



Equity.  
Excellence.  
Engagement.

# STUDENT HANDBOOK



ATLANTA  
PUBLIC  
SCHOOLS

2021/2022

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

*Featured School: Midtown High School*

[www.atlantapublicschools.us](http://www.atlantapublicschools.us)

# 2021-2022 APS Cluster Model & Map of Schools

## School Map Legend

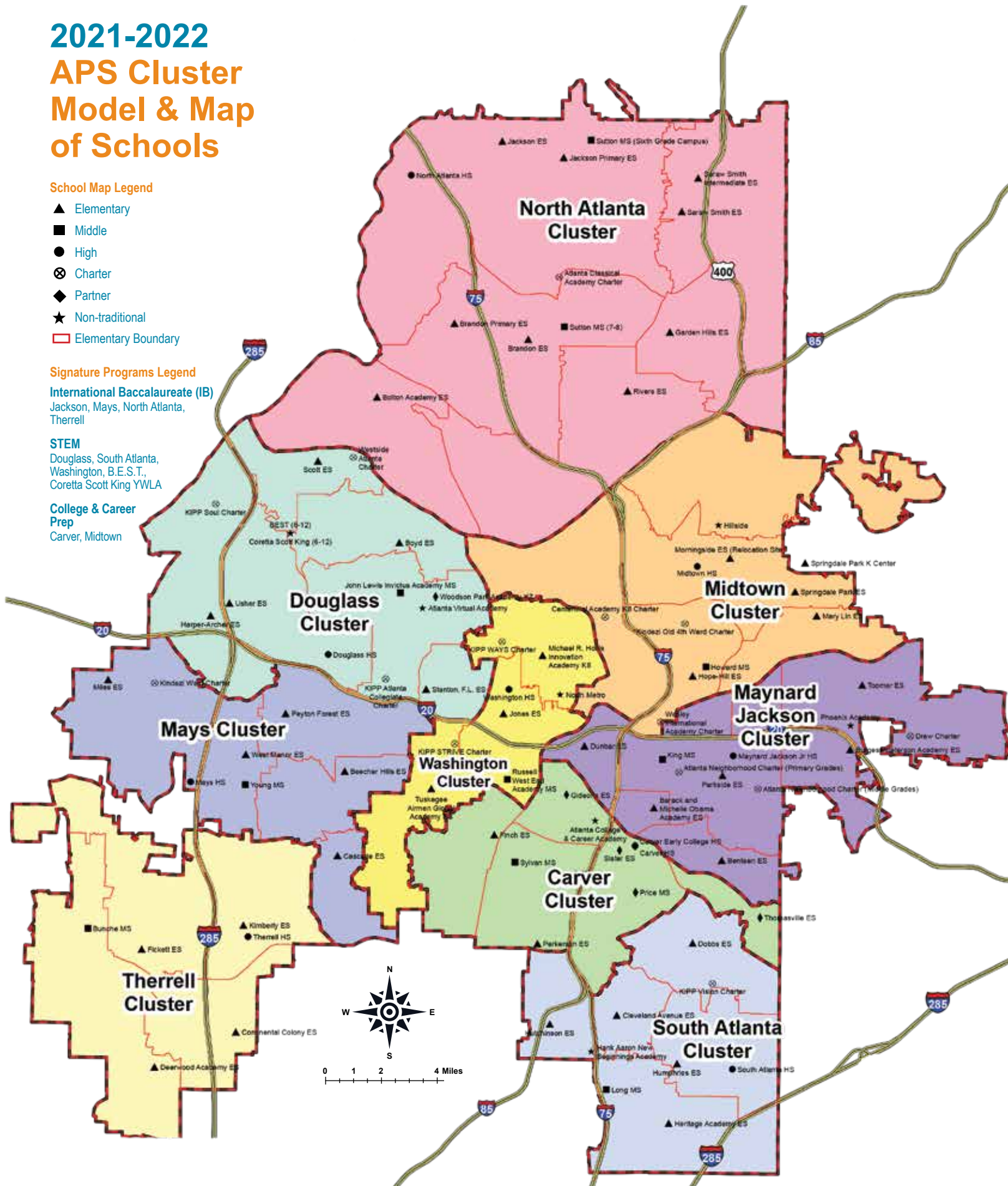
- ▲ Elementary
- Middle
- High
- ⊗ Charter
- ◆ Partner
- ★ Non-traditional
- Elementary Boundary

## Signature Programs Legend

**International Baccalaureate (IB)**  
Jackson, Mays, North Atlanta, Therrell

**STEM**  
Douglass, South Atlanta, Washington, B.E.S.T., Coretta Scott King YWLA

**College & Career Prep**  
Carver, Midtown



Dear Students and Families of Atlanta Public Schools,

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

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

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

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

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

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

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

As APS families, you play a critical role in supporting our efforts, and your engagement matters to the district and your child. As support, we have provided you with this 2021-2022 APS Student Handbook to serve as your comprehensive guide to student and parental rights, responsibilities, and expectations for the upcoming school year. Be sure to read this document carefully and sign the electronic acknowledgement located in the Infinite Campus Portal within five days to acknowledge receipt of this handbook. Please inform your school if a paper copy is needed.

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

A handwritten signature in black ink, appearing to read 'Lisa N. Herring', with a stylized flourish at the end.

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

# Atlanta Public Schools

# STUDENT HANDBOOK

APS Board of Education Website  
[www.atlantapublicschools.us/apsboard](http://www.atlantapublicschools.us/apsboard)

The APS Online Board Policy Manual can be accessed via  
[www.atlantapublicschools.us/domain/27](http://www.atlantapublicschools.us/domain/27)

## **Corona Virus Disease 2019 (COVID-19)**

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

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

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

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

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

**Amharic:** “ይህንን ሰነድ ለመረዳት ከእንግሊዘኛ ሌላ ቋንቋ ካስፈለገች በስልክ ቁጥር 404-802-7580 ወይም በኢሜል [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us) ሊጠይቁ ይችላሉ።”

**Arabic:** 404-802-7580 إذا كنت تحتاج إلى مساعدة في الحصول على هذه الوثيقة بلغة أخرى غير اللغة الإنجليزية، يرجى الاتصال بالرقم [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us) أو قم بإرسال رسالة بريد إلكتروني إلى العنوان 404-802-7580.

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

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

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

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

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

**Kirundi:** “Niba ukeneye ubufasha kuri iyi nyandiko mu rundi rurimi atari Icongereza, hamagara 404-802-7580 canke urungike ubutumwa kuri [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us).”

**Korean:** "만약에 이 문서를 영문 외에 다른 언어로 필요하실 경우, 전화: 404-802-7580 이나 이메일: [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us) 로 연락주십시오."

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

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

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

**Urdu:** "اگر آپ کو اس دستاویز کے سلسلے میں انگلش کے علاوہ کسی اور زبان میں مدد درکار ہے، تو براہ مہربانی 404-802-7580 پر رابطہ کریں یا [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us) پر ای میل کریں۔"

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

**Wolof:** “So soxlaa ndimbal ci kayit wii ci beneen kàllaama budul angale, nu ngi lay ñaan nga jokkoo ak 404-802-7580 wala bataaxalu internet bii : [APStranslations@atlantapublicschools.us](mailto:APStranslations@atlantapublicschools.us).”

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## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT NOTICE**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask APS (District) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures can be found in Policy/Regulation JR, Student Records, at [www.atlantapublicschools.us](http://www.atlantapublicschools.us).

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

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

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

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
- (5) The District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on

displayed student work; when printed in school or district publications such as graduation programs, yearbooks or school playbills; in district communications for student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; colleges, universities and other postsecondary institutions; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee.

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

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

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

**Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Assistant Principal, no later than September 14, 2021 or within ten calendar days of the student's enrollment.**

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

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## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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

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

## **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the *Every Student Succeeds Act* statute, APS informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal.

### **APS NONDISCRIMINATION**

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

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

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

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

#### **TITLE IX AND EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS**

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

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

#### **TRANSGENDER STUDENTS**

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

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

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

## **NUMBERS YOU NEED TO KNOW**

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

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

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

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

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

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

### **GEORGIA CARES - 1-844-8GA-DMST**

Support and crisis planning for victims of domestic minor sex trafficking

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

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

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

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

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

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

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

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

**ELEMENTARY SCHOOLS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Barack and Michelle Obama Academy	970 Martin St., SE 30315	802-4200
Beecher Hills	2257 Bollingbrook Dr., SW 30311	802-8300
Benteen	200 Cassanova St., SE 30315	802-7300
Bolton Academy	2268 Adams Dr., NW 30318	802-8350
Boyd	1891 Johnson Rd. NW 30318	802-8150
Brandon	2741 Howell Mill Rd., NW 30327	802-7250
<i>Brandon Primary</i>	<i>2845 Margaret Mitchell Dr.</i>	<i>802-7280</i>
Burgess– Peterson	480 Clifton St., SE 30316	802-3400
Cascade	2326 Venetian Dr., SW 30311	802-8100
Cleveland Avenue	2672 Old Hapeville Rd. 30315	802-8400
Continental Colony	3181 Hogan Road, SW 30331	802-8000
Deerwood	3070 Fairburn Rd., 30331	802-3300
Dobbs	2025 Jonesboro Rd., SE 30315	802-8050
Dunbar	500 Whitehall Terr., SW 30312	802-7950
Fickett	3935 Rux Rd., SW 30331	802-7850
Finch	1114 Avon Ave., SW 30310	802-4000
Garden Hills	285 Sheridan Dr., NW 30305	802-7800
Harper Archer	3399 Collier Dr. NW 30331	802-8500
Heritage Academy	3500 Villa Cir., SE 30354	802-8650
Hollis Innovation Academy (K-8)	225 James P. Brawley Dr., NW 30314	802-8200
Hope Hill	112 Boulevard, NE 30312	802-7450
Humphries	3029 Humphries Dr., SE 30354	802-8750
Hutchinson	650 Cleveland Ave., SW 30315	802-7650
Jackson	1325 Mt. Paran Rd., NW 30327	802-8800
<i>Jackson Primary</i>	<i>4191 Northside Dr., NW 30342</i>	<i>802-8810</i>
Jones, M.A.	1040 Fair St., NW 30314	802-3900
Kimberly	3090 McMurray Dr., SW 30310	802-7600
Lin	586 Candler Park Dr., NE 30307	802-8850
Miles	4215 Bakers Ferry Rd., SW 30331	802-8900
Morningside ( <i>temporary location</i> )	774 Virginia Ave., NE 30306	802-8950
<i>Morningside K-Center</i>	<i>999 Briarcliff Rd., NE 30307</i>	<i>802-8700</i>
Parkside	685 Mercer Street, SE 30312	802-4100
Perkerson	2040 Brewer Blvd., SW 30315	802-3950
Peyton Forest	301 Peyton Rd., SW 30311	802-7100
Rivers	8 Peachtree Battle Ave., NW 30305	802-7050
Scott	1752 Hollywood Rd., NW 30318	802-7000
Smith Intermediate	4141 Wieuca Rd., NE 30342	802-3880
<i>Smith Primary</i>	<i>370 Old Ivy Rd., NE 30342</i>	<i>802-3850</i>
Springdale Park	1246 Ponce de Leon Ave. NE 30306	802-6050
Stanton, F.L.	1625 M. L. King Jr. Dr., SW 30314	802-7500
Toomer	65 Rogers St., NE 30317	802-3450
Tuskegee Airmen Academy	1626 Westhaven Dr., SW 30311	802-8450
Usher	631 Harwell Rd., NW 30318	802-5700
West Manor	570 Lyndhurst Dr., SW 30311	802-3350
Whiteford Early Learning Academy	35 Whitefoord Ave., SE 30317	802-6900

**MIDDLE SCHOOLS**

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

**HIGH SCHOOLS**

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

**SINGLE GENDER SCHOOLS (6-12)**

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

**NON-TRADITIONAL PROGRAMS**

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

**CHARTER SCHOOLS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Atlanta Classical Academy (K-12)	3260 Northside Dr. 30305	369-3500
Atlanta Neighborhood Charter Primary (K-5)	688 Grant St., SE 30315	624-6226
Atlanta Neighborhood Charter Middle (6-8)	820 Essie Ave., SE 30316	678-904-0051
Centennial Academy (K-8)	531 Luckie St., NW 30313	802-8550
Charles R. Drew Charter Elementary Academy (K-5)	301 Eva Davis Way, SE 30317	687-0001
Charles R. Drew Charter Jr./Sr. Academy (6-12)	300 Eva Davis Way, SE 30317	470-355-1200
The Kindezi School Westlake (K-8)	286 Wilson Mill Rd SW	802-8260
The Kindezi School Old Fourth Ward (OFW) (K-8)	386 Pine St., NE 30308	719-4005
KIPP Atlanta Collegiate (9-12)	98 Anderson Ave., NW 30314	574-5126
KIPP SOUL Primary (K-1)	1445 Maynard Rd. NW 30331 (3400 Maynard Ct. NE, 30331)	924-6310
KIPP SOUL Academy (5-6)	1445 Maynard Rd. NW 30331	921-3914
KIPP STRIVE Academy (5-8)	1444 Lucille Ave., 30310	753-1530
KIPP STRIVE Primary (K-4)	1448 Lucille Ave., 30310	585-4192
KIPP Vision Academy (5-8)	660 McWilliams Rd., SE 30315	537-5252
KIPP Vision Primary (K-4)	660 McWilliams Rd., SE 30315	537-5252
KIPP West Atlanta Young Scholars (Ways) Academy (5 -8)	350 Temple St. NW 30314	475-1941
KIPP West Atlanta Young Scholars Primary (K-4)	350 Temple St. NW 30314	475-1941
Wesley International Academy ( K-8)	211 Memorial Drive 30312	678-904-9137
Westside Atlanta Charter (K-8)	Temporary Location – 2250 Perry Blvd, 30318	802-1350

**PARTNER SCHOOLS**

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

## APS Frequently Called Numbers

<b>Department</b>	<b>Phone Number</b>
APS Operator	404-802-3500
Adult Education (GED)	404-802-3560
Administrative Services	404-802-2768
Athletics Department	404-802-5575
Atlanta Virtual Academy	404-802-2784
Behavior & Psychological Services	404-802-2675
Board of Education	404-802-2255
Counseling (K-8) & (9-12)	404-802-2642
Curriculum & Instruction	404-802-2700
Department of Innovation (Charter & Partner Schools)	404-802-2815
Diploma Recovery	404-802-2150
Evening (Night) School	404-802-5800
Family Engagement (Title I Schools)	404-802-2618
Gifted & Talented Program	404-802-7585
Health Services	404-802-2674
Homebound Services	404-802-2683
Homeless Education Services	404-802-2245
Homework Hotline	678-553-3029
Infinite Campus Support	404-802-1000
Learning Disabilities & Special Education	404-802-1699
Meal Pay	404-802-2540
Nutrition & Food Service	404-802-1599
Office of ESOL & World Languages	404-802-7580
Parents as Partners Academic Center	404-802-3673
Pre-Kindergarten Program (Pre-K)	404-802-3640
Pre-Kindergarten (Special Education)	404-802-1690
Records Center	404-802-2150
Residency Fraud Hotline	404-802-3540
Response to Intervention/SST/504	404-802-2665
Security	404-802-2522
School Choice	404-802-2233
School Police	404-802-2000
School Nutrition	404-802-1599
Social Work Services	404-802-2247
Special Needs Transportation	404-802-5500
Speech Testing (K-12)	404-802-2609
Student Discipline	404-802-2239
Student Assignment	404-802-2204
Student Services	404-802-1699
Student Transfers	404-802-2202
Superintendent's Office	404-802-2820
Teaching & Learning	404-802-2780
Technology Support	404-802-1000
Title IX Coordinator	404-802-2203
Transportation	404-802-5500
Truancy Intervention Center	404-802-3648
Zoning	404-802-2233

# Atlanta Public Schools Calendar 2021 – 2022

## July 2021

5 Independence Day  
29-30 Teacher PrePlanning Days

## August 2021

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

## September 2021

6 Labor Day  
*Instructional Days: 21*

## October 2021

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

## November 2021

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

## December 2021

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

## January 2022

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

## February 2022

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

## March 2022

21 Teacher Professional Learning Day  
*Instructional Days: 22*

## April 2022

4-8 Metro Area Spring Break  
*Instructional Days: 16*

## May 2022

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

## June 2022

School Year: 180 Instructional Days

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

# ATTENDANCE INFORMATION

## ATTENDANCE

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

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

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

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

## COMPULSORY ATTENDANCE LAW

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

- Fine – not less than \$25.00 and not greater than \$100.00
- Imprisonment – not to exceed 30 days
- Community Service – or any combination of such penalties at the discretion of the court having jurisdiction

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

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

<b>By September 1 of each school year</b>	Parent/guardian signs Acknowledgement Signature Page indicating receipt of notification of penalties/consequences for failing to comply with compulsory attendance law.
<b>Three (3) Unexcused Absences</b>	A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least three unexcused absences and explains attendance expectations.
<b>Five (5) Unexcused Absences</b>	A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least five unexcused absences, reminding them of possible penalties/consequences of misdemeanor violation, and requesting parent/guardian participation in a Student Attendance Committee (SAC) meeting.

<b>Eight (8) Unexcused Absences</b>	The student may be referred to the school social worker. Once referred, the intensity of strategies and interventions is increased; including a referral to community agencies, home visit, and parent workshops/trainings.
<b>Ten (10) Unexcused Absences (Truancy)</b>	The social worker may refer the student to Juvenile Court if parent(s)/guardian(s) are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences.

## NOTIFICATION OF ABSENCES

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

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

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

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

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

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

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

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

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

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

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

### **TARDIES**

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

### **EARLY CHECK-OUTS**

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

### **DROP OUTS**

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

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

- 1.The child's parent/legal guardian provides the Principal or designee with written notice of his/her agreement with the child's withdrawal.
- 2.Upon receiving the parent/legal guardian's written permission to withdraw the child, the Principal or designee shall convene an exit conference with the child and his/her parent/legal guardian within two (2) school days of the receipt of the written notice.
- 3.During the exit conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/legal guardian:
  - a.The support options available to help the student stay in school.
  - b.The educational options available, including nontraditional programs for completing a regular high school diploma and the opportunity to pursue the General Educational Development (GED) credential.
  - c.The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.
  - d.The procedures for re-enrolling in school if the student wishes to do so in the future.

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

#### **NO SHOWS AND WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:**

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

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

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

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

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

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

#### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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

#### **MAKING UP MISSED ASSIGNMENTS OR TESTS**

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

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

## ENROLLMENT, REGISTRATION AND TRANSFERS

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

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

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

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

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

### CUSTODY

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

## **CHANGE OF ADDRESS**

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

## **SCHOOL CHOICE/ GENERAL ADMINISTRATIVE TRANSFERS**

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

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

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

The General Administrative Transfer Application Window for the 2021-22 school year will be posted on the APS website.

## **VERIFICATION OF RESIDENCY**

A school system employee or designee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time. Schools may request a parent/guardian provide proof of residency if: (1) mail is returned from the student's address of record; (2) a student's attendance record indicates a pattern of absences, tardies; or (3) other circumstances are presented that place the school on notice that the address of record is invalid/inaccurate for the student.

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

## **GRADE PLACEMENT**

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

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

### **WITHDRAWAL FROM SCHOOL**

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

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

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

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

APS may withdraw a student without parent/guardian permission as required and permitted by the Georgia State Board of Education Rules.

## **GENERAL INFORMATION**

### **COMPLIANCE WITH GEORGIA HIGH SCHOOL ASSOCIATION (GHS) RULES IN ATHLETICS**

APS complies with the rules of the GHS regarding eligibility and other athletic issues. Please visit [www.ghsa.net](http://www.ghsa.net) for more information.

### **FIELD TRIPS**

In support of student success, the Atlanta Board of Education recognizes the importance of school-sanctioned field trips that provide instructional experiences or contribute substantially to the achievement of students, such as trips that relate directly to a school course or field of study or trips during instructional time by school teams or clubs that have qualified for local, state, regional or national competitions or performances. No student shall be barred because of lack of funds from participating in trips planned as part of the general instructional program that occur during the school day. All requests for financial participation in such field trips shall be optional and shall in no way affect a student's ability to participate. This policy applies to all school-sanctioned field trips, regardless of the mode of transportation, including those sponsored by schools, by parent groups or by community partners. Fees may be required for participation in excursions planned as enrichment activities outside of the regular school day, however, reasonable efforts shall be made to raise funds to assist students who are not able to pay the fees due to financial hardship. See Policy IFCB.

Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form.

Individuals or organizations often offer the opportunity for students to travel during weekends or school breaks, or even during times when school is in session. Unless these opportunities are approved by Atlanta Public Schools, matters of interest or concern must be addressed to the individuals or representatives sponsoring these trips.

### **CLUBS, ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Students attending regularly scheduled club meetings must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction. Sponsors or coaches of athletic teams, student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter **than those for students in general**. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

For more comprehensive guidelines, please refer to Policy JHC and Regulation JHC-R(1).

### **BIRTHDAYS/CELEBRATIONS**

The school faculty and staff are happy to recognize student birthdays. However, because instructional time is very important, no birthday parties for students or teachers may be held during instructional time. Additionally, parents/guardians and/or students wishing to bring food or beverage to school to distribute for celebrations or for other purposes must receive pre-approval and authorization from the school administration. School administration may limit or exclude distribution of food and beverages at their discretion. Students may face disciplinary consequences if distribution of food/beverage is without authorization or results in disruption to the school environment.

### **BOOK BAGS, SPORTS BAGS AND OTHER BAGS**

Students are allowed, but not required, to use a book bag to carry their textbooks and school supplies. However, students are discouraged from using a rolling book bag because such bags often create tripping hazards. If students choose to use a rolling bag, they must carry the bag when entering and exiting the bus and when going up and down stairways. Bags that are too bulky for students to safely hold in their lap are prohibited on the bus. For safety reasons, bags and other items may not be placed in the center aisle of the bus. All student bags are subject to search.

### **CANCELLATION OF SCHOOL**

In the event of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day and should plan accordingly. Atlanta Public Schools works closely with local television and radio media outlets to inform the public when school closings occur. The following media outlets will provide up-to-date information to the public in the event of a school closing or if the student day must be shortened due to emergency conditions: **WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for APS announcements of school closure.**

Should schools close during the day when students are already in attendance, information will be provided through our local media outlets to parents, and bus transportation will generally be provided in the same manner as during the regular close of the school day.

## CHILD ABUSE

Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. Please refer to Policy JCAC for comprehensive guidelines.

Georgia law requires that school employees and volunteers immediately (or within 24 hours) report any suspected cases of child abuse or neglect. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child without parent notice or permission. APS personnel are not permitted to discuss or share information about child abuse reports with parents/guardians. To report suspected child abuse, you may contact your school social worker, school administrator or staff member, APS Social Work Services at 404-802-2247, or the DFCS Child Protective Center at 1-855-GACHILD / 1-855-422-4453 where reports are taken 24 hours a day, 7 days a week.

## DRIVER'S LICENSE / CERTIFICATE OF ATTENDANCE

The Teenage and Adult Driver Responsibility Act requires that students must satisfy school attendance requirements in order to receive and maintain a Georgia driver's permit or license. There is a \$5.00 fee for all Certificates of Enrollment. Students should submit their request for a Certificate of Enrollment at least two weeks prior to the date needed. For additional information, contact the school office. During the summer months, Certificates of Enrollment are issued by the Department of Student Relations, 130 Trinity Avenue – 2<sup>nd</sup> Floor, Atlanta, Georgia 30303 (404-802-2233).

**Driving and Parking on School Campus** – Parking on school grounds is a privilege, not a right, which can be revoked. Students who drive to school must follow all safety rules and procedures establish by the principal, including obtaining a parking permit if required. Violation of the rules, regulations, and policies of the Board of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense. While a student's vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student. If you disagree with the school's ability to search your vehicle, do not park on school property.

## EMERGENCY CONTACT INFORMATION

It is critical for the school to be able to contact parents/guardians any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers, if applicable. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of enrollment and registration and whenever a change occurs with the parents' address, telephone, or emergency contact information.

## EMERGENCY PROCEDURES: EVACUATIONS, SHELTER-IN-PLACE AND OTHER PROTECTIVE ACTIONS

All Atlanta Public Schools school facilities have an emergency operations plan. The specifics of each plan differ for each location. Students, teachers, and other district employees will participate in training and drills of emergency procedures. When emergency announcements are made or the fire alarm is sounded, students and visitors must follow the direction of teachers or other campus staff in charge quickly, quietly, and in an orderly manner.

## GEORGIA SEXTING LAWS FOR TEENS AND MINORS

In Georgia, teens and minors accused of sexting images of or to another minor can be charged with a felony or misdemeanor, depending on the circumstances involved. In accordance with O.C.G.A 16-12-100, a felony conviction carries a sentence between five (5) and 20 years imprisonment and a fine of up to \$100,000. The offense is considered a "sexual offense," which requires a mandatory minimum sentence that cannot

be suspended. The maximum penalty for a misdemeanor conviction is 12 months in jail, a fine of \$1,000, or both.

### Felony Offenses

An adult (older than 18) who commits a crime of computer or electronic child pornography faces felony penalties. Teenagers age 18 and younger can also be charged with a felony if the conduct involved does not fall within the misdemeanor offense.

### Misdemeanor Offenses

Georgia law allows a reduced misdemeanor penalty for certain acts of teen sexting. Misdemeanor penalties apply only if:

- The child depicted in the image is 14 or 15
- The depicted child consented to its creation, and
- The defendant did not distribute the image to another

## **HUMAN TRAFFICKING**

Georgia Law O.C.G.A 16-5-46 prohibits trafficking of persons for labor or sexual servitude. Sexual servitude means, in part, “any sexually explicit conduct as defined in Code Section 16-12-100 for which anything of value is directly or indirectly given, promised to, or received by any person, which conduct is induced or obtained by coercion or deception or which conduct is induced or obtained from a person under the age of 18 years. Any person who commits the offense of trafficking a person for labor or sexual servitude against a person who is under the age of 18 years shall be guilty of a felony, and upon conviction thereof, shall be punished by imprisonment for not less than 10 nor more than 20 years.

The Atlanta Public School District is taking a strong stance against human trafficking by educating our students, teachers, administrators, support staff, and other employees about the dangers and signs of child exploitation, as well as human trafficking. Professional development offerings are provided online to all staff, and students are also provided with opportunities to learn about human trafficking through our Social Emotional Learning curriculum. Additionally, in accordance with O.C.G.A 16-5-47 Georgia State Bill 104, all buildings in the district have adult appropriate awareness/reporting posters in the adult restrooms, as well as age-appropriate signage in all schools.

Discuss internet safety with your child. Please encourage your child to do the following:

- Allow you as a friend with them on all social media accounts for safety
- Accept friend requests only from people they have met in person
- Inform parent if any adult request to be their friend on social media
- Speak with you if any sexual images or other inappropriate links/messages are received
- Alert parents if anyone suggests they send inappropriate photos or if someone offers a job or travel opportunity

Learn additional internet safety tips here: [www.internetsafety101.org](http://www.internetsafety101.org) and warning signs of human trafficking here: [www.gacares.org/warning-signs.html](http://www.gacares.org/warning-signs.html)

## **LOCKERS**

Lockers are property of the school and may be opened by a school official without the permission of the individual student. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or other unauthorized materials.

## LOST AND FOUND

Each school has a “Lost & Found” area where lost items are turned in and may be claimed. Items that are not claimed by the end of the school year will be discarded. Items of clothing that may be removed, such as coats and sweaters, should be labeled with the student’s name.

## LUNCH WITH STUDENTS

Parents are welcome to eat lunch with their children at school; however, a school may limit or cancel lunches if a parent's presence or behavior intentionally or unintentionally causes a disruption or safety concern. If a custodial dispute arises, the school may request custody documentation and may restrict lunches as deemed appropriate or as necessary pursuant to a relevant legal documentation. All visitors must sign in at the school office and obtain a visitor’s badge that must be worn at all times while in the building or while on the school grounds. On such occasions, parents are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their child(ren) only. Commercial foods may not be delivered to the school without prior approval by the principal.

## ILLNESS

If a student becomes too ill to remain in class, the student may contact their parent to make arrangements to be checked out of school. The principal should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment. Students should not return to school until fever, vomiting and/or diarrhea-free for 24 hours without the use of medication.

COVID-like symptoms- students who present to school with COVID-like symptoms (i.e., new onset of cough, headache, fatigue, sore throat, fever, runny nose, shortness of breath, loss of taste and smell, nausea, vomiting, and diarrhea) will be transported to the CARE room for parent/guardian to be notified and check their student out of school. Parent/guardian should make arrangements to check their student out within 1 hour of being notified by school regarding their student health status.

Parents/guardians are required to monitor their student’s health and conduct a health attestation for their student prior to their student reporting to school. If a student is ill with COVID-like symptoms, has been exposed to confirmed case of COVID-19, or is pending test results from a COVID-19 test, the student is required to stay home and contact their school administrator and school nurse for additional guidance.

Parents and guardians are highly encouraged to complete the student self-reporting form located on our district website to self-report positive COVID-19 cases and exposures to confirmed COVID-19 cases.

***Contagious illness:*** If a student has been identified as possibly having a contagious illness, the school system will follow the infectious disease reporting protocol including guidance and recommendations from Georgia Department of Public Health, Fulton County or DeKalb County Board of Health.

## IMMUNIZATION REQUIREMENTS

- Certificates of Immunization are required by Georgia Law 20-2-771. All kindergarten, sixth and seventh grade students, all students new to Georgia and students coming from any private school must have the Georgia Certificate of Immunization 3231 form signed by a licensed health-care provider or the county health department. For students entering from out-of-state schools, please contact your local Health Department or a Georgia licensed physician to have immunizations transferred to the Georgia Immunization Certificate (Form 3231). You will need to have your immunization record from your state in order to transfer immunizations to Form 3231. All requirements apply to students transferring from out-of-state schools to Georgia schools.

\*New entrants include anyone that is entering Georgia schools for the first time or is returning to a Georgia school after being gone for more than 12 months or one school year.

To be enrolled in APS, ALL certificates of immunization must be marked “Complete for Attendance” **OR** have a future expiration date. Expired certificates will not be accepted for enrollment.

#### **KINDERGARTEN (Requirements for K-6)**

- Four (4+) DTaP (# of Doses depends upon age given)
- Four (4+) IPV (# of Doses depends upon age given)
- Three (3) Hepatitis B
- Two (2) doses of Measles vaccine, Two (2) doses of Mumps vaccine, and One (1) dose of Rubella vaccine **OR** Two (2) doses of the combined MMR [**OR** Documented History of disease or Serology]
- Two (2) Hepatitis A [Hepatitis A (Required if born on or after 01/01/2006)]
- Two (2) doses of Varicella vaccine [**OR** Documented History of disease or Serology]

#### ***Rising 7<sup>th</sup> Grade Immunization Requirements***

Effective July 1, 2014, all 7th grade students who were born on or after January 1, 2002, and all new entrants to grades 8-12 who are entering into a Georgia school for the first time or entering after having been absent from a Georgia school for more than twelve months (one school year) will be required to have:

- 1 Dose of Tdap (Tetanus, Diphtheria, Pertussis) Vaccine (and)
- 1 Dose of Meningococcal Conjugate Vaccine

**PLEASE NOTE:** These changes only affect rising 7th graders (born on or after January 1, 2002), and students who are considered “new entrants” for grades 8-12.

#### ***New 11th Grade Immunization Requirements***

Georgia's immunization requirements for students entering or transferring into the eleventh grade have been revised to align with the current recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP).

Effective July 1, 2021, all students who are new entrants or transfers into a Georgia school in the eleventh grade, will require proof of a booster dose of the meningococcal conjugate vaccine, unless their first dose was received on or after their sixteenth birthday.

#### **Additional Requirements**

- Certificates must be signed by a physician licensed in GA or public health official. A stamp of a Physician's signature is permissible when cosigned by an office staff member.
- Certificates must have a printed typed or stamped name and address of the physician, health department or Georgia Registry of Immunization Transactions and Services (GRITS) official issuing the certificate.
- Certificates must have a complete date of issue with the month, day and year.

## MEDICINE

The Atlanta Board of Education is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered.

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

When students must take medicine at school, parents should bring medicine and related equipment to the principal, his/her designee, or the school nurse and complete a Medication Authorization Form. Forms for medication self-administration can be obtained at your school. **Except as permitted by Policy, medicine must be kept in the school office/clinic and dispensed by the principal, his/her designee or the school nurse.**

## GENDER EQUITY IN SPORTS

Grievances may be brought only by the affected student or by the affected student's parent or guardian and shall proceed as discussed at [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix) and in Policy IDF, Interscholastic Athletic Activities.

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child's performance at school. **Teachers are not available for parent-teacher conferences during instructional time.**

Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Each school has a scheduled conference day and the teachers remain at the school to talk with parents and guardians. Please contact your child's teacher to schedule a student or classroom observation. If you have questions or concerns resulting from an observation, please schedule a conference with the teacher or other appropriate school personnel. If you submit a concern, complaint or issue, please allow time for the principal and/or teacher to investigate your concern before giving you a reply.

## REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

If your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

## SECLUSION OR RESTRAINT OF STUDENTS

In support of student success and wellbeing, APS is dedicated to providing students with effective and safe learning environments. Pursuant to state board rule, APS expressly prohibits the use of the following by any of its employees:

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

Physical restraint is expressly prohibited in Atlanta Public Schools:

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

Nothing in this policy shall be construed to interfere with an Atlanta Public Schools employee's authority to:

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

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

Nothing in this policy should be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents/guardians shall be notified when students are removed from the school setting by emergency medical or law enforcement personnel. See Policy JGF(2).

For more information, visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) and review the Seclusion or Restraint of Students Board Policy JGF(2). **For more information please contact Ms. Anne Dirden, Assistant Director of Special Education, at [acdirden@atlanta.k12.ga.us](mailto:acdirden@atlanta.k12.ga.us) or (404) 802-2611.**

### **STUDENT ACCIDENT INSURANCE**

Limited Student Accident Insurance Plans are available through the Benefits and Risk Management Department. This limited plan may help pay for medical bills associated with an accident on an "excess" basis and may only pay for medical services that are not paid for by your current insurance according to the schedule of benefits. Please respond within 30 days of the start of school. Parents interested in enrolling must note the following:

- Obtain the Student Accident Insurance Coverage Enrollment Form from the building Principal.
- Complete the 2021-2022 online application. The online option permits payment by credit/debit card.

For additional information about Student Accident Insurance, please contact:

Charlie Eisenbies:

Assistant Vice President, Gallagher Special Risk

## USE OF DISTRICT TECHNOLOGY

The Atlanta Board of Education recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of instruction in our schools by providing access to unique resources and opportunities for collaborative work. Any electronic activity conducted by employees, students or other persons via the Atlanta Public Schools (APS) network or using APS computer resources, hardware or software is subject to inspection and monitoring. There should not be any expectation of privacy. Use of electronic systems shall be in support of and consistent with the vision, mission, and goals established by the Atlanta Board of Education and for the purpose of instructional and administrative support. The use of electronic technology is a privilege which may be revoked at any time.

All data accessed, stored, or transmitted via APS electronic resources shall be used in a responsible, ethical, and lawful manner. Any unauthorized use or any failure to comply with applicable law, policy and rules relating to the use of electronic resources will result in the loss of electronic network access and/or the imposition of disciplinary actions. Unauthorized use includes, but is not limited to programming vandalism or “hacking” activities; access, transmission, storage, or display of offensive materials or messages including, but not limited to, those that contain: sexually explicit information; ethnic/racial slurs; defamatory, abusive, obscene, profane or threatening language; encouragement of the use of controlled substances; or illegal material.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in school disciplinary action and/or legal action. **For more information, visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) and review Student Code of Conduct, Regulation JCDA-(R)(1), as well as Board Policy IFBG, Internet Acceptable Use.**

## TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Atlanta Public Schools provides the most appropriate instructional resources available and uses a rigorous selection process to ensure our textbooks and educational materials meet our goals. Please refer to Policy IFAA for more information. Instructional resources may include textbooks, software, online materials and programs, workbooks, and specialized formats, e.g., Braille, audio, digital, large print or other versions. All instructional resources are aligned with the Common Core Georgia Performance Standards and other standards for our course offerings. The number of materials available is based on the instructional requirements for the course. In some cases, students are assigned textbooks to take home; in other cases, the materials are available only during classroom time. In all cases, students should receive all materials needed to successfully complete the homework assigned by the teacher.

## VISITORS/UNAUTHORIZED PERSONS ON SCHOOL GROUNDS

**Due to COVID-19, all visitors are required to wear masks or facial coverings while inside any APS Building or School Bus.**

The Atlanta Board of Education recognizes that the participation of parents and community members in the activities of the school is a key contributor to student success. Atlanta Public Schools welcomes parents and other visitors to the schools. The system provides opportunities to learn about the system’s diverse educational programs and to attend teacher conferences and public events, such as athletic competitions and fine arts presentations. The district’s highest priority is to provide a safe, secure and orderly educational environment, especially in the classroom. To ensure the safety of students, the

confidentiality of personal information, and the integrity of the learning environment, the board limits visitors to:

- The parent/guardian of a current student;
- Other family members of a current student at the request of the parent/guardian;
- Individuals with official business approved in advance by the school principal, including, but not limited to, community volunteers, student mentors, board members, and guest speakers; and
- Outside service providers who currently provide private educational or therapy services to a student at the request of the parent/guardian.

All visitors must sign in at the school office and obtain a visitor's badge that must be worn at all times while in the building or while on the school grounds. In accordance with policy GAMA Safe and Drug-Free Workplace, visitors shall not possess weapons on APS property, in a school or other APS facility, or at any school or district-sponsored activity in accordance with O.C.G.A. §16-11-127.1, any other applicable laws and administrative regulations issued by the superintendent. Visitors who may interact with students other than their own children shall comply with the requirements of policy GAK(1) Criminal Background Check. Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advanced notice. Visitors shall behave in a professional manner at all times and shall not distract the teacher from instruction or otherwise interrupt the instructional process.

Student and adult spectators at school events that are open to the public are expected to model good sportsmanship and citizenship. Any visitor to a school or school event who violates this policy may be asked to leave the event and may lose the privilege of coming on campus and attending future school events.

***The presence of unauthorized visitors on school grounds or in facilities may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.***

## **REQUIREMENTS FOR GRADUATION**

In support of student success, the Atlanta Board of Education shall offer programs of study that permit students to earn unit credit in grades 9 through 12 leading to graduation with a diploma that prepares students for postsecondary education and careers. To participate in any graduation exercises or ceremonies, Atlanta Public Schools seniors must meet all of the requirements specified in policy IFH and in administrative regulations issued by the superintendent for an APS high school diploma or a special education diploma. Students with disabilities whose Individualized Education Programs (IEPs) indicate that they are unable to meet these requirements shall be allowed to participate in graduation exercises and ceremonies.

Students must satisfy the requirements established for their graduating class, which is determined by the date of enrollment in the ninth (9th) grade. For additional information, please contact your school counselor. Information also may be obtained by visiting [www.atlantapublicschools.us](http://www.atlantapublicschools.us).

## **GRADUATION CEREMONY**

All requirements for graduation must be completed before a senior can participate in graduation exercises. A diploma will be presented upon completion of all graduation requirements. The graduation dates are subject to change. (e.g. schools are closed due to inclement weather, emergency on a regular school day)

Students' participation in the graduation ceremony is a privilege and not a right. Therefore, the principal may prohibit a student's participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is voluntary; therefore, a graduation fee or senior dues may be charged to cover costs for such items as diploma covers, printing costs, custodial expenses, floral arrangements, guest speakers, etc. However, students will be given written notification of this fee and

description of costs at the beginning of the school year in which they are to participate in the graduation ceremony.

### **VALEDICTORIAN / SALUTATORIAN**

Each traditional high school, including individual small schools comprising educational complexes, will designate a valedictorian and salutatorian for each graduating class. The valedictorian will be the student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below. The salutatorian will be the student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

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

#### Eligibility

- 1.The eligible student will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.
- 2.The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and IHA-R(1) Grading Systems – Grading Expectations.
- 3.For graduating classes that entered ninth grade in 2004-05 through 2007-08, eligible students are those who qualify for the college preparatory diploma. For graduating classes that entered ninth grade in 2008-09 or later, all students earning regular education diplomas are eligible to be designated valedictorian or salutatorian, provided that they have completed a high school curriculum, without exception, and coursework that prepares them for post-secondary education. Coursework requirements for designation as Valedictorian or Salutatorian include successful completion of an honors course, an Advanced Placement course, an International Baccalaureate course (not including the middle years program) or earned a dual enrollment credit.
- 4.The eligible student will have a weighted numeric grade-point average of 90 or above.
- 5.Students selected as valedictorians and salutatorians must complete all requirements for graduation by the end of the second semester of the senior year. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

#### Selection

- 1.Class rankings to determine the valedictorian and salutatorian will be generated based on grades earned by the end of the first semester of the senior year.
- 2.Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- 3.The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class.
- 4.Co-valedictorians and co-salutatorians will be identified if there is an exact grade-point average tie for either the highest or second-highest class rank. See Administrative Regulation IHC-R(1).

## PARENT AND STUDENT RESOURCES

### CAMPUS PORTAL FOR PARENTS

Parents of students in grades K–12 have access to class schedules, attendance records and grades through Campus Portal for Parents (CPP) which is an easy-to-use, secure communications tool. Additionally, CPP enables parents to verify household information, including their email address, home address and telephone numbers. Contact your child's school to get your CPP activation key or visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) for more information.

### CHILD FIND

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide free and appropriate Special Education services. Child Find at APS offers comprehensive special education services to eligible students ages three through 21 years of age. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or the RTI Point of Contact. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact the Department of Special Education at 404-802-1602 or visit the District's website at [www.atlantapublicschools.us](http://www.atlantapublicschools.us).

### FAMILY ENGAGEMENT

Pursuant to Policy LEBA, The Atlanta Board of Education believes that attentive, engaged, and empowered families are a key to the success of our students and our system. In order to achieve our mission, Atlanta Public Schools must foster an environment in which parents and other caregivers have the opportunity to be active participants in the life of our schools, and family engagement should be an integral part of the work of every district staff member. To achieve this goal, the Superintendent shall:

- Recruit, develop, and retain employees who believe that all parents and caregivers love their children, want what is best for them, and are responsive to their needs;
- Cultivate a safe, welcoming and caring environment for students and their families;
- Demonstrate an attitude of partnership through regular, two-way communication with families that is respectful, accessible, and culturally relevant;
- Support families in understanding the strengths and needs of their children and in fostering students' lifelong relationship with learning; and,
- Empower families as advocates by valuing their voices in decision-making about their children and their schools.

For more information on the Office of Family Engagement, contact Director of Family Engagement, Keasha Copeland, at [keasha.copeland@atlanta.k12.ga.us](mailto:keasha.copeland@atlanta.k12.ga.us) or (404) 802-2802.

### HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who:

1. Lack a fixed, regular and adequate nighttime residence;
2. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the conditions set forth in items 2, 3, and 4 above.

Homeless students have certain educational rights and can: enroll without delay in school without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained; choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest; attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs.

To be considered eligible, to enroll, and for more information regarding homeless education services, contact the School Social Worker or the Homeless Liaison, Sana Ali at [sana.ali@atlanta.k12.ga.us](mailto:sana.ali@atlanta.k12.ga.us) or 404-802-2245. For additional guidance, please refer to Policy JBC(1) and Administrative Regulation JBC(1)-R(1).

### HOME SCHOOLING ATTENDANCE REPORTING

Parents and guardians wishing to establish or continue utilizing the home school program must complete and submit a declaration of intent form to Georgia Department of Education. It is the responsibility of the parent/guardian to obtain and file a new declaration of intent each year.

To submit an online declaration of intent form or for more information regarding home school programs, contact the GaDOE at 404-463-7891 or visit

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>

### HOSPITAL HOMEBOUND

Hospital Homebound (HHB) instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students in Atlanta Public Schools whose medical needs, either physical and/or psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., pregnancy, students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in an Atlanta Public School in order to receive HHB instruction. **For additional information, contact the Counselor at the local school for forms and information.**

### MY BACKPACK



MyBackPack is the Atlanta Public Schools Student Portal. The Department of Instructional Technology is excited to offer a unique 21st Century learning space for every student in Atlanta Public Schools. MyBackPack is accessible from any device and provides students with access to digital learning tools, e-books, secure email, cloud storage and the complete Microsoft Office Suite.

The national common core standards are preparing our students for the integration of 21st century skills and content mastery. Atlanta Public Schools is dedicated to meeting this challenge through an increase of digital student projects that demonstrate mastery of the common core standards, extended learning opportunities beyond the four walls of the classroom and a focus on digital citizenship for each and every student.

Parents and students can access MyBackPack at <https://mybackpack.apsk12.org>. Students should enter their APS student computer login. The MyBackPack screen will load with the student's unique username and password. For questions or concerns please email: [mybackpak@aps.k12.org](mailto:mybackpak@aps.k12.org).

### **PARENT TEACHER ASSOCIATION (PTA)**

Through PTA initiatives and activities, parents work with faculty to enhance the school environment and improve student achievement. At most schools, the PTA meets at least once a month, with membership drives beginning a few weeks after the new school year begins. Contact your child's school to secure information on membership, meetings, dues and upcoming activities.

### **SCHOOL GOVERNANCE (GO) TEAMS**

On July 1, 2016, Atlanta Public Schools (APS) became a charter system; agreeing to increase student achievement in exchange for flexibility from certain state education laws. A key component of operating as a Georgia charter system is the establishment of Local School Governance Teams (GO Teams).

GO Teams work with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community. GO Teams operate under the control and management of the Atlanta Board of Education and will follow Board of Education policies and procedures unless a waiver is granted.

GO Teams include nine voting members and the school principal. Each team consists of three elected parents/guardians, three elected non-supervisory instructional staff, two appointed community members, one appointed swing seat, and one appointed student (high schools only). For more information about the charter system model, GO Teams, strategic planning and cluster planning please go to [www.apsstrongschools.com](http://www.apsstrongschools.com).

### **SAFETY AND SECURITY**

The Office of Safety and Security Department works in collaboration with staff, parents, communities, and community partners to ensure that safety and security measures meet the unique needs of the Atlanta Public Schools' learning environment. The Office of Safety and Security includes a Police Department managed by a Chief of Police, Emergency Management Unit led by an Emergency Management Compliance Officer, and a Security Operations department managed by a Security Operations Director. The Police Department is comprised of School Resource Officers (SRO) who philosophically align with the district's social emotional learning approach, and the national TRIAD model in which law enforcement officers are viewed as an extension of school support. The SROs are assigned to middle and high schools to support students, staff and parents. **For additional information contact the Office of Safety and Security, 130 Trinity Avenue Police Precinct, Atlanta, Ga. 30303, Phone (404) 802-2000.**

### **SCHOOL COUNSELORS**

The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. Parental permission is not required for students to see the counselor or to participate in classroom guidance activities. In this confidential relationship, students can explore their feelings and experiences in hopes of finding a meaningful, positive solution to their personal issues. In many cases, the school counselor works on problem solving, decision-making, and goal setting with the student.

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Middle and high school counselors also help with student advisement and focusing on career pathways. Parents, teachers, and students can initiate a referral to the school counselor. **For additional information, contact your school counselor or the Coordinator of School Counseling, Maria Grovner, 130 Trinity Avenue SW 6<sup>th</sup> Floor, Atlanta, Georgia 30303, Phone (404) 802-2642.**

#### **SCHOOL HEALTH SERVICES**

The School Health Services Program provides coordinated district health initiatives and school-based nursing services to ensure delivery of quality individualized support for students. Services provided by school nurses require a referral and parental / guardian consent for individualized screenings (e.g. vision, hearing, dental). Referrals of individuals with health problems or suspected health problems are accepted from parents, school personnel, students and health care providers in the community and may be submitted to the school-based health services professional or the central health office personnel. **For additional information contact Comprehensive Health Services Manager, Dr. Valencia Hildreth, 130 Trinity Avenue SW 6<sup>th</sup> Floor, Atlanta, Georgia 30303, Phone (404) 802-2674.**

#### **SCHOOL NUTRITION PROGRAM**

The primary goal of the Nutrition Department is to provide all students healthy school meals that meet their daily nutritional needs and support optimal academic performance at school for student success. For more information visit <http://www.atlantapublicschoolsnutrition.us/>.

#### **SCHOOL SOCIAL WORKERS**

School social workers serve as liaisons between the home, school, and community. They work to ensure that students remain in school and graduate, reach their fullest academic potential, and grow socially and emotionally. As part of the educational team, social workers support students' thriving in schools by removing barriers that interfere with their academic performance. They are professionally trained to provide services to students who face serious challenges to school success; including mental health and behavior difficulties, school adjustment issues, poverty, discrimination, abuse, addiction, bullying, divorce of parents, and loss of a loved one. Social workers are available to provide support when needed. **For additional information, contact your school social worker or the Coordinator of Social Work Services, Dr. Jacquelyn Anthony, 130 Trinity Avenue SW 6<sup>th</sup> Floor, Atlanta, Georgia 30303, Phone (404) 802-2247, Fax (404) 802-1205.**

#### **SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS**

##### **Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Atlanta Public School District's Section 504 Coordinator at the following:

**Emmaundia Ford, Director of Special Education**

**Atlanta Public Schools | Office of Student Services | CLL Building**

**Ph: (404)802-1681 | Fax: (404)802-1602 | Email: [Emmaundia.Ford@atlanta.k12.ga.us](mailto:Emmaundia.Ford@atlanta.k12.ga.us)**

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **504 Procedural Safeguards**

### **1. Overview:**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the Atlanta Public Schools' (APS) actions or inactions regarding a child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the APS Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate APS' obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the Section 504 Coordinator. The APS Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

## **2. Hearing Request:**

The Request for Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

## **3. Mediation:**

APS may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and APS must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, APS will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

## **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., a recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more APS representatives, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the

authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

#### **5. Decision:**

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

#### **6. Review:**

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

# STUDENT CODE OF CONDUCT:

**ATLANTA PUBLIC SCHOOLS**  
**Student Code of Conduct**  
**2021-2022**

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## **EXPECTATIONS AND RESPONSIBILITIES**

Atlanta Public Schools has constructed school discipline policies that are aimed at creating a positive school climate, supporting the social and emotional development of students, and teaching non-violence and respect for all members of the school community. Our approach to discipline reflects our desire to understand and address the causes of behavior, resolve conflicts, repair harm done, restore relationships, and successfully reintegrate students into the school community. The incorporation of expectations and responsibilities in our discipline framework creates transparency for stakeholders to embrace the expectations and responsibilities that are unique to them.

**STUDENTS MAY EXPECT:**

- To receive a free high-quality public education
- To be safe at school
- To be treated courteously and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, and discuss issues

**STUDENT RESPONSIBILITIES:**

- To read and become familiar with this Code of Conduct
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

**PARENTS/GUARDIANS MAY EXPECT:**

- To be actively involved in their child's education
- To be treated respectfully by the school principal, teachers, and other staff
- To access information about the Atlanta Public Schools (Board) policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken by the student disciplinary hearing officer
- To receive information about their child's academic and behavioral progress

**PARENT/GUARDIAN RESPONSIBILITIES:**

- To read and become familiar with this Code of Conduct
- To make sure their child attends school regularly, on time, and to notify the school before the

school day begins if their child is absent

- To give the school accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

## **INTRODUCTION**

The purpose of the Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment.

The student code of conduct shall be distributed electronically or, for students/parents/guardians that request or require it, a hard copy will be provided to each student each school year and/or upon enrollment of each new student. The parents/guardians shall sign an acknowledgment of the receipt of the code of conduct and return the acknowledgment promptly to the school. An electronic acknowledgement form is available for parents/guardians and students by signing in the Infinite Campus parent or student portal. A parent or guardian who does not acknowledge receipt of the student code of conduct shall not be released of any responsibility with respect to the information contained within the code. The student code of conduct shall be available in the school office. Students/parents/guardians who do not have access to online resources, may obtain a paper copy of the Code of Conduct by contacting the Administrative Office at the student's school.

All students, regardless of age or grade level, are required to know the contents of the Code of Student Conduct and abide by it and any other rules of conduct imposed by the schools they attend. Parents are asked to read the Student Code of Conduct to understand the responsibilities of their children. Students who misbehave are subject to disciplinary action which could include suspension, expulsion or alternative school assignment.

A student whose words or actions are uncivil to fellow students or school staff and/or interferes with student access to a public education and/or a safe environment, will be subject to disciplinary action. APS or individual schools may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbooks or posted in classrooms.

Extracurricular activities, such as clubs and athletics, may impose their own standards of conduct, violations of which may not be a violation of the Code of Conduct but may result in extracurricular penalty or removal from the activities. Violations of these standards of behavior that are also violations of the Student Code of Conduct may also result in disciplinary actions being taken against the student, including but not limited to suspension, expulsion and/or the student being removed from participation in extracurricular activities, or exclusion from school honors, such as participation in commencement exercises.

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (e.g., IDEA,

504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

**If a student, parent, and/or guardian is uncertain as to the interpretation of the Student Code of Conduct they should contact The Office of Student Discipline at 404-802-2239.**

Any and all violations of the Code of Conduct will be part of a student's disciplinary record and may be used in a student disciplinary hearing pursuant to APS's progressive discipline process.

Suspension of a student from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/guardians may contact the Principal and Associate Superintendent to discuss their child's discipline.

The Student Behavior Code provides examples of offenses that may occur and is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

1. **LOCATION OF VIOLATIONS:** Except as otherwise provided herein, the following code provisions apply to offenses that students commit while on school property or while using school technology resources at any time. As used in this Code of Conduct:

1.1. School property includes, but is not limited to:

- 1.1.1. The land and improvements which constitute the school;
- 1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted;
- 1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by APS and privately owned vehicles used for transportation to and from school activities;
- 1.1.4. Personal belongings, automobiles or other vehicles which are located on school property;
- 1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school;
- 1.1.6. En route to the student's home from school (Prior to imposing discipline regarding incidents occurring en route from school, school administration should consult with the Office of Student Discipline); and
- 1.1.7. School computers/devices issued to the student, computers/devices owned by APS, school technology resources wherever located including, but not limited to, all distance learning platforms, websites, and programs.

1.2. School technology resources includes, but is not limited to:

- 1.2.1. Electronic media systems such as computers, electronic networks, messaging, and website publishing, and
- 1.2.2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

2. **INVESTIGATION OF MISCONDUCT:** When a student code of conduct violation is reported or suspected, the principal or designee will determine whether the charge or complaint has a basis in fact and whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation may include, but is not limited to, an interview with the charged student or students, interviews with victim(s) and identified witnesses, if any, and interviews with others who might have relevant information. Written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. School police and other support staff may be utilized for their expertise as determined by the circumstances of the matter. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the Office of Student Discipline.

At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately. The principal or his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.

#### 2.1 Searches:

In accordance with Atlanta Public Schools' administrative regulation JCDAF-R(1), school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on any Atlanta Public Schools' campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. A student's refusal to cooperate with a search could result in a decision by the school administrator to involve the school resource officer or local law enforcement. Students who disrupt or refuse to cooperate with general or reasonable suspicion searches may be referred for disciplinary action. Alternative schools may use specialized searching procedures and criteria as allowed by law and as designated by the alternative school.

All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee.

The Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs.

School computers and school technology resources are not private and open to school review at any time. Student lockers, desks and all school and classroom storage areas are school property and remain at all times under the control of the school. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to an Atlanta Public Schools Police Department school resource officer.

The determination of whether or not a student has violated the student code of conduct will be made based solely on a preponderance of the evidence. In other words, it is more likely to be true than not true, based on the evidence, that the student did violate the rule. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process. Repeated level 2 disciplinary violations and Level 3 violations may result in a student being referred to a disciplinary hearing.

3. **STUDENT QUESTIONING BY OFFICIALS:** Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.
4. **PROGRESSIVE DISCIPLINE:** Progressive discipline is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, restorative practices, counseling with school counselor, school social worker intervention, behavior, attendance and academic contracts and plans, peer mediation, and prevention programs.

The offenses have been organized into four (4) levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (intermediate) offenses, Level 3 discipline (moderate) offenses, and Level 4 discipline (serious) offenses.

**If a student has been found to have engaged in acts in the school or on the school bus that repeatedly disrupt the school environment, are violent in nature, and/or involve bullying or physical threats, then, in addition to any discipline imposed, the student's parent/guardian may be required to meet with the Principal or designee to execute a behavior contract.**

- 4.1. **Level 1 Discipline:** Level 1 discipline is used for MINOR acts of misconduct which interfere with the good order of school. Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher intervention, students may be referred to an administrator. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix).

4.2.

Level 1 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	School based interventions and support Alternatives to suspension	School based interventions and support (1) day of administrative detention OR (1) day of In-School Suspension
Middle/High	School based interventions and support Alternatives to suspension	School based interventions and support (1) day of administrative detention OR (1) day of In-School Suspension

- 4.3. **Level 2 Discipline:** Level 2 discipline is used for INTERMEDIATE acts of misconduct which interfere with the good order of school. These include acts directed against people or property that do not seriously endanger the health or safety of others and serious disruptions of school order. Unique, serious, or multiple offenses may result in the offense being considered a Level 3 offense.

4.4.

Level 2 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	School based interventions and support Alternatives to suspension	School based interventions and support (3) days of administrative detention
Middle/High	School based interventions and support Alternatives to suspension	School based interventions and support (3) days of administrative detention OR (3) days of In-School Suspension/Success Center Interventions

4.5. **Level 3 Discipline:** Level 3 discipline offenses are MODERATE acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of moderate or repeated misconduct. Unique, serious, or multiple occurrences may result in the incident being escalated to a Level 4 offense (except for students in grades K-2).

4.6.

Level 3 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	(1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension	(3) days of Out-of-School Suspension School based interventions and support
Middle/High	(1) day of Saturday School OR (1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension	(3) days of Out-of-School Suspension School based interventions and support

4.7. **Level 4 Discipline:** Level 4 discipline offenses are SERIOUS acts of misconduct that place students or staff at risk of emotional or physical harm which may include threats to the health, safety, and/or property of others, and other acts of serious and repeated misconduct. Consequences may include out of school suspension and a disciplinary hearing referral or Title IX Grievance Process (as applicable) with a recommendation for further actions such as long-term suspension, expulsion, and/or assignment to an alternative education program.

Level 4 Discipline	MINIMUM Discipline	MAXIMUM Discipline
Elementary	(3) days of Out-of-School Suspension School based interventions and support	(10) days of Out-of-School Suspension School based interventions and support
Middle/High	(3) days of Out-of-School Suspension School based interventions and support	(10) days of Out-of-School Suspension School based interventions and support
A level 4 discipline response may include a disciplinary hearing referral. Student disciplinary hearing responses can include long-term suspension, expulsion, permanent expulsion, or assignment to an alternative education program. A combination of School based interventions and supports may also be appropriate.		

4.8. **School Based Interventions & Alternatives to Suspension:** Below is a suggested list, not all-inclusive, of interventions and supports that may be used as alternatives to suspension. A combination of these interventions and alternatives appropriate to the situation and student needs may be used in conjunction with a discipline response when students commit Levels 1-3 disciplinary offenses.

- 4.8.1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
- 4.8.2. Teacher/student conference
- 4.8.3. School/parent contact
- 4.8.4. School/parent conference
- 4.8.5. Restorative practices (practices that repair harm, student circles, peace groups, restorative

- conference, mediation)
- 4.8.6. Determine root causes and functions of student misbehavior and respond appropriately
- 4.8.7. Teach, model, practice, and reinforce positive replacement behaviors
- 4.8.8. Provide special work assignment
- 4.8.9. Provide movement breaks between low-energy activities for individual student as deemed appropriate
- 4.8.10. Student warning
- 4.8.11. Encourage the student to complete a written reflection of incident and/or an apology for misbehavior
- 4.8.12. Provide student with an opportunity to process through the misconduct and to make a plan for how better choices can be utilized in the future
- 4.8.13. Provide choices for learning activities and behavior
- 4.8.14. Use student behavior strategies, progress reports, behavior contracts, and/or point sheets to assist student in recognizing misbehavior and understanding targeted appropriate behavior
- 4.8.15. Use goal setting paired with acknowledgment of improved behavior for individual student
- 4.8.16. Assign student an adult buddy supporter
- 4.8.17. Assign student a peer buddy supporter
- 4.8.18. Mentoring
- 4.8.19. Escort to and from class/change of class
- 4.8.20. Schedule change
- 4.8.21. Invitation for parental shadow
- 4.8.22. Require student to return property
- 4.8.23. Assign student to an approved supervised school service (school service activity, character education programming)
- 4.8.24. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently)
- 4.8.25. Utilize community and agency partners to provide additional support and resources to student to help improve behaviors
- 4.8.26. Refer parent and student to wrap around services
- 4.8.27. Recommend peer mediation support
- 4.8.28. Recommend conflict resolution support
- 4.8.29. Withhold or revoke student privilege(s), freedoms, or choices
- 4.8.30. Assign detention
- 4.8.31. Small group character-building, emotional management, decision making, and social skills training
- 4.8.32. Refer student to student support services staff (Counselor, Social Worker)
- 4.8.33. Refer student to response to intervention (RTI) Specialist
- 4.8.34. Refer student to student support team (SST)
- 4.8.35. Give student a timeout with adult supervision
- 4.8.36. Develop and implement, or review and revise, a 504 plan for eligible student, including behavioral accommodations as deemed necessary
- 4.8.37. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP)
- 4.8.38. Review and revise a student's existing BIP
- 4.8.39. Refer eligible student to individual education program (IEP) team
- 4.8.40. Develop and implement IEP for eligible student
- 4.8.41. Include behavior interventions, supports, or strategies as supplementary aides and services in the student's IEP if deemed necessary by the IEP team
- 4.8.42. Saturday School
- 4.8.43. Mini courses or skill modules

- 4.8.44. After school or lunch detention
- 4.8.45. School-based or home-school contingency contract
- 4.8.46. Process break or walk with an adult
- 4.8.47. Other school based discipline response
- 4.8.48. Mindfulness Practices (meditation, relaxation techniques, peace corner)
- 4.8.49. Community Service as approved by the Office of Student Discipline
- 4.8.50. Role Playing of Social Emotional Learning Competencies

**4.9. Confiscation of Property:** Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. The Atlanta Public Schools assumes no liability for the theft, loss or damage of items possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen student property.

## **5. STUDENT OFFENSES**

A student shall not violate any of the following rules of APS. The disciplinary levels below correspond to the progressive discipline levels detailed above. However, in serious offenses, Principals, or designee working in conjunction with the Office of Student Discipline, or an Associate Superintendent may use higher level of progressive discipline. The Student Code of Conduct provides examples of offenses that may occur, but it is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

**5.1.1 Academic Dishonesty:** It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

**5.1.2 Academic Dishonesty with a Device:** It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.** Additionally, any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

5.1.1 & 5.1.2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School Based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention	School Based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Combination of School based interventions, supports, and disciplinary response may be appropriate				

## 5.2 POTENTIALLY HARMFUL SUBSTANCES

**5.2.a Alcohol/Illegal Drugs/Inhalants:** No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.

5.2.a Level 1 – 4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Offense	School Based Interventions & Alternative to Suspension	1 day OSS & School Based Interventions	School Based Interventions & Alternative to Suspension	1 day OSS & School Based Interventions
2 <sup>nd</sup> Offense	2 days OSS / School based Interventions	5 days OSS / School based Interventions	2 days OSS / School based Interventions	5 days OSS / School based Interventions
3 <sup>rd</sup> Offense +	3 days OSS / School based Interventions	5 days OSS / School based Interventions	5 days OSS / School based Interventions	10 days OSS and a hearing referral with a recommendation of assignment to alternative school
Refer to the school counselor and school social worker for supports – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.2.b Alcohol/Illegal Drugs/Inhalants:** No student shall possess, consume, transmit, or store alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.

5.2.b Level 2 – 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School Based Interventions & Alternative to Suspension	10 days OSS and a hearing referral	School Based Intervention & Alternative to Suspension	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion, or assignment to alternative school
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion	
Refer to the school counselor and school social worker for supports - DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.2.c Selling/Distributing/Buying Alcohol/Illegal Drugs/Inhalants:** No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is which the student purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.

5.2.c Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion, or assignment to alternative school	
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion	
Refer to the school counselor and school social worker for supports – DFCS notification may be necessary Parent conference may occur prior to student return to school				

Notify the appropriate Associate Superintendent  
 Contact Safety and Security – Criminal charges may apply  
 Combination of School based interventions, supports, and disciplinary response may be appropriate

**5.2.1 Drug Paraphernalia:** No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

**5.2.2 Counterfeit Drugs or Look Alike Drugs:** No student shall falsely present or identify a substance to be alcohol or an illegal drug. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.2.1 / 5.2.2 Level 1 – 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School based interventions and Alternative to Suspension	10 days OSS and a hearing referral	School based interventions and Alternative to Suspension	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 day OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to alternative school
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of assignment to alternative school		10 days OSS and a hearing referral with a recommendation of assignment to alternative school	
SW Referral initiated for 1 <sup>st</sup> offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.2.3 Over-The-Counter Medication:** Possession of all over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ingestibles, and/or nicotine replacement products, must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.**

5.2.3 Levels 1-2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.2.3c Selling/Distributing/Buying Over-The-Counter Medication:** A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like, supplements, and/or CBD products. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

5.2.3c Level 2-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 2	School based Intervention & Alternative to Suspension	3 days ISS or Detention	School based Intervention & Alternative to Suspension	3 days ISS or Detention
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
SW Referral may be initiated for 1 <sup>st</sup> offense – DFCS notification may be necessary Parent conference may occur prior to student return to school Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.2.4 Possession/Consumption Prescription Drugs:** No student shall possess, consume, or transmit prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

**NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found in violation of 5.2.b and shall be disciplined according to that Section.

5.2.4 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based interventions & Alternatives to Suspensions	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS

Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>SW Referral initiated for 1<sup>st</sup> offense – DFCS notification may be necessary</b> <b>Parent conference may occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**5.2.4.c Selling/Distributing/Buying Prescription Drugs:** No student shall buy, receive, sell, distribute, or possess with intent to distribute any prescribed medication on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.** **NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.c), and shall be disciplined according to that Section.

<b>5.2.4.c Levels 3-4</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>SW Referral initiated for 1<sup>st</sup> offense – DFCS notification may be necessary</b> <b>Parent conference may occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**5.2.5 Stimulants:** A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.** **NOTE:** If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.b) and shall be disciplined according to that Section.

**5.2.5.c Selling/Distributing/Buying Stimulants:** No student shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

**NOTE:** If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.c), and shall be disciplined according to that Section.

5.2.5 & 5.2.5.c	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspensions	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>SW Referral initiated after 1<sup>st</sup> offense – DFCS notification may be necessary</b> <b>Parent conference may occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**5.2.6 Tobacco:** A student shall not possess, use, sell, buy, receive, distribute, or possess with intent to distribute tobacco products or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes, Juuls), hookahs and hookah look-alikes (e.g. electronic hookahs) is prohibited. Vaping and possession of vaping products such as vaporizers and oil is prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.**

5.2.6 Levels 2-3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Combination of School based interventions, supports, and disciplinary response may be appropriate				

### 5.3 ATTENDANCE VIOLATIONS

**5.3.1.a Tardy:** No student, without a valid excuse, shall be tardy for a class in which he/she is enrolled.

**5.3.1.b Skipping Class:** No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.

5.3.1.a-b Level 1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	Administrative Conference/School based interventions		Administrative Conference/School based interventions	
2 <sup>nd</sup> Offense +	Administrative Conference/School based interventions	1 day ISS	Administrative Conference/School based Interventions	1 day ISS
Student Services/Response to Intervention (RTI) referral initiated after second offense Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.3.2 Leaving School Grounds:** Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee.

**5.3.3 Unscheduled School Walkout:** Prior to the organization of or participation in any “walk out”, protest, or other similar group leaving of school grounds, classes, or school activities during the regularly scheduled school day, students must provide advanced notification (at least \_\_ school days) to the building and/or district administration so that the District can put appropriate measures in place to ensure safety of participants. Students must contact the building Principal or Associate Superintendent’s office to schedule a protest, walk out or similar. Students who violate code 5.3.3 shall be disciplined no harsher than codes that resemble similar violations, such as 5.3.2 Leaving School Grounds, 5.3.1b Skipping Class, etc., depending on the individual context.

5.3.2 & 5.3.3 Level 1 - 2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	Administrative Conference	1 day of Detention	Administrative Conference	1 day ISS
2 <sup>nd</sup> Offense +	School based interventions	3 days of Detention	School based interventions	3 days ISS or Detention
Parent conference may occur prior to student return to school Student Services/Response to Intervention (RTI) referral initiated after second offense Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.4 Bomb Threats:** Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation. A bomb threat can be communicated via conduct that occurs on or off school property, including but not limited to transmission via email, text, and social media.

5.4 Level 3– 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	1 day ISS and School based interventions	10 days OSS and a hearing referral	Saturday school OR 1 day ISS and School based interventions	10 days OSS and a hearing referral
2 <sup>nd</sup> + Offense	10 days OSS and a hearing referral recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral recommendation of long-term suspension/expulsion or assignment to the alternative school	

Restorative practices are recommended to repair and restore relationships

Contact Safety and Security – Criminal charges may apply

Notify the appropriate Associate Superintendent

Combination of School based interventions, supports, and disciplinary response may be appropriate

**NOTE:** In addition to disciplinary response actions taken by the school and/or district, the City of Atlanta (or other responding agencies) may charge parents/guardians for the costs of emergency services related to bomb threats made by students.

- 5.5 BUS BEHAVIORS:** Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, or uncivil conduct. Students who commit sexual offenses, physical offenses against students, or physical offenses against APS employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in the Code of Conduct, and may also be suspended from the bus for a specified amount of time. **Violations of the Code of Conduct on the school bus may result in a student losing bus privileges and being temporarily or permanently removed from the school bus. If a student loses bus privileges due to student misconduct, the parent is responsible for transportation.**

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

- 5.5.1 Bus Personal Safety:** Students must keep all body parts inside the bus at all times. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**
- 5.5.2 Bus Safety Hazard:** Nothing may be thrown into, within, out of, or at the bus. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**
- 5.5.3 Bus Disruptions & Distractions:** No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**
- 5.5.4 Emergency Exits:** Emergency doors and windows are to be used only at the direction of the driver. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**
- 5.5.5 Unauthorized Bus or Exit:** Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence. **Depending on age of student, repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

- 5.5.6 Cell Phone /Electronic Devices on Buses:** Students shall not use any electronic device during the operation of a school bus without the use of headphones or ear buds. Any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment is prohibited. Electronic device includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time.**

5.5.1-5.5.6 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention 3 days OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

- 5.6 PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:** All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parental Consent & Acknowledgement Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property.

Unless otherwise directed by school administration or school staff, the use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a cellular telephone or PED by a school administrator or school staff or unless an extreme threat to the health or safety of a student arises and no school administrator or school staff member is present.

All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee. Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs.

Violations are cumulative across the student's school career in the Atlanta Public Schools. A transfer to another school does not entitle the student to a "fresh start."

Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus if and when electronic devices may be used for instructional purposes.

Additionally, if a student utilizes a mobile phone or other PED in the commission of any violation of the Rules contained herein, the device may be confiscated, and the student may lose the privilege of possessing a mobile phone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve it.

**5.7.1** Disciplinary actions for students whose parent/legal guardians have completed the Parental Consent & Acknowledgement Form are as follows:

- **First violation:** Verbal warning.
- **Second violation:** The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Third violation:** The device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Fourth (or more) violation:** The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

**5.7.2** Disciplinary actions for students whose parent/legal guardians have not completed the Parental Consent & Acknowledgement Form are as follows:

- **First violation:** The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental Consent & Acknowledgment Form at the first conference. Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.

- **Second violation:** The phone or device will be confiscated and will result in the student's loss of privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone PED will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Third violation:** The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

**5.7.3 Audio or Video Recording:** Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense. (See sections 4.1 - 4.4).**

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

## 5.8 STUDENT INCIVILITY

**5.8.1 Offensive Language:** No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions. Level 2-3 disciplinary responses should only be considered if the infraction could result in a safety concern due to some form of potential retaliation.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

**5.8.2 Offensive Materials:** No student shall possess, share, or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. Level 2-3 disciplinary responses should only be considered if the infraction could result in a safety concern due to some form of potential retaliation.

**NOTE:** See 5.23.3 for offenses that occur with technology

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <https://www.atlantapublicschools.us/titleix>.

5.8.1 – 5.8.2 Level 1 - 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based school Interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
Level 2	School based school Interventions	3 days Detention	School based school interventions	3 days ISS or 3 days Detention
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School or ISS & School based Interventions	3 days OSS and School based Interventions
<b>If seeking Level 4 discipline for code 5.8.1 or 5.8.2, administrators are required to contact the Office of Student Discipline prior to imposing discipline</b>				
Level 4	3 days OSS & School based Interventions	10 days OSS and School based Interventions	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing

				referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.8.3 Insubordination:** All students shall comply with reasonable directions or commands of all authorized APS personnel or designees. This may include, but is not limited to, the directions of a staff member to remove themselves from the location of a disruptive situation, the directions of a staff member to identify themselves. **See Code 5.8.5 for violations of the school dress code.**

5.8.3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School based school interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
2 <sup>nd</sup> Offense +	School based school interventions	1 day OSS	School based school interventions	1 day OSS
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.8.4 Public Displays of Affection (PDA):** No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.

5.8.4 Level 1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based school interventions	1 day ISS or 1 day Detention	School based school interventions	1 day ISS or 1 day Detention
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.8.5 School Dress Code:** All school dress codes must be in compliance with Policy JCDB. Unless a school uniform has been designated or otherwise specified, a student is expected to adhere to the following minimum school dress code requirements:

1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.
2. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.
3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
5. Appropriate undergarments must be worn at all times and must not be visible. Pants that sit below the waistline are not allowed. Students are only allowed to wear pajamas on school-sanctioned special days.

6. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
7. Appropriate shoes, those that fit and allow for safe movement throughout the school, must be worn at all times at school and school sponsored activities.
8. In accordance with the recommendations of public health officials, the wearing of personal protective equipment (i.e., face coverings, masks, etc.) by students may be required as part of the student dress code.

Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense.

<b>5.8.5 Level 1</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based interventions and supports	1 day ISS or 1 day Detention	School based interventions and supports	1 day ISS or 1 day Detention
<b>Parent may be contacted to provide a change of clothes</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

## 5.9 DISRUPTION OF SCHOOL:

**5.9.1 School-wide Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

Examples include, but are not limited to: large fights, food fights, actions that disrupt multiple classrooms, actions that disrupt large areas of the school (cafeteria, media center, etc), or cause a disruption of transportation processes. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

<b>5.9.1 Levels 2-4</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 2	School based Intervention	3 days Detention	School based Intervention	3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Restorative practices are recommended to repair and restore relationships</b> <b>Parent conference may occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b>				

Contact Safety and Security – Criminal charges may apply  
Combination of School based interventions, supports, and disciplinary response may be appropriate

- 5.9.2 Trespassing:** Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. Students may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Students who have been suspended or assigned to another school for disciplinary purposes may not be on the campus of their previous/home school without the permission of the Principal of that school, except when the student is competing/participating in an official event as a member of a team or club at the home school. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.9.2 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternative to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternative to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

- 5.9.3 Unauthorized Area:** Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.**

5.9.3 Levels 1-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS

Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.9.4 Unauthorized Entry of Unauthorized Person(s):** No student may allow non-authorized person(s) into a school building or school sponsored event without authorization. Students who knowingly allow a person in a building with the intent to cause harm or disruption will face increased discipline. For purposes of this rule authorized person(s) include employees/staff with a District ID and law enforcement officials (police, fire-fighters, paramedics, etc).

5.9.4 Levels 1-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.9.5 Unauthorized Item:** Students may not bring to school or be in possession of any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item.

5.9.5 Level 1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

- 5.9.6 Selling/Distributing Unauthorized Item:** No student shall buy, receive, sell, distribute, or possess with intent to distribute any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item. There is no requirement that there be an exchange of money, goods, or services to find a violation of this rule.

5.9.6 Levels 1-2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Parent conference may occur prior to student return to school Combination of School based interventions, supports, and disciplinary response may be appropriate				

## 5.10 FALSE REPORTS

- 5.10.1 False Report:** No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse APS employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.10.1 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention or ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.10.2 False Call to Emergency Services:** No student shall knowingly make or cause a false call to be made to emergency services. Emergency services include, but are not limited to, Fire & Rescue, 911, Police)

**5.10.3 False Fire Alarms:** No student shall knowingly give or cause a false fire alarm to be given.

5.10.2 - 5.10.3 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School based interventions	1 day OSS	School based interventions	3 days OSS
2 <sup>nd</sup> Offense +	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
Restorative practices are recommended to repair and restore relationships Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**NOTE:** In addition to disciplinary response actions taken by the school and/or district, the City of Atlanta may charge parents/guardians for the costs of emergency services related to false alarms or false calls made by students.

**5.11 Gambling:** No student shall gamble or solicit others to gamble or participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching, card games, or any other games for money and/or things of value. Students may not possess gambling devices to be used in gambling activity (e.g., dice, cards). Participation in a raffle or other game sponsored by a school organization and approved by school administration will not be a violation of this rule.

5.11 Level 2-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School based school interventions	3 days detention	School based school interventions	3 days ISS
2 <sup>nd</sup> Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	3 days OSS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.12 GANG RELATED ACTIVITY:** A “gang” is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in any of the following: commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property. Students will not engage in acts of gang-related activities and affiliations. Prohibited acts include wearing or possessing gang-related apparel, conveying membership or affiliation with a gang, gang-related solicitation, violence, threats, defacement of school or personal property by painting, tagging, marking, writing, or creating any form of graffiti, etc.

**5.12.1 Displaying Gang Affiliation:** No student shall hold himself/herself out as a member of a gang which may include, but is not limited to, verbal identification, displaying gang tattoos or other gang related paraphernalia, displaying gang symbols, or participating in creating or displaying gang-related graffiti. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

5.12.1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.12.2 Engaging in Gang Activity:** No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

**5.12.3 Recruiting/Soliciting:** No student shall recruit or solicit membership in any gang or gang-related organization. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

5.12.2 - 5.12.3 Levels 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

### 5.13 TEASING/TAUNTING, HARASSMENT, INTIMIDATION, THREATS, AND BULLYING BEHAVIOR

**5.13.1 Teasing/Taunting:** Engaging or encouraging teasing and/or taunting of another student, employee, volunteer, or visitor to provoke or make fun of someone, whether in a playful, insulting, or contemptuous manner. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.13.1 Level 1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Restorative practices are recommended to repair harm Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.13.2 Harassment:** Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.13.2 Levels 1-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternatives to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Restorative practices are recommended to repair harm Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.13.3 Threats:** No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, APS employee or non-APS employee. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

**5.13.4 Terroristic Threats:** No student shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.13.3 & 5.13.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Restorative practices are recommended to repair and restore relationships</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**5.13.5 Bullying:** No student shall bully another student or students. Bullying can include:

**a) Cyberbullying/Electronic Bullying:** Bullying can occur on school property or through school technology resources, but can also occur off-campus through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:

1. is directed specifically at students or school personnel, **AND**
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, **AND**
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**b) Bullying:** Bullying behavior is defined as:

1. willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so, or;
2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
  - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or

- substantial bruises to body parts; or
- Has the effect of substantially interfering with the victim student's education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.13.5 Level 2 – 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Administrators are required to contact Student Discipline prior to entering 2+ bullying violations				
2 <sup>nd</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
*3 <sup>rd</sup> Offense	10 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school for a minimum of one calendar year	
Contact Safety and Security – Criminal charges may apply Parent conference mandatory Combination of School based interventions, supports, and disciplinary response may be appropriate				
*If a 3 <sup>rd</sup> and subsequent offense of Bullying/Cyberbullying/Electronic occurs within one school year, as determined by a hearing officer, a student in grades 6-12 shall be expelled for at least one calendar year, with an option for the student to attend the alternative school during this discipline.				

**NOTE:** Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. At least one parent/guardian will be required to attend a conference with the Principal or designee concerning the student's bullying offense.

Employees, volunteers, students and parents/guardians/other persons that have access to and/or monitor students may anonymously report or otherwise provide information on bullying activity to a school administrator. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

If a student is found to have engaged in bullying or physical offense of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district

officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

**Victims:** Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. Students with disabilities may be entitled to additional protections and considerations that may not be contained in this Rule or this Code of Conduct including supportive measures as defined on pg. \_\_\_\_\_. If a parent/guardian has a question about a student with a disability, he or she should contact the school principal or Department of Special Education.

**Community Incidents:** It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying, "cyberbullying", or other acts of crime or violence in the community should contact their local, jurisdictional police department for action, as the school may have limited or no jurisdiction to discipline (OSS, ISS, etc.) for events that occur in the community.

#### 5.14 SCHOOL HAZARD OFFENSES

**5.14.1a Discharging/Lighting Incendiary Devices:** No student shall light and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.14.1a Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Intervention & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.14.1b Possession Incendiary Devices:** No student shall possess smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.**

5.14.1b Levels 1-2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days Detention	School based Interventions & Alternative to Suspension	3 days ISS or 3 days Detention
<b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**5.14.2a Arson with Damage:** No student shall use fire, explosive, or the equivalent thereof, to damage or knowingly cause, aid, abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on school grounds. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

**5.14.2b Arson without Damage:** No student shall use fire, explosive, or the equivalent thereof, to take part in an act that could result in damage, aid abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on grounds. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.14.2a- 5.14.2b Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternative to Suspension	1 day Detention or 1 day ISS	School based Interventions & Alternative to Suspension	1 day Detention or 1 day ISS
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

- 5.15 Off-Campus Offenses:** Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony (if committed by an adult), or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; **AND** conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Contact Safety and Security and the Associate Superintendent. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 4 disciplinary responses for this offense.**

5.15 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension/expulsion	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Contact Safety and Security</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

**NOTE:** Regardless of the circumstance or location of the incident, students who have been arrested, detained, or incarcerated will be immediately withdrawn from school and must report to the Office of Student Discipline upon release to request placement prior to resuming enrollment at his/her zone school.

- 5.16 Parties to the Offense:** No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Code of Conduct. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

5.16 Level 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Restorative practices are recommended to repair and restore relationships</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

## 5.18 PHYSICAL OFFENSES

**5.18.1 Horseplay/Class Disruption:** Students shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. **The administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense.**

5.18.1 Level 1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.18.2 Physical Offenses by a Student to any Person Other Than a School Employee:** Students may not commit physical offenses against persons who are not a school employee. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix).

These physical offenses include:

- Battery:** Intentionally making physical contact of an insulting or provoking nature with another person. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)
- Fighting:** 2 individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.
- Group fighting:** 3 or more individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 4 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.

5.18.2a-5.18.2c Level 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions

Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships, if appropriate Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures as appropriate				

- d) **Assault:** Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix).

5.18.2d Level 2-3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Restorative practices are recommended to repair and restore relationships, if appropriate Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures as appropriate				

- e) **Consensual bodily harm:** Consensual participation in any activity that could cause or results in harm to the body, or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations, and participation in challenges that may include the ingestion of chemicals, foreign substances, or objects that may cause harm. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.

5.18.2e Levels 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.

SW Referral initiated after 1<sup>st</sup> offense – DFCS notification is necessary for any student 16 and under who has a tattoo, brand or piercing  
Combination of School based interventions, supports, and disciplinary response may be appropriate

**5.18.2f Stalking:** Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix).

5.18.2f Level 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR 3 days ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Supportive measures may be available.				

**5.18.3 Physical Harm to Employee:** Students shall not intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21. Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Code 5.18.4, below. **MANDATORY DISCIPLINE HEARING**

5.18.3 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense +	5 days OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral recommendation of permanent expulsion for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. § 20-2-751.6. The hearing officer may permit the student to attend the alternative education program for the period of the student's	

			expulsion. If the student is in middle school at the time of the offense, he/she may be permitted by the hearing officer to reenroll in the regular public school program during grades 9-12.
<b>Administrators are required to contact the Office of Student Discipline prior to entering this code</b> Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply			

**5.18.4 Battery of School Employee:** Intentionally make physical contact of an insulting or provoking nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21. **MANDATORY DISCIPLINE HEARING**

5.18.4 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense+	1 day OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.18.5 Assault of School Employee:** Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury, but no contact is made. **MANDATORY DISCIPLINE HEARING**

5.18.5 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense +	School based interventions, alternatives to suspension, and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	5 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
Restorative practices are recommended to repair and restore relationships Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**NOTE:** For codes in which a Physical Offense is committed against a school employee (5.18.3, 5.18.4, 5.18.5) a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless the disciplinary hearing is waived. The disciplinary hearing may only be waived by agreement of the employee and the student's parent/guardian/student age 18 or older. If the employee is not available in the opinion of the Office of Student Discipline, the school principal may waive the hearing on the employee's behalf.

If a student is found to have engaged in bullying or physical offense of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

## 5.20 PROPERTY RELATED OFFENSES

**5.20.1 Vandalism:** No student shall intentionally damage property belonging to the school district or another person/organization, or knowingly cause damage that requires the use of school district resources to repair or restore property or the school environment to its original state. This can include, but is not limited to, the spraying of a fire extinguisher, or the intentional discharge/placement of bodily waste in any area other than a restroom. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

**5.20.2 Theft:** No student shall intentionally steal property belonging to another person or entity. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense.**

**5.20.3 Robbery:** No student shall take or attempt to take the property of another by use of force, offensive weapon, or any device having the appearance of a weapon. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

**5.20.4 Burglary:** No student shall enter or attempt to enter into any Atlanta Public School, building, center, or structure with the intent to commit a crime. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**

**NOTE:** Criminal charges may be filed against any student who commits property related offenses.

5.20.1- 5.20.4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension,

		long-term suspension		expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

## SEXUAL OFFENSES

The Georgia General Assembly requires APS to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult in criminal court. Any behavior which is a violation of Chapter 6 of Title 16 of Georgia law must be immediately reported to the school police, the Area Superintendent and the Office of Student Discipline. The Chief of Atlanta Public Schools Police, or designee will then notify the District Attorney. Sexual offenses are prohibited regardless of the gender of the involved parties. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix).

- 5.21.1 **Sexual Activity:** No student shall consent to and participate in any form of sexual activity with another student. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.**
- 5.21.2 **Indecent Exposure of Self or Others:** No student shall expose one's intimate body parts in public or expose the undergarments/intimate body parts of others. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense. Students who intentionally expose the intimate body parts of another may face increased discipline.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)
- 5.21.3 **Sexual Misconduct:** No student shall commit any act of verbal, written, gesture-oriented, physical sexual misconduct, or invasion of privacy. Invasion of privacy may include, but not limited to the following: Intentionally entering an occupied restroom stall, peeking into a stall or urinal, peeking into showers or changing area, or any other behavior which attempts to invade the privacy of others, whether for sexual gratification or as a joke/prank. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)
- 5.21.4 **Sexual Harassment:** No student shall participate in physical, verbal or visual conduct of a sexual nature directed towards another person wherein there is a pattern of harassing behavior or a single significant incident of unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

Examples of Sexual harassment which result in a student being disciplined may include, but are not limited to, the following:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts;
- Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes;
- Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct;
- Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures; Off-color language or jokes of a sexual nature;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

5.21.1 – 5.21.4 Levels 1-4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
<b>Restorative practices are recommended to repair and restore relationships</b> <b>SW Referral – DFCS notification may be necessary</b> <b>Parent conference should occur prior to student return to school</b> <b>Combination of School based interventions, supports, and disciplinary response may be appropriate</b>				

5.21.5 **Sexual Battery:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.21.5 Level 3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School based interventions & Alternatives to suspension	10 days OSS and a hearing Referral	School based interventions & Alternatives to suspension	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	5 days OSS	10 days OSS and a hearing referral with recommendation of long term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long term suspension/expulsion	
3 <sup>rd</sup> Offense +	10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion		10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion	
Supportive measures for both student victims and accused students. SW Referral – DFCS notification may be necessary Parent conference should occur prior to student return to school Notify the appropriate Associate Superintendent Notify resource officer and contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.21.6 Sexual Molestation:** Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix)

5.21.6 Level 3-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	8 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion
2 <sup>nd</sup> Offense	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of permanent expulsion		10 days OSS and a hearing referral with recommendation of permanent expulsion	
SW Referral – DFCS notification				
Parent conference should occur prior to student return to school, but may occur afterward				
Notify the appropriate Associate Superintendent				
Notify resource officer and contact Safety and Security – Criminal charges may apply				
Combination of School based interventions, supports, and disciplinary response may be appropriate				

## 5.23 TECHNOLOGY OFFENSES

**5.23.1 Hacking or Altering School Technology:** Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. Actual or attempted hacking is strictly prohibited. **Depending on age of student, level of severity or**

repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.

**5.23.2 Piracy:** Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-4 disciplinary responses for this offense.**

**5.23.3 Access, Distributing, or Displaying Inappropriate Material:** Students will not use any technology resources to distribute nor display inappropriate material. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.** Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in [www.atlantapublicschools.us/titleix](http://www.atlantapublicschools.us/titleix). Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

- Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
- Advocates illegal or dangerous acts;
- Causes disruption to APS, its employees or students;
- Advocates violence;
- Contains knowingly false, recklessly false, or defamatory information; or
- Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

**Note:** See 5.8.2 for non-technology offenses

5.23.1 – 5.23.3 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/ recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.25 WEAPONS:** A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Safety and Security or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be

determined by the Superintendent or his/her designee, in conjunction with law enforcement. There is no exception for students who have a valid legal license to carry a weapon. The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

**5.25.1 Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):** Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

A dangerous weapon also includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or non-explosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "mortar" which fires high explosive from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purpose. The term shall also mean a weapon commonly known as a "hand grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose. **MANDATORY DISCIPLINE HEARING**

5.25.1 Level 4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense +	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion	10 days OSS and a hearing referral with a recommendation of assignment to the alternative school for one calendar year or expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion
Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply				

**5.25.2 Category II Weapon – Hazardous Object:** Any pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, nonlethal air gun, stun gun, taser or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g. billy club, PR-24, night stick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nun chuck, nun chahka, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

**NOTE:** In addition to the above, Category II weapons include any item defined as a weapon or hazardous object as defined by O.C.G.A. § 16-11-127.1 and 20-2-751, with the exception of firearms and dangerous weapons (See Category I).

5.25.2 Level 2-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	School-based Interventions and Supports	10 days OSS and a disciplinary hearing referral with a recommendation of long-term suspension/expulsion	School-based Interventions and Supports	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school
2 <sup>nd</sup> Offense +	3 days OSS	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year or assignment to the alternative school
Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of School based interventions, supports, and disciplinary response may be appropriate Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.				

**5.25.3 Category III Weapon:** Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, toy guns, or plastic disposable razor or sling shot. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-4 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).** Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved. **Notify the appropriate Associate Superintendent - Contact Safety and Security – Criminal charges may apply**

5.25.3 Levels 1-4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Level 1	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention	School based Interventions & Alternatives to Suspension	1 day ISS or 1 day Detention
Level 2	School based Interventions & Alternatives to Suspension	3 days of Detention	School based Interventions & Alternatives to Suspension	3 days of Detention OR ISS
Level 3	1 day of ISS & School based Interventions	3 days OSS and School based Interventions	1 day of Saturday School OR ISS & School based Interventions	3 days OSS and School based Interventions
Level 4	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension	3 days OSS and School based Interventions	10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.
Restorative practices are recommended to repair and restore relationships Combination of School based interventions, supports, and disciplinary response may be appropriate				

**5.25.4 Bullets, BB'S, Paintball Pellets:** Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk.

5.5 Level 1 - 2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Offense	Administrative Conference	3 days detention	Administrative Conference	3 days ISS
2 <sup>nd</sup> Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	5 days OSS
Combination of School based interventions, supports, and disciplinary response may be appropriate				

**Note: Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item** - Any individual wishing to bring a look-alike weapon or dangerous instrument/unauthorized item to school for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the principal which includes a description of the dangerous instrument(s)/item(s) authorized and the time period during which dangerous instrument(s)/item(s) may be on campus.

Transport of the look-alike weapon or dangerous instrument/item to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the dangerous instrument/item from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the look-alike weapon or dangerous instrument/item in a secure location when it is not being used in the approved classroom activities. The dangerous instrument must be unloaded and must not contain any explosive material.

6. Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act (IDEA), Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act (ADA) of 1990.
7. **ALTERNATIVE SCHOOL:** If a student is in violation of the Student Code of Conduct and found guilty by official student disciplinary hearing action, the student may receive a disciplinary response inclusive of long-term suspension, expulsion, or assignment to the alternative school. Unless otherwise specified, a student assigned to the alternative school may attend the alternative school or inquire about enrollment into the virtual alternative school programming.

Students who attend the alternative school may do so pursuant to behavioral, academic and attendance conditions. If the student violates the conditions, he/she may forfeit the opportunity to attend the alternative school. The student may also receive additional discipline, included but not limited to long-term suspension or expulsion. If a student is long-term suspended or expelled after being permitted to attend the alternative school, he/she may be given an opportunity to continue his/her academic studies during the ordered duration of discipline via the Forrest Hill Academy Online Program (FHAOP).

8. **CLUBS AND ORGANIZATIONS:** The names of student clubs and organizations, the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in school-provided information and/or on school websites for each school. This information is updated periodically throughout the year.

9. **CHRONIC DISCIPLINARY PROBLEM STUDENTS:** A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion, the school to which the student is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one (1) parent or guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school.

The school system may, by petition to the juvenile court, proceed against a parent or guardian of a chronic disciplinary problem student if school system personnel believe the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal.

10. **DRIVERS' LICENSES:** In addition to the discipline specified in this Code of Conduct for attendance and selected conduct, students may find their eligibility for a Georgia instructional/learner's permit or driver's license impacted by their school enrollment. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver's license or learner's permit.
11. **DISCIPLINED STUDENTS ON CAMPUS:** Students who are suspended or expelled are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Students assigned to alternative school may not return to their home school or any other APS school to participate in school events without permission of the Principal. Failure to adhere to this rule can result in the student receiving additional disciplinary charges and/or an increased disciplinary response.
12. **REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM:** The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 20-2-738. The principal or the principal's designee will respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with District policy, procedure and guidelines.

a. Teacher Reporting

Teachers are required to file a report with the principal or principal's designee if he or she has a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. This report will be filed within one school day of the most recent occurrence of such behavior, will

not exceed one page, and will describe the behavior. The principal or the principal's designee will, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

If student support services are utilized or if disciplinary action is taken in response to such a report by the principal or the principal's designee, the principal or the principal's designee will send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day after the utilization or action and will make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians. Such written notification will include information regarding how the student's parents or guardians may contact the principal or the principal's designee.

b. Teacher Removal of Disruptive Student

Teachers have the authority to remove from the class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to the Teacher Reporting section of this Code, or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Principals will implement the District's removal process and will fully support the authority of every teacher in his or her school to remove a student from the classroom pursuant to Georgia law.

When a student is removed from the regular classroom, a conference will be scheduled within three school days with the student's parent/guardian, the teacher, and the student. During the conference the administrator will explain the grounds for the student's removal from class and give the student the opportunity to explain his/her behavior. After the conference, the principal will notify the student and parent(s) of the consequences of the Student Code of Conduct violation.

Each school will establish a placement review committee which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty will choose two teachers to serve as members and one teacher to serve as an alternate member and the principal will choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee will have the authority to: return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or refer the student to the principal or the principal's designee for appropriate action consistent with the removal process. The District will provide training for members of placement review committees regarding the provisions of this process, including procedural requirements; policies, procedures and guidelines relating to student discipline; and the student code of conduct that is applicable to the school.

For a student with disabilities, including those with IEPs or 504 plans, the removal from class must be consistent with state and federal laws and regulations regarding students with disabilities. School staff should refer to additional processes maintained by the Office of Student Discipline for more information regarding implementation of the Removal Process.

**NOTE:** For the purpose of this policy, the term "repeatedly or substantially" shall be defined as a minimum of three incidents.

13. **TRUANCY:** When a child is absent, parents, guardians, or other persons who have control of a child enrolled in APS should report reasons for absences in compliance with Policy and Regulation JB. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

- 13.1 Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- 13.2 Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
- 13.3 Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

14. **REPORTING TO LAW ENFORCEMENT:** In addition to discipline of students by APS, student conduct may be reported to appropriate law enforcement authorities, including pursuant to O.C.G.A. 20-2-1184. Some Student Code of Conduct violations may also result in criminal charges. School disciplinary action will be independent of any criminal or juvenile court decisions. When it comes to the attention of APS that an offense has occurred which may constitute criminal behavior, the officials and employees of Atlanta Public Schools will cooperate with the police and other investigative agencies in providing and sharing information about the student to the degree that the official or the employee deems necessary and/or is governed by law.

As required by the Georgia Legislature, APS encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

15. **DISCIPLINE OF STUDENTS IN PRE-K THROUGH THIRD GRADE:** Pursuant to O.C.G.A. 20-2-742: Students in Pre-K through 3<sup>rd</sup> grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention. 'Multi-tiered system of supports' or 'MTSS' also may include a systemic, continuous-improvement framework in which data based problem-solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.

If such student is receiving or has received a multi-tiered system of supports, the school has met these requirements. This requirement does not apply if:

- the student possessed a weapon/ dangerous instrument (including Rule 5.25) or illegal drugs (including Rule 5.2); and/or
- the student's behavior endangers the physical safety of other students or school personnel.

In addition, if a student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning the student in Pre-K through 3<sup>rd</sup> grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of the IEP or Section 504 plan.

16. **STUDENT HEARING PROCEDURE:** APS supports effective student discipline procedures to support student success and safety in the classroom and the school. For more information pertaining to student hearing procedures see Policy JCEB Student Hearing Procedure and Administrative Regulation JCEB-R(1) Student Hearing Procedure.

# STUDENT FORMS:

Parents & Students,

Please review the following Parent Acknowledgement and Student Forms and sign and return the signature page within five (5) days of receipt of the Student Handbook.

**Electronic Acknowledgement Forms are available in the Infinite Campus Parent and Student Portal. For assistance in accessing the electronic form to electronically sign your name, please contact a building administrator.**

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## **HANDBOOK ACKNOWLEDGEMENT**

We have received the Student Handbook and all documents, including the Student Code of Conduct, which is online at [www.atlantapublicschools.us/discipline](http://www.atlantapublicschools.us/discipline), and is also available at my school should we need a hard-copy. We understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information.

We also understand that this Student Handbook and Code of Conduct contains rules that students are expected to follow. Rules are expected to be followed on school property and, in some cases, off school property. See the Code of Conduct for more information.

We also understand that this Student Handbook and Code of Conduct contains information about possible legal consequences if a child does not attend school as required by Georgia law in § 20-2-690.1. If a child has more than five (5) unexcused absences, parents, guardians, or other persons who have control or charge of a child are subject to fines, imprisonment, community service or any combination of these penalties.

We also understand that in addition to school-based discipline of students, student misconduct may be reported to appropriate law enforcement authorities. The School District encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

We understand that major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

We understand that all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.

We understand that participation in athletic and extracurricular activities in Atlanta Public Schools is a privilege. Students participating in these activities represent their school and more importantly, depict its character. Therefore, the School may withdraw the privilege to participate in these activities if students violate the team rules, the Student Code of Conduct or state/federal laws.

## **PUBLICITY RELEASE**

Throughout the school year APS and local schools will conduct activities that may be publicized through local or national news media.

This permission is effective as long as I/my child attends his/her/my current school or until I give further notice to his/her/my Assistant Principal in writing.

By way of my signature noted on the signature page, I grant permission for my child/I to participate in any publicity activities for events sponsored by the District. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I acknowledge the District's or District designee's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I understand that although the District makes efforts to only engage students in positive media activities, the District has no control over how third party media use information from me/my child.

### **CELLULAR TELEPHONE/PERSONAL ELECTRONIC DEVICE**

My child has my permission to possess the personal electronic device listed below while on the property of the Atlanta Public Schools.

My child and I have read and understand Policy JCDAF and the associated regulations. I acknowledge the following:

1. Unless otherwise directed by school staff or teacher, cellular telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break.
2. Students are prohibited from placing or receiving texts/phone calls/emails during the school day. In the event a parent needs to make contact with his/her child during the school day, parents are encouraged to contact the school's front office to request to speak to or deliver a message to their child.
3. Possession of a cellular phone at school is a privilege, not a right, and if your child's possession of a cellular phone is deemed to interfere with the educational opportunity of your student or other students, this acknowledgement form can be revoked without warning.
4. All staff members have the right to confiscate mobile phones when used in violation of the Code of Conduct and policy JCDAF and its implementing regulation.
5. Any confiscated phone that is not retrieved by the end of the school year in which it was confiscated may be donated to a local charitable agency or organization.

Some of the disciplinary actions for students whose parent/legal guardians **have** completed the Parental Consent & Acknowledgement Form are listed in section 5.7.1 of the Code of Conduct.

Atlanta Public Schools assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device.

### **Student Bullying Incident Reporting**

In an effort to minimize bullying in the school environment, which includes on school property, at a school sponsored event, on a school bus, or on an electronic device accessed on school property or at a school event, the APS Office of Student Discipline has created a process whereby a student, parent/guardian, staff member, or bystander may report instances of bullying for further review and investigation.

The bullying incident can be reported electronically by visiting the Office of Student Discipline's website: [www.atlantapublicschools.us/discipline](http://www.atlantapublicschools.us/discipline), or a paper copy can be downloaded from the website. If you would like to be provided a paper copy, please contact the Office of Student Discipline (404) 802-2239.

All bullying reports are confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## SCHOOL BUS CONDUCT

The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students who violate the Student rules will be reported to the School Principal or designee and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school. Students are permitted to ride their assigned school bus only.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously AND following instructions the first time that they are given
2. BE ON TIME AT THE BUS STOP. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if you are late. Drivers have been instructed NOT TO STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE halt before trying to board or depart. If you must CROSS THE ROAD, wait for the DRIVER TO SIGNAL you across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. Promptly board the bus in an orderly manner. After boarding the bus, sit down and remain seated until the bus reaches your stop. IF THE DRIVER ASSIGNS SEATS, students will sit in the seats assigned to them.
5. NO fighting, pushing tripping, kicking, etc.
6. Students are not allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. Students should respect the property and privacy of others while at the bus stop and on the bus.
8. NO loud or boisterous speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
9. DO NOT sit with more than the proper number in one seat.
10. DO NOT extend any part of your body out the bus windows.
11. DO NOT throw anything in or out of the bus window.
12. DO NOT eat or drink on the bus.
13. DO NOT bring sharp objects, alcohol, illegal drugs, tobacco, fire arms, knives, explosives devices, fire crackers or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. ANY DAMAGES TO THE BUS WILL BE PAID FOR BY THE STUDENT OR HIS/HER PARENTS.
15. Keep the aisle clear. Store personal items on your lap or under the seat.
16. Keep the bus clean. A waste container is provided at the front of the bus. Use this container when boarding or departing the bus only.
17. USE HANDRAILS when boarding or departing the bus.
18. Student should board and exit the bus at their assigned stop. Avoid crowding or pushing while boarding or exiting the bus.
19. DO NOT board or exit the bus from the rear emergency door, unless instructed to do so by the driver.
20. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
21. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus.
22. Never do anything that could distract the driver or other students.
23. Students should not play and chase other students or hang onto school buses.
24. Students should remain cautious at all times when traveling on or standing near school buses to avoid the possibility of being dragged under the wheels of the bus and seriously injured. Students should never crawl or reach under the wheels of the bus.
25. Enter or exit the bus stop area only when it is safe, cross roadways at intersections or crosswalks only when it is safe, and look both ways while crossing. Always assume that cars will not stop for you.

**STUDENT PERMISSION FORMS & ACKNOWLEDGEMENT SIGNATURE PAGE**

**STUDENT CODE OF CONDUCT**

***Student Agreement***

I, \_\_\_\_\_ (print student's name) understand that the Student Code of Conduct is available on the APS Website ([www.atlantapublicschools.us/discipline](http://www.atlantapublicschools.us/discipline)) and, if needed, I can request a hard copy from my school. I am aware of my responsibilities under the Student Code of Conduct. Furthermore, I understand that inappropriate student behavior may result in the application of interventions and disciplinary responses as stated in the Student Code of Conduct.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

***Parent/Guardian Agreement***

Dear Parent or Guardian:

Atlanta Public Schools believes that you should be informed regarding our effort to create and maintain a productive learning environment for all students

I am the parent or guardian of the above named student. I understand that the Student Code of Conduct is available on the APS Website ([www.atlantapublicschools.us/discipline](http://www.atlantapublicschools.us/discipline)) and, if needed, I can request a hard copy from my child's school. My signature below acknowledges my understanding of the Code of Conduct.

I understand that by signing this document, I agree to support and promote the goals of the Student Code of Conduct and make every effort to work with the school in resolving all disciplinary matters.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**We understand that hard copies of the Student Code of Conduct are available upon request by contacting our local school or visiting the District website.**

If we have any questions about the enclosed information, we will ask a school administrator to discuss those questions. Failure to sign and return this form does not relieve the parent/guardian or the student from complying with and understanding the information enclosed in the Student Code of Conduct and Student Handbook.

\*\*\*\*\*

**SCHOOL BUS CONDUCT**

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

\_\_\_\_\_  
**Parent/Legal Guardian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**CELLULAR TELEPHONE/PED PARENTAL CONSENT & ACKNOWLEDGEMENT**

I understand that the Atlanta Public Schools assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device. ***I have read and agree to all provisions specified in Policy JCDAF and the associated regulations.***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Type of Device: \_\_\_\_\_ Serial Number: \_\_\_\_\_

If the device is a cellular telephone, please provide the telephone #: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian's signature Date

\_\_\_\_\_  
Student's signature Date

\*\*\*\*\*

**PUBLICITY RELEASE**

Throughout the school year APS and local schools will conduct activities that may be publicized through local or national news media. This permission is effective as long as I/my child attends his/her/my current school or until I give further notice to his/her/my Assistant Principal in writing.

\_\_\_\_ I grant permission for my child/I to participate in any publicity activities for events sponsored by the District. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I acknowledge the District's or District designee's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I understand that although the District makes efforts to only engage students in positive media activities, the District has no control over how third party media use information from me/my child.

\_\_\_\_\_  
Parent/Legal Guardian's signature Date

\*\*\*\*\*

**CLUBS/ORGANIZATIONS**

After reviewing the list of Clubs/Organizations at my student's school (available from the school website or from the school office), **I decline permission** for my child (under the age of 18) to participate in the following school club(s) which is defined as clubs and organizations that are directly under the sponsorship, direction, and control of the school):

\_\_\_\_\_

I understand that I should discuss this prohibition with my child to ensure compliance. I understand that more information regarding student organizations may be found at the school.

\_\_\_\_\_  
Parent/Legal Guardian's Signature Date

The Atlanta Board of Education establishes and approves the policies that govern the Atlanta Public School system. The Board comprises six district representatives and three at-large representatives, all of whom are elected to four-year terms. The day-to-day administration of the school district is the responsibility of the Superintendent, who is appointed by the Board. Board meetings are typically held the first Monday of each month, and are broadcast in real time via LiveStream at [lifestream.com/k12aps](https://lifestream.com/k12aps), and also air following the meeting on APS TV, Comcast Channel 22.

# Atlanta Board of Education

## 404-802-2200



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**Cynthia Briscoe Brown**  
At-Large Seat 8  
[cbriscoe\\_brown@atlanta.k12.ga.us](mailto:cbriscoe_brown@atlanta.k12.ga.us)

District	Elementary Schools	Middle Schools	High Schools
District 1	Benteen, Dobbs, Hope-Hill, Mary Lin, Barack & Michelle Obama Academy, Parkside, Slater, Thomasville Heights, Wesley International Academy, Atlanta Neighborhood Charter Elementary, KIPP Vision Academy, KIPP Vision Primary, The Kindezi School (OFW)	King, Price, Atlanta Neighborhood Charter Middle, KIPP Vision Academy, Wesley International Academy, The Kindezi School (OFW)	Carver, Carver Early College, Midtown, M.H. Jackson
District 2	Dunbar, F.L. Stanton, Finch, M.R. Hollis Innovation Academy, M.A. Jones, Centennial Academy Charter, KIPP Strive Academy, KIPP Strive Primary, KIPP WAYS Academy, KIPP WAYS Primary, KIPP Soul Academy, KIPP Soul Primary	H.J. Russell West End Academy, KIPP Strive Academy, KIPP WAYS Academy	Douglass, Washington, KIPP Atlanta Collegiate, North Metro GNETS
District 3	Burgess-Peterson Academy, Morningside, Springdale Park, F.A. Toomer, Drew Charter	David T. Howard, Drew Charter	Drew Charter, Adult Education, Atlanta Virtual Academy, Phoenix Academy, Hillside Conant (Residential Program, Grades 2-12)
District 4	Morris Brandon, Morris Brandon Primary, Garden Hills, Jackson, Jackson Primary, E. Rivers, Sarah Smith, Sarah Smith Primary, Atlanta Classical Academy	Sutton, Sutton (6th Grade), Atlanta Classical Academy	North Atlanta
District 5	Beecher Hills, Bolton Academy, Boyd, Harper-Archer, Miles, Peyton Forest, Scott, Tuskegee Airmen Global Academy, Usher-Collier Heights, West Manor, KIPP Woodson Park Academy, The Kindezi School (West), Westside Atlanta Charter  <i>Single-gender (6-12):</i> B.E.S.T. Academy, Coretta Scott King Young Women's Leadership Academy	John Lewis Invictus Academy, Young	Mays
District 6	Cascade, Cleveland Avenue, Continental Colony, Deerwood Academy, Fickett, Gideons (Kindezi), Heritage Academy, Humphries, Hutchinson, Kimberly, Perkerson	Bunche, Long, Forrest Hill Academy, Sylvan Hills	South Atlanta, Therrell, Forrest Hill Academy



Dr. Lisa N. Herring

## Our Superintendent

### Dr. Lisa N. Herring

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

**Email:**  
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**Twitter:**  
[@DrLisaHerring](https://twitter.com/DrLisaHerring)

**Blog:**  
[www.talkupaps.com](http://www.talkupaps.com)



Long Middle School

Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

[www.atlantapublicschools.us](http://www.atlantapublicschools.us)

Atlanta Public Schools welcomes everyone. The Atlanta Public Schools does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities.

**For more information regarding Atlanta Public Schools:**

- Visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us), [wabe.org](http://wabe.org) and [pba.org/education/aps](http://pba.org/education/aps)
- Listen to **WABE 90.1 FM**
- Watch **APSTV** on **Comcast Channel 22** and online with **Livestream** and **YouTube**
- Follow **@apsupdate** on **Instagram** and **Twitter**
- Follow **Atlanta Public Schools** on **Facebook**
- Read and subscribe to **atlsuper.com** and **TalkUpAPS.com**
- Download the **APS App** from your device's app store
- The **2021-2022 Student Handbook** is also available in Spanish. Assistance in other languages is available upon request.
- Join APS; see careers page at [www.apsrecruits.us](http://www.apsrecruits.us)



[www.atlantapublicschools.us](http://www.atlantapublicschools.us)

130 Trinity Avenue, S.W.  
Atlanta, GA 30303  
404-802-3500

## Student Calendar

Students at all APS neighborhood schools follow the school calendar below.

**August 5, 2021**

Day One / First Day of School

**September 6, 2021**

Labor Day Holiday

**October 7-8, 2021**

Fall Break

**October 11, 2021**

Teacher Professional Learning Day

**November 2, 2021**

Teacher Professional Learning Day

**November 22-26, 2021**

Thanksgiving Break

**December 20-31, 2021**

Semester Break

**January 3, 2022**

Teacher Professional Learning Day

**January 4, 2022**

Semester 2 Begins / Classes Resume

**January 17, 2022**

M.L. King, Jr. Birthday

**February 17-18, 2022**

Winter Break

**February 21, 2022**

Presidents' Day / Teacher Professional Learning Day\*

**March 21, 2022**

Teacher Professional Learning Day\*

**April 4-8, 2022**

Spring Break

**May 26, 2022**

Last Day of School

**\* Note:** Depending on the number of instructional days lost to inclement weather, instructional time may be made up by any combination of make-up days, virtual learning days or extension of the school day. Visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) for the latest weather-related news.



Burgess-Peterson Academy