the high school experience.

- High School Diploma - the document awarded to students certifying they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.
- High School Certificate - the document awarded to students who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 24 units.
- Special Education Diploma - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have completed their Individualized Education Programs (IEP).

PARENT AND STUDENT RESOURCES

CAMPUS PORTAL FOR PARENTS

Parents of students in grades K–12 will have access to class schedules, attendance records, and grades by accessing this easy-to-use, secure communications tool. Additionally, CPP enables parents to verify household information, including their email address, home address and telephone numbers.

Schools will provide parents with information on how to create a CPP username and password. Parents will be required to collect CPP login information in person. To ensure that all student information remains secure, parents must provide a valid photo ID (driver's license, state ID card, or passport) before receiving login information. Parents should contact their school to get a copy of the schedule for retrieving CPP login information. Once parents receive login credentials, they can go to <https://ic.apsk12.org/portal> to create a username and password.

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 chairperson of the school's Student Support Team. 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, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries. For more information concerning eligibility criteria and referral procedures, contact **the Department of Special Education at 404-802-1699**.

GIFTED EDUCATION PROGRAM

Gifted services are available for all eligible students in grades K-12. According to Georgia Board Rule 160-4-2-.38, a gifted and talented student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels which commensurate with his or her ability(ies).

1. The Gifted and Talented Permission to Test Form provides parents with the documentation needed to refer and grant permission for a child to be tested for gifted services.
2. The Screening and Referral Frequently Asked Questions will answer questions regarding the gifted and talented identification process in Atlanta Public Schools.
3. Atlanta Public Schools' Implementation of Georgia Board Rule is the guideline which drives the qualification students must meet in order to be determined eligible for gifted services.

4. Identification and Assessment of Giftedness Frequently Asked Questions will provide information relating to the assessments used in the gifted identification process.

For additional information, contact your school principal or **Office of Gifted and Talented Education at 404-802-7585 or <http://www.atlanta.k12.ga.us/site/Default.aspx?PageID=20890>**.

HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate night-time residence. Should you have questions concerning your specific rights under this provision, please contact the School Social Worker or the district's Homeless Liaison at 404-802-2245.

The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. Section 11434a (2) et.seq., identifies 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.

A student who becomes homeless may continue enrollment in the school of origin to the extent feasible or enroll in the school serving the attendance zone where the student is physically residing. A homeless student who attends his/her school of origin may attend the school of origin for the duration of homelessness, whether the homelessness condition occurs during or between academic years or stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year. The student must transfer to the school zoned for the permanent residence at the beginning of the next academic year. For questions regarding homeless students, please contact the **Sonya Hunte, Homeless Liaison at 404-802-2245**.

HOME SCHOOLING ATTENDANCE REPORTING

Parents and guardians wishing to establish or continue utilizing the home school program must complete 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.

For more information regarding home school programs contact the GaDOE at 404-656-2093 or visit <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>.

HOMEWORK HOTLINE

The Homework Hotline is a joint effort between Atlanta metro school districts and Public Broadcasting Atlanta's (PBA) E-Learning/Cyber Center. You are encouraged to call and ask questions about your homework problems. Homework Hotline teachers give one-on-one assistance and easy-to-understand explanations. These teachers have access to current textbooks and school curricula when helping students understand and solve homework problems. They won't do your work, but they will guide you through a learning process.

Homework Hotline is available Monday through Thursday, 3:00 p.m. to 9:00 p.m., except during holiday and semester breaks. The **hotline telephone number is 678-553-3029**. The Homework Hotline service is FREE. Support for the Homework Hotline has been made possible by local school districts and corporate and foundation contributions.

Before calling, you should have the following items: Textbook (if available); Homework assignment; Paper; Pen or pencil; and Calculator (if needed). You will be asked to give your first name, grade level and name of school. Also give the textbook title, and description of homework problem or assignment.

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 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., 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.

Homebound instruction is not intended to supplant school services and is by design temporary. The student must anticipate being absent from school a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student's inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychiatrist. For additional information, **contact the Homebound/Student Support Team Liaison at 404-802-2630.**

LOCAL SCHOOL COUNCILS

Georgia law requires every school system to provide a school council in all elementary, middle and high schools. Each council works to improve student achievement by creating stronger bonds between the school and the surrounding community. School councils also provide support for teachers and administrators, and encourage parents to be part of a school's decision-making process. Local school councils meet at least four times per year, and all meetings are open to the public. For information on local school councils, contact your child's school or call the **APS School Councils Coordinator at 404-802-2696.**

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.

FAMILY ENGAGEMENT SPECIALIST

APS Family Engagement Specialists serve as a link between the Central Office, Region, Cluster of Schools and Community. The Family Engagement Specialist support the Parent Liaisons within their assigned Region and Cluster with the development and implementation of their Parent Centers and Family Engagement Programs. They ensure that Title I Part A funds for parental involvement are used through the review and involvement of parents and stakeholders. They assist the Parent Liaisons with ensuring that Federal Title I compliance is being met through parental involvement and that all families are engaged in achieving the school's academic goals.

PARENTS AS PARTNERS ACADEMIC CENTER

The APS Parent Teacher Association (PTA) and the APS Family and Parent Academic Center (PAPAC), partnered together for the center to open and be housed at Kennedy Middle School, Lower Level at 225 James P. Brawley Dr., NW Atlanta, Georgia 30314. PAPAC is houses the Atlanta Council of PTA's and serves as a resource for all APS parents and families. PAPAC provides all resources spanning from academic, clinical, social, community, emergency resources and information on APS programs and services. Please call the **District Family Liaison at (404) 802- 3673** or email: parentsaspartners@atlanta.k12.ga.us for more information.

PARENT LIAISONS

APS Parent Liaisons serve as a link between the schools and parents. Parent Liaisons run the school's Parent Center, informing and involving all stakeholders in the school's academic goals which drive student success. Parent Liaisons also assist with developing community partnerships and ensuring Federal Title I compliance is being met through parental involvement. To contact your school's Parent Liaison, please contact the school's Main Office.

PARENT MENTORS

The APS Parent Mentor program's primary purpose is to support families of children with disabilities through information and open communication. Parent mentors are trained to advise, educate, and support parents of children with disabilities issues surrounding special education services within APS schools. They also provide support for parents/guardians with concerns and questions, coordinate workshops for parents and educators, locate special needs information and resources, and offer a parent's perspective on the special education process. **The Parent Mentors can be reached at (404) 802-2633 or (404) 802-3607.**

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.

PRE-KINDERGARTEN PROGRAM (PRE-K)

Atlanta Public Schools has Pre-Kindergarten Programs at locations through the district. Students enrolling in the Pre-K program must be 4 years old on or before September 1. For more information **contact the Pre-K Department at 404-802-3638 or 404-802-3640**. The office is located at 225 James P. Brawley Drive Atlanta, GA 30314.

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. Often times the focus of the counseling session centers on problem solving, decision-making, and goal setting as the student and counselor work together to support the development of the adolescent. Likewise, counselors mediate conflicts between students and/or student and teachers.

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.

SCHOOL HEALTH SERVICES

The School Health Services Program provides coordinated school-based nursing services for students. Services provided by school nurses require a referral and parental / guardian consent for individualized screenings (e.g. vision, hearing, dental, scoliosis). 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 Health Services at 404-802-2674/2678.**

SCHOOL NUTRITION PROGRAM

Atlanta Public Schools has developed a Wellness Policy that is focused on improving the health of students. Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students who are physically fit sleep better and are better able to handle the physical and emotional challenges that they encounter during the day. For more information call **404-802-2540** or visit **<http://www.atlantapublicschoolsnutrition.us/>**.

SCHOOL SOCIAL WORKERS

School social workers' primary role is that of a liaison/child advocate. The school social worker collaborates and consults with students, parents, school administrators, faculty, and the community in the identification of family and student concerns. Social workers use interventions and services that help children and families at risk of educational failure. The social worker addresses issues such as excessive absenteeism and personal and behavior problems that interfere with a student's education. **For additional information, contact your school social worker or the Coordinator of Social Work Services, 130 Trinity Avenue SW 2nd Floor, Atlanta, Georgia 30303, Office (404) 802-2247, Fax (404) 802-1205, drevels@atlantapublicschools.us.**

SECTION 504 PROCEDURAL SAFEGUARDS

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. The Request for 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.

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.

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.

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.

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.

RESPONSE TO INTERVENTION

Atlanta Public Schools follows Georgia's four-tiered Student Achievement Pyramid of Interventions to provide appropriate and effective Response to Intervention services, which incorporates universal screening, targeted interventions, and a team approach to decision-making and the development and implementation of services.

Tiers I and II Interventions are facilitated in the general education environment by grade level and department teams. Documentation from each tier is utilized to make decisions regarding interventions and movement between tiers. Tier III Interventions and services are facilitated by the Student Support Team (SST). The SST Chairperson ensures the process is followed and team decisions are made according to the outcome of data, indicating student progress. Tier IV Interventions and services are facilitated through specialized programs or instructional delivery models such as the Program for Exceptional Children, English Language Learners, or Gifted Instruction.

STUDENT SUPPORT TEAM

Student Support Teams are comprised of interdisciplinary teachers, resource personnel, parents, and when necessary, the student. The team uses a systematic, problem-solving approach to address learning and/or behavior difficulties experienced by students. This includes students who are experiencing a lack of academic progress, are medically challenged, display behavior or emotional challenges, are Section 504 eligible or are in need of homebound instruction.

STUDENT SERVICES PHONE NUMBERS

Counseling Services (404-802-2685) - Provides quality programs for students in grades K-8 in the three domains of self-knowledge, education and career planning.

Health Services (404-802-2683) - Provides coordinated school-based nursing services to ensure the delivery of quality health services for students.

Homeless Education Services (404-802-2245) - Provides services to eliminate barriers to school enrollment, attendance and academic success for homeless students and unaccompanied youth.

Department of Special Education (404-802-2602) - Offers a broad continuum of services designed to meet the individual needs of students with disabilities from 3 through 21 years of age.

Psychological Services (404-802-2675) - Provides evaluation of the intellectual, academic and social-emotional status of students while promoting psychologically healthy learning environments.

Records Center (404-802-2150) - Maintains and transmits transcripts of inactive permanent record files for former students.

Social Work Services (404-802-2247) - Provides appropriate interventions to assist children at risk for academic failure with an emphasis on child welfare, attendance and truancy. Facilitates student and family assessments to address and eliminate environmental barriers to student success.

Student Relations (404-802-2233) - Provides guidance to parents on school choice and the general administrative transfer process for grades K-12. The department also provides placement for students with discipline and attendance issues. The department also manages student disciplinary cases involving violations with recommendations for suspensions of more than three days, expulsions or alternative education placement (Student Tribunal).

Response to Intervention/Student Support Teams (404-802-2604) - Facilitates the state-mandated systematic intervention process through school-based interdisciplinary teams dedicated to assisting students experiencing challenges that impact academic progress.

Truancy Intervention Center (404-802-3648) - Works with local law enforcement to provide an effective deterrent to truancy in an effort to improve daily school attendance and identification of school-aged children not enrolled in school.

DEFINITION OF TERMS

Assault: Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- (2) Any intentional 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:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

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.

Chronic Disciplinary Problem Student: 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.

Corporal Punishment: Physical punishment of a student by a school official. Corporal Punishment is prohibited.

Cyber-Bullying: Bullying that occurs by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, and websites.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. Students are given one day's notice so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students dress shall meet the following minimum requirements:

- a. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
- b. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing or baggy, oversized clothing is not permitted.
- c. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
- d. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
- e. Appropriate undergarments must be worn at all times and must not be visible.
- f. 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.
- g. Appropriate shoes must be worn at all times at school and school sponsored activities.

Drugs: Illicit drugs, counterfeit drugs, or related drug paraphernalia (pipes, papers, containers, etc.), alcohol, anabolic steroids, or any controlled substance, or the improper use of any legally obtained drugs or behavior affecting substances. The term “drug” does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Gang: Any ongoing organization or group of people which has an identifiable name or identifying sign or symbol or whose members individually or collectively engage in or have engaged in a pattern of activity that endangers or disrupts the safety of the school.

In-School Suspension: Removal of a student from class(es) or regular school program but isolated from peers.

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 paragraph (g) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Title IX of the Education Amendments of 1972 applies this definition to students; therefore, the terms "education" and "school" will be included in the employment/work environment.

Possession: Physical control over property (whether lost, found, or stolen), such as clothing, lockers or bags and the contents contained therein.

Serious Bodily Injury: Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or loss or impairment of the function of any bodily member or organ.

Suspension: Removal of a student from the regular school program for a period not to exceed 9 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

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

Theft: Taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Truancy: Five days or more of unexcused absences for any student subject to compulsory attendance laws.

Waiver: An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The terms "weapons," "tools," or "instruments" shall include by way of illustration, but is not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, knives of any size, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the

aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids, devices, or caps.

STATE LAW OF GEORGIA: WEAPONS, O.C.G.A. § 16-11-127.1

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA), Atlanta Public Schools Student Record Policy (Board Policy JR – Student Records) is to assure that parents and eligible students have the right to access information contained in the student's records and parents and eligible students can limit disclosure of certain information from these records. An eligible student is a student who is 18 years old or a legally emancipated minor, in which case the rights described in this notification are transferred from the parent to the student. The Superintendent notifies annually students and parents/guardians, including non-English-speaking parents/guardians, of their rights under the Family Educational Rights and Privacy Act through the student handbook distributed annually to each student.

The Atlanta Board of Education policy requires that accurate and complete student academic and discipline records are maintained for each student enrolled in the Atlanta Public Schools. Parents and eligible students have the right to inspect and review the student's education records within 45 days of the day a request for access is made. Requests may be made by any parent or legal guardian whose parental rights have not been revoked by court order and any persons authorized in writing by the parent or legal guardian to the Principal of the school the student currently attends, and the Principal will make arrangements for inspection at a specific time and place.

Education records for current students that exist in paper format are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee. Education records for former students that exist in paper format are maintained by Student Records located at 130 Trinity Avenue, SW, Atlanta, Georgia 30303, (404) 802-2150.

It is the responsibility of the custodial parent/legal guardian to inform the school and to provide a copy of any legal action revoking parental rights from an individual to his/her child. A parent/guardian or eligible student will be permitted to obtain a copy of the education records upon reasonable notice and payment of copying costs of \$0.25 per page.

Atlanta Public Schools will also release "directory information" without prior written consent. Directory information is personally-identifiable information that would not be likely to invade the privacy of a parent or eligible student if disclosed. It includes the student's name and address, dates of attendance, participation in officially recognized activities and sports, diplomas and awards received, the present and the most recent previous educational institutions attended, and photographs or video depicting students at school activities or events. Such directory information may be released (among other forms of release) in school publications, and in media print, electronic and broadcast outlets.

The release of "directory information" is subject to the following two limitations:

- a. In no event will “directory information” be released if Atlanta Public Schools determines that the information will be used for commercial or fundraising purposes.
- b. **You may notify the School District that you do not consent to the release of “directory information.” To withhold consent to such release, please complete the Non-Disclosure of Student Information form located and submit to the school where your child is currently enrolled by September 1st or within 10 days upon receiving this handbook**

Your request is effective through the current academic year and must be renewed annually.

A parent or eligible student may ask Atlanta Public Schools to correct or amend any part of the student’s education record which is believed to be inaccurate, misleading or in violation of the student’s rights. Such requests should be addressed first in writing to the Principal of the school the student currently attends, should clearly identify the portion(s) of the record which is requested to be changed, and should specify why the record is believed to be inaccurate, misleading or in violation of the student’s rights.

In case of disagreement with the District as to the appropriateness of an education record as to which a correction has been requested, the parent or eligible student will be notified of the District’s decision and of the right to request a hearing by sending a written request.

Upon receipt of such a request, the School District will furnish additional information regarding the hearing procedures. A parent or eligible student may also file a complaint with the United States Department of Education if he or she believes that the School District has violated the Family Educational Rights and Privacy Act with respect to his or her record. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W.; Washington, D.C. 20202-4605, 1-800-USA-LEARN (1-800-872-5327). Additionally, if you have any questions about these rights, please contact the Atlanta Public Schools Director of Policy at 404-802-2897.

Please note that school systems periodically receive requests from the United States Armed Forces, pursuant to the “No Child Left Behind Act of 2001”, for the names, addresses and telephone numbers of 11th and 12th grade students so that branches of the military can send students information about education, technical training and financial benefits available upon enlistment in the military. Atlanta Public Schools will provide such information in response to such requests unless the parent or eligible student withholds consent. **To withhold consent to such release, please complete the Non-Disclosure of Student Information form and submit to the school your child is currently enrolled by September 1st or within 10 days upon receiving this handbook. Your request will be effective through this academic year and must be renewed annually.**

In addition, please be advised that Atlanta Public Schools is required by law to give military recruiters the same access to secondary school students as is provided to postsecondary institutions and prospective employers.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Federal law mandates that local school officials must notify parents annually at the beginning of the school year of their right to (1) consent to the administration of surveys funded in whole or in part by the U.S. Department of Education, or (2) opt out of the administration of any survey, regardless of funding, if these surveys contain questions from one or more of eight protected areas. These protected areas are: (1) political affiliations and beliefs of students or parents; (2) family mental and psychological problems; (3) sexual behavior or attitudes; (4) illegal, anti-social, self-incriminating, or demeaning behavior; (5) critical appraisals of close family members and friends; (6) legally recognized privileged or analogous relationships (e.g., lawyers, doctors, etc.); (7) student or parent religious affiliations, or beliefs; or (8) income (other than that required by law) to determine eligibility for program participation or financial assistance.

Parents and eligible students have the rights (a) to inspect upon request, and (b) to “opt out” of participation by a student in a survey which collects “personal information” (including such items as a student’s or parent’s first and

last name, address, telephone number or Social Security number), if such information will be used for marketing or selling the information so collected, or will be provided to others for that purpose. However, these inspection and “opt-out” rights do not apply to the collection, disclosure or use of “personal information” from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions.

Parents and eligible students have the rights (a) to be notified of, and (b) to “opt out” of any non-emergency, invasive physical examination or screening which is: (i) required as a condition of school attendance, (ii) administered by a public school and scheduled by the school in advance, and (iii) is not necessary to protect the immediate health and safety of the student, or of other students. However, this “opt-out” right does not apply to physical examinations or screenings which are required or permitted by state law, such as mandatory vaccinations and regular physical examinations of students.

Parents and eligible students are entitled to inspect, upon request and before administration or use, (a) protected information surveys of students; (b) instruments used to collect personal information from students for marketing, sales, or other distribution purposes as described above; and (c) instructional material used as part of the educational curriculum.

A parent or eligible student may also file a complaint with the United States Department of Education if he or she believes that Atlanta Public Schools has violated the Protection of Pupil Rights Amendment with respect to him or her. Complaints should be addressed as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, 1-800-USA-LEARN (1-800-872-5327).

APS WHO TO CALL LIST

Department	Phone Number	Department	Phone Number
Accounting	404-802-2400	Community Affairs	404-802-2826
Accounts Payable	404-802-2485	Community Partnerships	404-802-2814
Adult Education	404-802-3560	Comptroller	404-802-2400
Administrative Services	404-802-2768	Construction Management	404-802-3730
After School Programs	404-802-2726	Contract Compliance	404-802-1700
Annuities	404-802-2336	Counseling	404-802-1699
A+ Teachers	404-802-2300	CRCT Test	404-802-1719
A+ Awards	404-802-2300	Crossing Guard	404-802-3535
APS Cable 22	678-686-0321	Curriculum & Instruction	404-802-2700
APS Rental Property	404-802-3733	Custodial Services	404-802-2118
Archivist	404-802-2170	Decatur Schools	404-370-4400
Army JROTC	404-802-5863	DeKalb County Schools	678-676-1200
Art	404-802-2698	Demographics	404-802-2710
Atlanta Plus	404-802-5575	Detectives	404-802-2000
Attorneys, Board	404-802-2801	Drug Free Zone	404-802-2095
Auctions	404-802-2532	Deputy Supt. Curriculum	404-802-2700
Audiology Services	404-802-2206	Deputy Supt. Operations	404-802-2503
Auditing	404-802-2400	Direct Deposit	404-802-2209/8
Babies Can't Wait	404-802-2230	Early Learning	404-802-3640
Bencore Retirement	404-802-2377	Employee Benefits	404-802-2327
Bilingual Education	404-802-7580	Employee ID Badges	404-802-2352
Board Docs	404-802-2818	Employee Relations	404-802-2345
Board Attorney	404-802-2801	Employee Services	404-802-2300
Board Members	404-802-2200	Employment Applications	404-802-2300
Board of Education	404-802-2200	Employment Verification	404-802-2300
Brewer Building	404-802-3526	English Language Center	404-802-7580
Budget Management	404-802-2400	ESOL	404-802-7580
Building Maintenance	404-802-2118	Evening School	404-802-5800
Cabinet, Superintendent's	404-802-2820	Exceptional Services	404-802-1699
Cafeteria Accounting	404-802-2544	EAPS/MyAPS Issues	404-802-2551
Calendar	404-802-2897	Facilities Services	404-802-3700
Campbell Annex	404-802-7550	Family Leave	404-802-2330/2365
Capital Projects/Fixed Assets	404-802-2400	Fine Arts Department	404-802-2698
Career/Technical Programs	404-802-5853	Finger Printing	404-802-2352
Challenge	404-802-7585	Finance	404-802-2400
Charter Schools	404-802-2864	Fixed Assets	404-802-1700
Chief Financial Officer	404-802-2400	Foreign Language Program	404-802-7580
Chief Human Resource Officer	404-802-2310	Fulton County School	404-768-3600
Chief Information Officer	404-802-2480	GA Dept. of Education	404-656-2800/2497
Child Find	404-802-1695		1-800-311-3627
Cigna Behavioral Health	1-800-799-8172	Garnishment	404-802-2209
City Pension	404-330-6260	GED Adult Literacy	404-802-3560
Civil Service Commission	404-802-2345	General Counsel	404-802-2801
Class and Compensation	404-802-2325	General Information	404-802-3500
Clayton County Schools	770-473-2700	Gifted & Talented Education	404-802-7585
Client/Technical Support	404-802-1000	Grant Management	404-802-2768
Cobb County Schools	770-426-3300	Gwinnett County Schools	678-301-6000
Cobra Benefits	404-802-2334	Handbooks - Student	404-802-2233
Common Core	404-802-2780	Health Services	404-802-2678
Communications	404-802-2800	Hearing Testing	404-802-2207

Department	Phone Number
Help Desk - Technology	404-802-1000
Homebound (Special Education)	404-802-1695
Homebound (Regular)	404-802-2630
Homeless Liaison	404-802-2245
Home School	404-463-1765
	404-656-2093
Homework Hotline	678-553-3029
Human Resources	404-802-2300
Human Resources Records	404-802-2300
ID Badges	404-802-2352
IEP Online	404-802-2613
Infinite Campus	404-802-1000
Information App. Tech	404-802-2549
Information Proc. Center	404-802-2357
Information Services	404-802-2549
Instruction	404-802-2700
Instructional Service Center	404-802-3580
Instructional Technology	404-802-2480
Insurance	404-802-2327
Internship	404-802-2652
Internal Federal Grants	404-802-2768
International Student Exchange	404-802-7580
In-School Scouting	404-802-1695
JROTC Central Supply	404-802-5863
JROTC Programs	404-802-5863
Lakewood Stadium	404-802-5575
Lawson	404-802-2512
Lawson ID	404-802-1000
Learning Disabilities	404-802-1699
Learning Excellence	404-802-1684
Legal	404-802-2801
Library, ISC Professional	404-802-3580
Literacy	404-802-2623
Mail Services	404-802-2236
Math Coordinator	404-802-2717/04
Media Relations	404-802-2836
Mentoring Program	404-802-2315
Miscellaneous Accounting	404-802-2423
Network Operations	404-802-1200
North Metro	404-802-6070
Nursing	404-802-2674/2678
Nutrition Program	404-802-1599
Office of Employee Relations	404-802-2345
Office of Internal Compliance	404-802-2789
Open Records Request	404-802-2811
Operational Technology	404-802-2549
Operations	404-802-2503
Operators/Switchboard 4	04-802-3500
Organizational Advancement	404-802-2825
Parent Involvement Center	404-802-3673
Parental Services	404-802-3673
Parking	404-802-2522

Department	Phone Number
Parking Attendant	404-802-2029
Payroll	404-802-2209
Pension	404-802-2377
Physical Education	404-802-5575
Psychological Services	404-802-2610
Pinnacle Credit Union	404-888-1648
Policy Manual	404-802-2897
Pre-Kindergarten	404-802-3640/3644
Pre-Kindergarten (Special Education)	404-802-1690
Pre-School Testing	404-802-1690
Procurement	404-802-2532
Professional Development	404-802-2701
Professional Standards	404-657-9000
Program Exceptional Children	404-802-2602
Program Evaluation	404-802-2672
Project GRAD	404-802-2388
Public Relations	404-802-2836
Radio, WABE	678-686-0321
Reading	404-802-2658
Records Center- Student	404-802-2150
Recruitment – Employee	404-802-2310
Report Card Information	Local School
Research Screening	404-802-2672
Retirement Benefits	404-802-2334
Requisitions	404-802-2400
Research & Evaluation	404-802-2672
Retirement	404-802-2377
Risk Management	404-802-2327
Safety Emergency Management	404-802-2536
Safe & Drug Free Schools	404-802-2629
SASI/Infinite Campus	404-802-2489
School Attorney	404-802-2801
School Auditing	404-802-2415
School Choice	404-802-2233
School Detectives	404-802-2000
School Facilities Services	404-802-3700
School Numbers	404-802-3500
School Nutrition	404-802-2540
Science	404-802-2704
Security (Director)	404-802-2522
Security Kiosk	404-802-2237
Shipping/Receiving (CLL)	404-802-2236
Shipping/Receiving (LaFrance)	404-802-3700
Social Studies	404-802-2623/2371
Social Work	404-802-2247
Sodexo	404-802-1592
Special Accommodations	404-802-2300
Special Education	404-802-1699
Special Education Records	404-802-2150
Special Needs Transportation	404-802-5511
Speech Testing	404-802-2609

Department	Phone Number
State Health Benefits	1-800-610-1863
Student Placement	404-802-2233
Student Programs and Services	404-802-1699
Student Records	404-802-2150
Student Support Team	404-802-2648
Student Transfers	404-802-2233
Student Tribunal	404-802-2233
Student Work Permits	404-802-2150
Substitute Finder	404-802-0029
Substitute Services	404-802-2328
Superintendent's Cabinet	404-802-2820
Superintendent's Office	404-802-2822
Superstar Program	404-802-3113
Summer School	404-802-7585
Surrogate Parent	404-802-1695
TAP Program	404-802-2667
Targets	404-802-2709
Teacher Certification	404-802-2632
Teacher Renewal	404-802-2632
Teacher Resource Center	404-802-3580
Teacher Transfer	404-802-2300
Telephone Operators	404-802-3500
Telephone Problems	404-802-1000
Television, WPBA	678-686-0321

Department	Phone Number
Testing Materials Center	404-802-3526
Testing (Regular/Special Education)	404-802-2694
Textbooks	404-802-2634
Title I/II Program	404-802-2750
Transition/Recovery (Special)	404-802-1691
Transitional Work (Workers Comp.)	404-802-2300
Transportation	404-802-5500
Transportation (Drivers)	404-802-5501
Travel	404-802-2449
Travel Card	404-802-2484
Tribunal	404-802-2233
Truancy Center	404-802-3648/9
Vacant APS Facilities	404-802-3700
Vendor Information	404-802-2484
Virtual Learning	404-802-2574
Voicemail	404-802-3000
WABE FM Radio	678-686-0321
WPBA Channel 30	678-686-0321
Warehouse Services	404-802-3775
Web Master	404-802-2882
Workers Comp./Unemployment	404-802-2335
Zoning	404-802-2233

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STUDENT FORMS

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

NON-DISCLOSURE OF STUDENT INFORMATION

PARENT PERMISSION FORM FOR CELLULAR TELEPHONE/PERSONAL ELECTRONIC DEVICE

ELEMENTARY STUDENT OPT OUT OF USE OF TECHNOLOGY

SECONDARY STUDENT OPT OUT OF USE OF TECHNOLOGY

SCHOOL BUS CONDUCT

STUDENT MEDIA RELEASE OPT-OUT FORM

STUDENT BULLYING INCIDENT FORM

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please complete and return within five (5) days of receipt of the Student and Parent Handbook.

The Student Handbook contains important information about the policies, procedures, and programs of Atlanta Public Schools. Students and parents should read the handbook at the start of the school year and keep the handbook for future reference.

Each of the undersigned hereby acknowledges having read and received the Atlanta Public Schools Student Handbook ("Handbook") for the year set forth. Each parent/guardian named below has also received, read, and discussed the requirements of the Handbook with his/her child, including but not limited to the code of conduct, disciplinary procedures, dress code, and the requirements of and penalties for violation of Georgia's compulsory attendance law, and each parent/guardian and student named below agree to fully abide by the same.

COMPULSORY SCHOOL ATTENDANCE LAW. Each parent, guardian or person having control or charge of any child between the ages of 6 and 16 are required to enroll and send their child to a public school, private school or any home study program that meets the requirements for public school, private school or any home study program. Violations of Georgia's Compulsory School Attendance Law are referred to Juvenile Court.

_____ Print Student Name	_____ School & Grade
_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Student	_____ Date

Homeroom Teacher/Advisor: _____

Clubs & Organizations

Schools must provide to parents a list of all clubs and organizations available to students. Parents/guardians should review this list and notify the school in writing if they wish to prohibit their child from participating in any school club or organization. If any new clubs or organizations are formed during the school year, a permission form for student participation will be sent to parents.

Acknowledgement: I have received a list of the school clubs and organizations available to students for the 2014-15 school year. I understand that I must notify the school in writing if I wish to prohibit my child from participating in a particular club or organization.

_____ Parent/Guardian Signature	_____ Date
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My child is not allowed to participate in the following school clubs and organizations:

NONDISCLOSURE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Pursuant to the Family and Education Rights and Privacy Act (FERPA), **Atlanta Public Schools (APS) has designated the following information as directory information:**

- Student's name, address, telephone listing, and e-mail address
- Student's date and place of birth
- Student's grade level and major field of study
- Dates of student's attendance in APS
- Degrees, honors, and awards received by student while enrolled in APS
- The most recent educational agency or institution attended
- Student's participation in officially recognized activities and sports
- Student's weight and height if he/she is a member of an athletic team

If you do not want APS to disclose directory information from your child's education records without your prior written consent, you must notify APS in writing by completing and submitting the information below by September 1st.

Name of Student: _____ Date of Birth: _____
Current School: _____

 I DO NOT give permission for the release of any Directory Information for my child named above.

REQUESTS BY MILITARY RECRUITERS: When requested, we are required to release a high school student's name, address and telephone number to the requesting military branch of service unless otherwise directed.

 I do not want my child's directory information released to military recruiters.

 I do not want my child's directory information released to college/university recruiters.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Each school is to keep this form 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.

Parent Permission Form for 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. **Cellular telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break, and on the school bus, even in emergency situations.**

Disciplinary actions for students whose parent/legal guardians have completed the Parent Permission 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.
- **Second violation:** The device will be confiscated, the student will be fined \$25.00, the student will receive one (1) day suspension, 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 and pay the fine. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Third violation:** The phone will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and receive a three (3) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Fourth (or more) violation:** The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

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.

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 #: _____

I understand that the possession of a cellular telephone or portable communication device is a privilege. I have read and agree to all provisions specified in Policy JCDAF and the associated regulations.

Parent/Legal Guardian's signature

Date

Student's signature

Date

Elementary Student Opt Out of Use of Technology

I have read and understand Atlanta Public School District's "Internet Acceptable Use Policy" which can be referenced in the Student Rights and Responsibilities Handbook and through the APS website. After reviewing the "Internet Acceptable Use Policy", I do not want my child to use school technology and want to opt out for the current school year.

I understand by signing and returning this form to my local school that my child WILL NOT be able to use school technology to:

- a. Perform basic word processing, build spreadsheets, or browse the Internet
- b. Conduct research on classroom or library computers
- c. Search the school library catalog for books/resources
- d. Download educational videos, podcasts, simulations, or content
- e. Publish student work
- f. Fulfill requirements in computer lab assignments
- g. Conduct science experiments using computer-based simulations or probes
- h. Do computer presentations in class
- i. Engage in distance learning experiences
- j. Use student response devices or other classroom assessment technologies
- k. Engage in online collaborative projects
- l. Engage in electronic discussions with experts outside the classroom
- m. Share or exchange files with students in or outside the classroom
- n. Store student work for retrieval at home
- o. Obtain a school email account. At the elementary level, e-mail is not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is required, and close supervision by adults is provided.

The list above is a general list of the usage of school technology however other technology requirements may be assigned by the teacher.

By signing below, my child **DOES NOT** have permission to use school technology resources. I understand my child may be given alternative assignments in order to meet classroom assignments.

Student name

Grade

Date

Parent/Guardian signature

Parent name (please print)

School

Secondary Student Opt Out of Use of Technology

I have read and understand Atlanta Public School District's "Internet Acceptable Use Policy" which can be referenced in the Student Rights and Responsibilities Handbook and through the APS website. After reviewing the "Internet Acceptable Use Policy", I do not want my child to use school technology and want to opt out for the current school year.

I understand by signing and returning this form to my local school that my child WILL NOT be able to use school technology to:

- a. Perform basic word processing, build spreadsheets, or browse the Internet
- b. Conduct research on classroom or library computers
- c. Search the school library catalog for books/resources
- d. Download educational videos, podcasts, simulations, or content
- e. Publish student work
- f. Fulfill requirements in business education, technology, computer science, engineering, or other technology- based classes
- g. Conduct science experiments using computer-based simulations or probes
- h. Present technology presentations in class
- i. Engage in distance learning experiences
- j. Complete online testing required for some courses (AP, language tests)
- k. Use student response devices or other classroom assessment technologies
- l. Engage in online collaborative projects
- m. Engage in electronic discussions with experts outside the classroom
- n. Share or exchange files with students in or outside the classroom
- o. Store student work for retrieval at home
- p. Complete online college applications and/or apply for financial aid online
- q. District issued email may be tentatively available for academic use only

A separate signed email authorization will be required before students are issued a district email account.

The list above is a general list of the usage of school technology however other technology requirements may be assigned by the teacher.

By signing below, my child **DOES NOT** have permission to use school technology resources. I understand my child may be given alternative assignments in order to meet classroom assignments.

Student name

Grade

Date

Parent/Legal Guardian signature

Parent/Legal Guardian name (please print)

Date

ATLANTA PUBLIC SCHOOLS SCHOOL BUS CONDUCT

Behavior and Safety Rules for School Bus Riders

Permission for any student to ride in a school bus is a PRIVILEGE, NOT A RIGHT. 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 proper authority 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 to ride their assigned bus unless the driver is provided a written note signed by a parent/guardian and school principal before he/she is allowed to ride a different bus or to go home with another student.

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.

I, the undersigned, have read and understand fully, the attached Student Bus Conduct and Safety Instructions of the Atlanta Public Schools.

Print Parent/Legal Guardian Name	Signature Parent/Legal Guardian	Date:	
Print Student Name	Signature Student	Date:	

This statement will be kept on file in the student's cumulative folder.

ATLANTA PUBLIC SCHOOLS STUDENT MEDIA RELEASE OPT-OUT FORM

STUDENT INFORMATION

Legal Last Name		Legal First Name		Legal Middle Name	
Grade	Gender	Birth Date	Current School		

NOTE: If this form is not completed, it will be considered that you are allowing your student to participate in publicity-related activities and news media opportunities as described below. THE GUARDIAN MUST NOTIFY THE PRINCIPAL OF THE SCHOOL IN WRITING WITHIN 10 DAYS OF RECEIPT OF THE STUDENT HANDBOOK OR BY SEPTEMBER 1 OF THE SCHOOL YEAR.

Completion of this form advises Atlanta Public Schools of your choice to not have your child's name, image, voice or likeness appear in any form of media communication (Internet, photography, publishing, recording or videotaping) generated by Atlanta Public Schools or newsgathering organizations (news media).

Additionally, you are expressing that you do not wish for your child to participate in any APS approved media or publicity interviews or discussions that may be used for promotional or newsgathering purposes unless you direct otherwise.

IF YOU DO NOT WANT YOUR CHILD'S NAME, IMAGE, VOICE OR LIKENESS USED, PLEASE CHECK THE BOX AND SIGN BELOW.

☐

I do not allow district staff and/or news gathering organizations to interview, record, photograph, videotape or use my child's likeness and name in publicity or newsgathering purposes.

Signature of Parent/Legal Guardian

Date

Each school is to keep this form in the student's permanent record folder and a copy should be forwarded by school mail to the attention of the Department of Communications & Public Engagement, Center for Learning and Leadership, 130 Trinity Avenue, Atlanta, GA 30303.

**ATLANTA PUBLIC SCHOOLS
STUDENT BULLYING INCIDENT FORM**

Name of Reporter/Person Filing the Report: _____

Check whether you are the: _____ Target of the behavior or _____ Reporter (not the target)

Check whether you are a: _____ Student _____ Parent _____ Administrator _____ Staff member (specify role): _____

_____ Other (specify): _____

Your contact information/telephone number: _____

If student, state your school: _____ Grade: _____

If staff member, state your school or work site: _____

Information about the Incident

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____ Time When Incident(s) Occurred: _____

Where did the incident happen (choose all that apply)?

____ On school property ____ At a school-sponsored activity or event off school property ____ On a school bus

____ On the way to/from school ____ Electronic/Cyber Bullying

Location of Incident(s) (Be as specific as possible): _____

Witnesses (List people who saw the incident or have information about it):

Name: _____ Student _____ Staff _____ Other: _____

Name: _____ Student _____ Staff _____ Other: _____

Name: _____ Student _____ Staff _____ Other: _____

Name: _____ Student _____ Staff _____ Other: _____

Did a physical injury result from this incident? Place an X next to one of the following: _____ No _____ Yes, but it did not require medical attention _____ Yes, and it required medical attention: _____

Was the target student absent from school as a result of the incident? _____ No _____ Yes If yes, how many days was the target student absent from school as a result of the incident? _____

Place an X next to the statement(s) that best describes what happened (choose all that apply):

☐ Taunting and Insults ☐ Threat ☐ Stalking ☐ Theft ☐ Social Isolation/Exclusion ☐ Verbal Intimidation ☐ Retaliation

☐ Physical Intimidation ☐ Public humiliation ☐ Rumor-spreading ☐ Name Calling ☐ Mean Comments

☐ Physical violence - Hitting, kicking, shoving, spitting, hair pulling, or throwing something ☐ Getting another person to hit or harm the student ☐ Demeaning and making the victim of jokes ☐ Making rude and/or threatening gestures

Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please attach additional sheets if necessary.

Was the incident related to the targeted student's ethnicity, gender, race, color, national origin, sexual orientation, or disability?

☐ NO ☐ YES If yes, please give a brief explanation: _____

Has this incident been reported to anyone before? ☐ NO ☐ YES If yes, to whom? _____ When: _____

Signature of Person Filing this Report: _____ Date: _____

Form Given to: _____ Position: _____ Date: _____

Received by _____ Signature: _____ Date: _____

This form may be given to any APS staff member. APS staff members are required to submit this form to the principal or designee within 24 hours of receipt.

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. (Rev. 3-18-11)

Atlanta Board of Education

The Atlanta Board of Education comprises six district representatives and three at-large representatives, all of whom are elected. In addition to creating policy for Atlanta Public Schools, the nine-member board appoints the district's superintendent, who oversees the district's day-to-day operations.

Leslie Grant
District 1
lgrant@atlanta.k12.ga.us

Nancy M. Meister, Vice Chair
District 4
nmeister@atlanta.k12.ga.us

Courtney D. English, Chair
At-Large Seat 7
cenglish@atlanta.k12.ga.us

Howard W. Grant, Ph.D.
Board Executive Director
hgrant@atlanta.k12.ga.us

Byron D. Amos
District 2
bamos@atlanta.k12.ga.us

Steven Lee
District 5
slee@atlanta.k12.ga.us

Cynthia Briscoe Brown
At-Large Seat 8
cbriscoe_brown@atlanta.k12.ga.us

Matt Westmoreland
District 3
mwestmoreland@atlanta.k12.ga.us

Eshé P. Collins
District 6
epcollins@atlanta.k12.ga.us

Jason Esteves
At-Large Seat 9
jesteves@atlanta.k12.ga.us



DISTRICT/SEAT ELEMENTARY SCHOOLS

District 1
Seat 7
Benteen, D.H. Stanton, Dobbs, Hope-Hill, Lin, Parkside, Slater, Thomasville Heights, Intown Academy Charter Elementary, Wesley International Academy Charter Elementary, Atlanta Neighborhood Charter Elementary, KIPP Vision Primary Charter

District 2
Seat 7
Bethune, Centennial, Dunbar, F.L. Stanton, Finch, M.A. Jones, KIPP Strive Primary Charter, The Kindezi School Charter

District 3
Seat 8
Burgess-Peterson Academy, Morningside, Springdale Park, Toomer, Whitefoord, Drew Charter Elementary

District 4
Seat 8
Brandon, Brandon Primary, Garden Hills, Jackson, Jackson Primary, Rivers, Smith, Smith Primary

District 5
Seat 9
Adamsville Primary, Beecher Hills, Bolton Academy, Boyd, Connally, Fain, Grove Park Intermediate, Miles Intermediate, Peyton Forest, Scott, Towns, Usher-Collier Heights, West Manor, Woodson Primary, Westside Academy Charter

District 6
Seat 9
Cascade, Cleveland Avenue, Continental Colony, Deerwood Academy, Fickett, Gideons, Heritage Academy, Humphries, Hutchinson, Kimberly, Perkerson, Venetian Hills

MIDDLE SCHOOLS

King, Price, Atlanta Neighborhood Charter Middle, Intown Academy Charter Middle, KIPP Vision Charter, Wesley International Academy Charter Middle

Brown, KIPP Strive Academy Charter, KIPP WAYS Academy Charter

Inman, Drew Charter Middle

Sutton

B.E.S.T. Academy Middle, Coretta Scott King YWLA Middle, Harper-Archer, Young

Bunche, Long, Sylvan Hills, Latin Academy Charter

HIGH SCHOOLS

The New Schools at Carver, Grady, Maynard H. Jackson

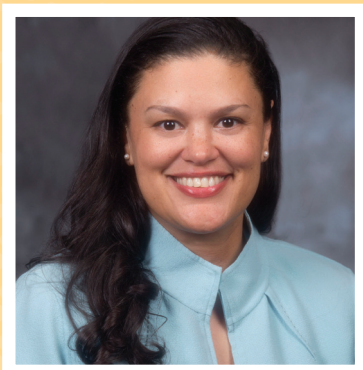
Douglass, Washington, KIPP Atlanta Collegiate Charter

Crim, Grady, Drew Charter High

North Atlanta

B.E.S.T. Academy High, Mays, Coretta Scott King YWLA High

South Atlanta, Therrell



Our Superintendent

Meria Joel Carstarphen, Ed.D.

130 Trinity Avenue, S.W.
Atlanta, GA 30303

Email:

suptoffice@atlanta.k12.ga.us

Follow Dr. Carstarphen on Twitter:

@ATLsuper

Student Calendar

Students at all APS schools follow the school calendar below.

August 4, 2014

First Day of School

September 1, 2014

Labor Day Holiday

October 9, 2014

Teacher Professional Learning Day

October 11 & 13, 2014

Columbus Day Holidays

November 24-28, 2014

Thanksgiving Holidays

December 22-31, 2014 –**January 2, 2015**

Winter Holidays

January 5, 2015

Teacher Professional Learning Day

January 19, 2015

Martin L. King, Jr. Holiday

February 13 & 16-17, 2015

Presidents Day Holiday

March 16, 2015

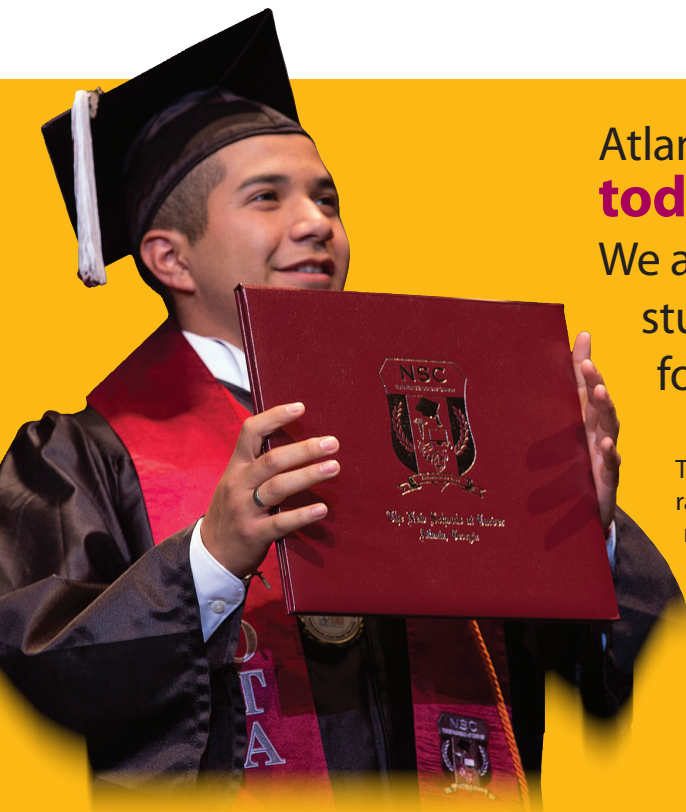
Teacher Professional Learning Day

April 6-10, 2015

Spring Break

May 22, 2015

Last Day of School



Atlanta Public Schools is **educating today's students** for tomorrow's world. We are **committed** to **ensuring** that all students graduate from our schools ready for success in college and life.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status or sexual orientation in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions, contact the Office of Internal Resolution, 130 Trinity Avenue, S.W., Atlanta, Georgia 30303.

For more information regarding Atlanta Public Schools:

- Visit www.atlantapublicschools.us, www.wabe.org, www.pba.org/education/aps and www.talkupaps.com
- Listen to WABE 90.1 FM
- Watch PBA 30 and APS Cable Channel 22
- Follow @apsupdate on Twitter and YouTube
- Follow Atlanta Public Schools on Facebook and Pinterest



atlantapublicschools.us

Department of Student Relations | 130 Trinity Avenue, SW | Atlanta, GA 30303 | 404-802-2233