

A Message from Our Superintendent

Dear Students and Families of Atlanta Public Schools,

We move into the 2022-2023 school year with 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/guardians, 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 paths they choose for their lives.

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

Scholars, please know that I — as your Superintendent — serve 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 your pleasure. You are the reason this work is so important. We — that is, every APS employee, and I — are committed to providing you with equitable opportunities to be the best you can be.

We come with a renewed mission focused on equity and treating everyone in our community justly and fairly. Everything we do in our district — from academics and operations, to 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 guides 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 to your child. As support, we have provided you with this 2022-2023 APS Student Handbook to serve as your comprehensive guide to student and parental rights, responsibilities, and expectations for the upcoming school year. Be sure to read this document carefully and sign the electronic acknowledgement located in the Infinite Campus Portal within five days to acknowledge receipt of this handbook. Please inform your school if a paper copy is needed.

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

Yours in Service,



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

A Message from Our Coordinator of Student Discipline

Dear Families & Friends,

We are excited to provide this resource to you as we embark on a new academic year.

The APS Team that compiled this year's student handbook has included a wealth of information and resources which we hope will assist you and support your active engagement and partnership. The Student Code of Conduct has been updated to provide greater clarity and guidance for school leaders, students, and stakeholders.

I want to acknowledge Tia Martin and Lynette Kamara for their editorial support and our 2021-2022 Discipline Committee for shaping our new Code of Conduct.

Principals:

Adam Danser - Maynard Jackson High School
Anita Lawrence – Bolton Academy
Eulonda Washington - Coretta Scott King Young Women's Academy
Gerald Johnson - Finch Elementary School
Shelley Goodrum - Therrell High School

Assistant Principals:

Jennifer Cappelli – Sutton Middle School
Keisha Gibbons – Young Middle School
Mahogany Jackson – Sylvan Hills Middle School
Shannon Holloman – Barack and Michelle Obama Academy

School Leaders:

Chasity Daniels: Long Middle School
Crystal Reed – Kimberly Elementary School
Demetrius Jenkins – Mays High School
Jayla Bailey – Sylvan Hills Middle School
Joseph Critcher – Long Middle School
Khalid Rajahn – South Atlanta High School
Lamar Young – Midtown High School
Shakeerah Benthall – Maynard Jackson High School

Central Office Leaders:

Dwight Ho-Sang – Deputy Head of Schools, Kipp Metro Atlanta
Kala Goodwine – Associate Superintendent
Rhonda Hudson – Coordinator of Equitable Student Support
Ronald Applin – Chief of APS Police
Rose Prejean-Harris – SEL Coordinator
Tara Shelton – SEL Coordinator/PBIS Coordinator
Vanessa Mims – School Psychologist
Winton Nunnally – Assistant Director, IT Security & Network

Sincerely,



Camalyn S. Turner, Esq.
Coordinator of Student Discipline
Atlanta Public Schools

Student Handbook

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

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

Translation and Interpretation

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

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

Arabic: “إذا كنت بحاجة إلى تفسير أو ترجمة لـ 404-802-7580 الاتصال بالرقم ، فيجوز أن يرسل إليك رسالة بريد إلكتروني أو رسالة بريد إلكتروني APStranslations@atlantapublicschools.us”

Bangla: আপনার যদি ইংরেজি ছাড়া অন্য কোন ভাষায় এই ডকুমেন্টের বিষয়বস্তু সহায়তার প্রয়োজন হয়, অনুগ্রহ রর 404-802- 7580 নম্বরের অথবা APStranslations@atlantapublicschools.us ইমেইলে ক্যাগারগাং বুন।

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

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

Hindi: अगर आपको आवश्यकता चाहिये कक यदिस्तावेज अंग्रेजी के अलावा अन्य भाषा में तो संपकक करे इस नंबर पर 404-802-7580 अथवा ईमेल करे APStranslations@atlantapublicschools.us

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

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

Korean: “판약에 이 문서를 영문외에 다른 언어로 필요하실경우, 전화: 404-802-7580 이나 이메일: APStranslations@atlantapublicschools.us 로 연락주시시오.”

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

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

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

Urdu: “اے راکرد ددم یم نابز روا یسک حوالاع کے شلگنا یم ےلسلسل سا وک پآ رگا”
یا رپ APStranslations@atlantapublicschools.us ای یریک خطبار رپ 404-802-7580 ینابرهم رارپ

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

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

Table of Contents

FERPA Notice	8
PPRA	8
Parents' Right to Know	8
APS Nondiscrimination	8
Title IX & Equal Education Opportunities	8
Transgender Students	8
Numbers You Need to Know	8
School Phone Numbers and Addresses	9
Frequently Called Phone Numbers	12
School Calendar 2022-2023	13-14

Attendance

Compulsory Attendance Law	15
Notification of Absences	15
Tardies	16
Early Check-Outs	16
Participation in Extracurricular Activities	16
Making up Missed Assignments or Tests	16
Suspension and Testing	16
Truancy	16

Enrollment and Registration

Verification of Residency	17
Change of Address	17
School Choice/General Admin Transfers	17
Custody	17
Grade Placement	17
Withdrawn from School	17
No Shows/Withdrawal Without Parent/Guardian	17

General Information

Compliance with GHSA Athletics	18
Gender Equity in Sports	18
Student Accident Insurance	18
Field Trips	18
Clubs, Orgs, Extra-Curricular Activities	18
Cancellation of School	18
Emergency Procedures	18

Child Abuse	18
Driver's License/Certificate of Attendance	18
Driving and Parking on School Campus	18
GA Sexting Laws for Teens and Minors	19
Human Trafficking	19
Lockers	19
Lunch with Students	19
Illness	19
Immunization Requirements	19
Parent-Teacher Conferences	20
Requesting Classroom Assignments	20
Use of District Technology	20
Textbooks and Instructional Materials	20
Visitors/Unauthorized Persons	20
Requirements for Graduation	20
Graduation Ceremony	21
Valedictorian/Salutatorian	21

Parent And Student Resources

Campus Portal for Parents	21
Family Engagement	21
Parent Teacher Association (PTA)	21
School Governance (GO) Team	21
Homeless Children and Youth	22
Home Schooling Attendance Reporting	22
Hospital Homebound	22
My Backpack	22

Health and Safety

Safety and Security	22
School Counselors	22
School Health Services	22
Medicine	23
School Social Workers	23
Mental Health Support	23
School Nutrition Information	23
Child Find	23
Section 504 Rights and Safeguards	23

Seclusion or Restraint of Students 24

Student Bullying Incident Reporting 24

Organizational Ombuds Office..... 24

Student Code Of Conduct

Expectations and Responsibilities 25

Glossary of Terms..... 26

Scope

Location of Violations 27

Investigation of Misconduct 27

Searches 27

Progressive Discipline 28

Student Offenses..... 28

Personal Communication/Electronic Devices..... 28

Chronic Disciplinary-Problem Students 29

Disciplined Students from the Classroom..... 29

Teacher Reporting 29

Removing Disruptive Students from the Classroom..... 29

Teacher Removal of Disruptive Student 30

Reporting to Law Enforcement..... 30

Discipline of Students in Pre-K Through Third Grade .. 30

Board Policy JGBB: Restorative Practices 30

School Bus Conduct..... 31

Progressive Discipline Interventions (Elementary)..... 32

Progressive Discipline (Elementary)..... 33

Progressive Discipline Interventions (Secondary)..... 51

Progressive Discipline (Secondary)..... 52

Parent/Guardian Acknowledgement..... 70

Student Code of Conduct

Student Offences Table of Contents (in alphabetical order)

Academic Dishonesty	1	Medication OTC (Over the Counter/Possession)	23
Alcohol/Illegal Drugs/Inhalants: Under Influence	2	Medication OTC (Over the Counter/Selling/Dist.)	23.b
Alcohol/Illegal Drugs/Inhalants: Possession/Use	2.b	Medication (Prescription/Possession)	23.c
Alcohol/Illegal Drugs/Inhalants: Selling/Buying	2.c	Medication (Prescription/Selling/Distribution)	23.d
Alcohol/Drug Paraphernalia/Counterfeit Drugs	2.d	Off Campus Offense	24
Arson	3	Offensive Language	25
Assault	4	Offensive Material	25.b
Assault of School Employee	4.b	Parties to the Offense	26
Audio or Video Recording	5	Physical Harm to Employee	27
Battery	6	Piracy	28
Battery of School Employees	6.b	Public Displays of Affection	29
Bomb Threats	7	Robbery	30
Bullets/BB's/Paintball Pellets	8	School Dress Code	31
Bullying	9	School-Wide Disruption	32
Burglary	10	Sexual Activity	33
Bus Emergency Exits	11	Sexual Battery	33.b
Bus Unauthorized Area or Exit	11.b	Sexual Harassment	33.c
Bus Safety Hazard	11.c	Sexual Misconduct	33.d
Bus Electronic Distractions/Cell Phone Use	11.d	Sexual Molestation	33.e
Category I Weapon	12	Skippping	34
Category II Weapon	12.b	Selling/Distributing Unauthorized Item	35
Category III Weapon	12.c	Stalking	36
Class Disruptions/Horseplay	13	Stimulants (Possession/Use)	37
Consensual Bodily Harm	14	Stimulants (Selling/Distribution)	37.b
False Call to Emergency Services	15	Tardy	38
False Report	15.b	Teasing/Taunting	39
Fighting	16	Theft	40
Fighting, Group	16.b	Threats	41
Gambling	17	Terroristic Threats	41.b
Gang, Displaying Gang Affiliation	18	Tobacco	42
Gang, Engaging in Gang Activity	18.b	Trespassing	43
Gang, Recruiting/Soliciting	18.c	Unauthorized Area	44
Incendiary Devices (Possession)	19	Unauthorized Entry	44.b
Incendiary Devices (Discharging)	19.b	Unauthorized Item	44.c
Indecent Exposure of Self or Others	20	Unauthorized School Walkout	44.d
Insubordination	21	Unreasonable & Repeated Verbal/Physical Contact	45
Leaving School Grounds	22	Vandalism	46

Family Educational Rights & Privacy Act Notice (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents/guardians the right to have access to their child's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents/guardians to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. Please visit this website for more information: FERPA.

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

Protection of Pupil Rights Amendment

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Please visit this website for more information PPRA

Parent's Right to Know

In compliance with the requirements of the Every Student Succeeds Act statute, APS informs parents/guardians 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 qualifications, please contact the principal.

APS Nondiscrimination

Atlanta Public Schools (APS) 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. 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. See Policy JAA.

Title IX & 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. Board policy prohibits acts of sexual harassment that may not rise to the level of a violation of federal law.

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

Transgender Students

The district values the uniqueness of every student; therefore, whenever a student identifies themselves 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 – 877-SAY-STOP

Anonymous/Confidential report of drugs, weapons, bullying, threats, or other safety issues. Available 24/7.

NATIONAL HUMAN TRAFFICKING HOTLINE – 888-373-7888 – OR TEXT "BEFREE" (233733)

Toll free/confidential. Assistance, safety planning, emotional support, and connections to local resources for victims in crisis. Available 24/7.

GEORGIA HUMAN TRAFFICKING HOTLINE – 866-363-4842

Trained law enforcement agents, advocates, and first responders are available to provide support. Available 24/7.

GEORGIA CARES – 844-8GA-DMST

Support and crisis planning for victims of domestic minor sex trafficking.

GEORGIA CRISIS AND ACCESS HOTLINE – 800-715-4225

Toll free/Confidential. Access to mental health and mobile crisis services in Georgia. Available 24/7.

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

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

PARTNERSHIP AGAINST DOMESTIC VIOLENCE – 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

Phone Numbers and Addresses

Area Code 404 (unless noted)

Elementary Schools

SCHOOL	ADDRESS	TELEPHONE
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
Brandon Primary	2845 Margaret Mitchell Dr.	802-7280
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 Rd., 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
Jackson Primary	4191 Northside Dr., NW 30342	802-8810
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 (temporary location)	774 Virginia Ave., NE 30306	802-8950

Elementary Schools (cont.)

SCHOOL	ADDRESS	TELEPHONE
Morningside K-Center	999 Briarcliff Rd., NE 30307	802-8700
Parkside	685 Mercer St., 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
Smith Primary	370 Old Ivy Rd., NE 30342	802-3850
Springdale Park	803 Briarcliff Rd., NE 30306	802-6050
Stanton, F.L.	1625 M. L. King, Jr. Dr., SW 30314	802-7500
Toomer	65 Rogers St., NE 30317	802-3450
Tuskegee Airmen Academy	1626 Westhaven Dr., SW 30311	802-8450
Usher	631 Harwell Rd., NW 30318	802-5700
West Manor	570 Lyndhurst Dr., SW 30311	802-3350
Whiteford Early Learning Academy	35 Whiteford Ave., SE 30317	802-6900

Middle Schools

SCHOOL	ADDRESS	TELEPHONE
Russell (formerly Brown)	765 Peeples St., SW 30310	802-6800
Bunche	1925 Niskey Lake Rd., 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
Sutton 6th Academy	4360 Powers Ferry Rd., NW 30327	802-5600
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 Trl., 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

SCHOOL	ADDRESS	TELEPHONE
Atlanta Classical Academy (K-12)	3260 Northside Dr. 30305	369-3500
Atlanta Neighborhood Charter Primary (K-5)	688 Grant St., SE 30315	624-6226
Atlanta Neighborhood Charter Middle (6-8)	820 Essie Ave., SE 30316	678-904-0051
Centennial Academy (K-8)	531 Luckie St., NW 30313	802-8550
Charles R. Drew Charter Elementary Academy (K-5)	301 Eva Davis Way, SE 30317	687-0001
Charles R. Drew Charter Jr./Sr. Academy (6-12)	300 Eva Davis Way, SE 30317	470-355-1200
The Kindezi School Westlake (K-8)	286 Wilson Mill Rd., SW 30331	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 Dr. 30312	678-904-9137
Westside Atlanta Charter (K-8) (temporary location)	2250 Perry Blvd., 30318	802-1350

Partner Schools

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

APS Frequently Called Numbers

DEPARTMENT	TELEPHONE
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-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
Multilingual Programs & Services	404-802-7580
Nutrition & Food Service	404-802-1599
Parents as Partners Academic Center	404-802-3673
Pre-Kindergarten Program	404-802-3640

DEPARTMENT	TELEPHONE
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

APS Student Calendar 2022-2023

- First/Last day
- Teacher professional learning day (students do not report)
- Holiday

25 - 29 Teacher Preplanning Days

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Teacher Professional Learning Day
3 Begin Semester 2
16 M.L. King, Jr. Birthday
 Instructional days: 20

1 First Day of School
 Instructional days: 23

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 President's Day/Teacher Professional Learning Day
21-24 Winter Break (students and teachers)
 Instructional days: 15

5 Labor Day
 Instructional days: 21

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 Teacher Professional Learning Day
 Instructional days: 22

10 Indigenous People's Day/Teacher Professional Learning Day
11-14 Fall Break (students and teachers)
 Instructional Days: 16

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

3-7 Metro Area Spring Break
 Instructional days: 15

8 Teacher Professional Learning Day/Election Day
21-25 Thanksgiving Break
 Instructional days: 16

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 Last day of school
29 Memorial Day
30 Teacher Postplanning Day
 Instructional days: 20
 Semester 2: 92

16 Semester Break
 Instructional days: 12
 Semester 1: 88

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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 make-up days, virtual leaning days or extension of the school day.

APS Charter & Partner School Calendar 2022-2023

- First/Last day
- Teacher professional learning day (students do not report)
- Holiday

Teacher Preplanning Days

18-22 DREW
18-29 KIPP
20-29 CENTENNIAL
25-29 APS, KINDEZI, WESTSIDE,
PBSA
First Day of School
25 DREW

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Professional Learning Day/
no school
2 APS, ACA, ANCS, DREW, KIPP,
KINDEZI, WESLEY, WESTSIDE,
PBSA
2-3 CENTENNIAL
16 M.L. King, Jr. Birthday

First Day of School

1 APS, CENTENNIAL, KIPP,
KINDEZI, WESLEY, WESTSIDE,
PBSA
2 ANCS
10 ACA

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 President's Day/Teacher
Professional Learning Day/Staff
Planning
APS, ACA, ANCS, DREW, KINDEZI,
PBSA
21-24 Winter Break
APS, ANCS, DREW, KINDEZI,
WESLEY, PBSA
20-24 CENTENNIAL

5 Labor Day

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Professional Learning Day
20 APS, ACA, ANCS, KIPP, PBSA

Indigenous People's Day/Teacher Professional Learning Day

10 APS, ANCS, CENTENNIAL,
KINDEZI, WESLEY, WESTSIDE,
PBSA
7,10 ACA
10,11 DREW
10,13,14 KIPP
11-14 FALL BREAK - ALL SCHOOLS
11-12 KIPP, PBSA

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

3-7 Metro Area Spring Break

Teacher Professional Learning Day/ Election Day (all schools)

8 APS, ANCS, DREW, WESLEY
21-25 Thanksgiving Break

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Last day of school
25 DREW, CENTENNIAL
26 APS, ACA, ANCS, KIPP,
KINDEZI, WESLEY, WESTSIDE,
PBSA
Teacher Post-planning Day
26 CENTENNIAL, DREW
30 APS, KIPP, WESLEY, PBSA
29 Memorial Day

19 - 30 Semester Break

Teacher Professional Learning Day
16 - Centennial

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Prep Days
APS

Attendance Information

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.

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 6th and 16th 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

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.
- A serious illness or death in a student's immediate family.
- A court order or an order by a government agency.
- The observation of religious holidays.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent/legal guardian is in military service or the National Guard, and such parent/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 days missed from school to visit with their parent or legal guardian prior to deployment.
- A student whose parent/legal guardian is currently serving or previously served on active duty in the armed forces or 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.

Upon return to school from an 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.

The notification must be received by designated school personnel within three school days of the student's return.

All children enrolled in public school for 20 school days or more are subject to compulsory school attendance, even if they are under six years of age (O.C.G.A. § 20-2-150). Please see the chart below for a quick view of APS attendance protocol:

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

Students will be counted present in the following circumstances:

- A student who serves as a Page of the Georgia General Assembly.
- A student who attends court proceedings related to their foster care.
- A student who successfully participates in the Student Teen Election Participant (STEP) program.
- 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 half of the instructional day, excluding lunch.

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 checked out prior to the end of the regular school day, the student should bring a written note from their parent/legal guardian stating the reason. The student will only be released to their parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification. Students may also be released to child welfare authorities as allowed by law.

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/guardian's responsibility to make arrangements for makeup work. Students should ask their teacher for any missed assignments on the first day they return to school. Failing to comply with this procedure will result in a grade of zero being given for graded assignments missed during an excused absence. Local boards of education are not required to provide makeup work for unexcused absences.

Suspension And Testing

At the discretion of the school principal, any student who receives an out-of-school suspension (OSS) that interferes with their 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 OSS, but presents as a safety concern to the school community may be denied an opportunity to return to their zone school and participate in standardized testing during the suspension period.

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 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 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 absences for a child shall constitute a separate offense."

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

Enrollment, Registration and Transfers

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

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

Eligible unemancipated minor students shall be enrolled in school by their parent(s)/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.

APS shall serve all eligible K-12 students residing with their parent(s)/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/legal guardians 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. 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 APS website at **www.atlantapublicschools.us**.

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, or tardies; or (3) other circumstances occur that place the school on notice that the address of record is invalid/inaccurate for the student.

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. If it is discovered that a student and their family failed to inform the school that they have moved out of the school zone, the student 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 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. 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:

- 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;
- The student has a combined total of four in-school suspensions, suspensions of one to three days, or disciplinary referrals to the office; and/or
- Two or more suspensions of three days or more for any reason, or expulsion.

The General Administrative Transfer Application Window for the 2022-2023 school year will be posted on the APS website. For more information regarding transfers to attend an out-of-zone school, please contact Student Assignment at **404-802-2233** or **studentassignment@atlantapublicschools.us** or reference Regulation JBCCA-R(2).

Custody

Parents/guardians are encouraged to provide the school with 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 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 and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such an order exists, a copy must be presented to the principal.

Grade Placement

Parents/guardians 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.

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.

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.

No Shows And Withdrawal Without Parent/Guardian Permission:

Pursuant to Administrative Regulation JBCCD-R(1): The District may withdraw a student without parental permission. In all scenarios, the Superintendent or the Superintendent's designee shall use due diligence to notify the parent/guardian or other person if the Local Education Agency (LEA) plans to withdraw such a student. The Superintendent or designee shall document a minimum of three attempts to contact the parent/guardian, grandparent, or other person. Such notification shall be by certified mail, return receipt requested. The school may still pursue the interventions as outlined in the APS attendance policy and regulations.

The District can withdraw a student without parental permission when:

- The student is older than 16 and has accumulated 10 consecutive unexcused absences.
- The student is 6-16 and has accumulated 10 consecutive unexcused absences.
- The student is enrolled in another school or home schooled.
- The student no longer resides in the school attendance zone. See *JBC-R(3) School Admissions — Students who Move During the School Year*.
- Student is not in attendance on the first day of school but was expected based on prior year enrollment.

General Information

Compliance With Georgia High School Association (Ghsa) Rules In Athletics

APS complies with the rules of the GHSA regarding eligibility and other athletic issues. Please visit www.ghsa.net for more information.

Gender Equity In Sports

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

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/guardians interested in enrolling must note the following:

- Obtain the Student Accident Insurance Coverage Enrollment Form from the building principal.
- Complete the 2022-2023 online application. The online option permits payment by credit/debit card.

For additional information about Student Accident Insurance, please contact Charlie Eisenbies

Assistant Vice President, Gallagher Special Risk

Direct **617-769-6458** | Mobile **781-264-2687** | Fax **617-769-6417**

Charlie_Eisenbies@ajg.com www.gallagherstudent.com | www.ajg.com

Field Trips

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.

Clubs, Organizations & Extracurricular Activities

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 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).

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/guardians should be aware that severe weather or other emergencies could cause school to be canceled during the school day and should plan accordingly. APS 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.

Emergency Procedures: Evacuations, Shelter-In-Place & Other Protective Actions

All APS 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.

Child Abuse

Any student (or parent/guardian, 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 their 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/guardian 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 **855-GACHILD/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, Second Floor, Atlanta, Georgia 30303; **404-802-2233**.

Driving And Parking On School Campus

Parking on school grounds is not a right, it is a privilege, which can be revoked. Students who drive to school must follow all safety rules and procedures established by the principal, including obtaining a parking permit if required. 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 their 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.

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 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 ages 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 shall be guilty of a felony, and upon conviction thereof, shall be punished by imprisonment for 10-20 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/guardian 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/guardians if anyone suggests they send inappropriate photos or if someone offers a job or travel opportunity

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

Lockers

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

Lunch With Students

Parents/guardians are welcome to eat lunch with their children at school; however, a school may limit or cancel lunches if a parent's/guardian's presence or behavior intentionally or unintentionally causes a disruption or safety concern. 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. Food can not be delivered to students during the school day by any food establishment, inclusive of but not limited to UberEat, DoorDash or GrubHub, without prior approval by the principal.

Illness

If a student becomes too ill to remain in class, the student may contact their parents/guardians 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 arrive at 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. Parents/guardians should make arrangements to check the student out within one hour of being notified by school.

Parents/guardians are required to monitor their student's health and conduct a health attestation prior to their student returning to school. If a student is ill with COVID-like symptoms, has been exposed to a 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/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.

Immunization Requirements

Certificates of Immunization are required by Georgia Law 20-2-771. All kindergarten, 6th and 7th grade students, all students new to Georgia, and students coming from any private school must have the Georgia Certificate of Immunization Form 3231 signed by a licensed healthcare 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 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 + DTaP (Number of doses depends upon age given)

Four + IPV (Number of doses depends upon age given)

Three Hepatitis B

Two doses of Measles vaccine, two doses of Mumps vaccine, and one dose of Rubella vaccine or Two doses of the combined MMR [Or documented history of disease or serology]

Two Hepatitis A [Hepatitis A (Required if born on or after 01/01/2006)]

Two doses of Varicella vaccine [Or documented history of disease or serology]

Rising 7th Grade Immunization Requirements

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 12 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, 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 11th 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 11th grade, will require proof of a booster dose of the meningococcal conjugate vaccine, unless their first dose was received on or after their 16th birthday.

Additional Requirements

- Certificates must be signed by a physician licensed in GA or a 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.

Parent-Teacher Conferences

Parents/guardians are encouraged to contact the school to arrange a parent-teacher conference when they would like more information about their child's performance at school. Teachers are not available for parent-teacher conferences during instructional time. Parents/guardians who request a classroom observation or a teacher conference shall provide at least 24 hours advance notice. Parents/guardians are encouraged to utilize the scheduled teacher conference day to address student issues.

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.

Use Of District Technology

The Atlanta Board of Education recognizes that electronic media, including the internet and email, 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 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 that may be revoked at any time. For more information, visit www.atlantapublicschools.us and review the Student Code of Conduct, Regulation JCDA-(R)(1), as well as Board Policy IFBG, Internet Acceptable Use.

Textbooks And Instructional Materials

APS 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

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. **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 nine through 12 leading to graduation with a diploma that prepares students for postsecondary education and careers. To participate in any graduation exercises or ceremonies, APS 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 9th grade. For additional information, please contact your school counselor. Information also may be obtained by visiting www.atlantapublicschools.us.

Graduation Ceremony

Student 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 associated costs. 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/Salutarian

Each traditional high school, including individual small schools comprising educational complexes, will designate a valedictorian and salutarian for each graduating class.

Valedictorian: The student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below.

Salutarian: The student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

Eligibility

- The eligible student will have been enrolled in the school from which they will graduate by the end of the first semester of their junior year.
- The eligible student will have transferred five 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.
- The eligible student will have a weighted numeric grade-point average of 90 or above.
- Students selected as valedictorians and salutarians must complete all requirements for graduation by the end of the second semester of their 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 salutarian.

Selection

- Class rankings to determine the valedictorian and salutarian will be generated based on grades earned by the end of the first semester of the senior year.
- Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.
- 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.
- Co-valedictorians and co-salutarians 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/guardians 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/guardians to verify household information, including their email address, home address and telephone numbers. Contact your child's school to get your CPP activation key or visit www.atlantapublicschools.us for more information.

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

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

Parent Teacher Association (PTA)

Most schools have a parent teacher organization — either a PTA (which is part of the national Parent Teacher Association) or a PTO (which is an independent parent teacher organization). Through initiatives and activities sponsored by these groups, parents/guardians work with faculty to enhance the school environment and improve student achievement. At most schools, membership drives begin at the start of the new school year and activities are scheduled throughout the year. Contact your child's school for information on who to contact about membership, meetings, dues, and upcoming activities.

School Governance (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 policies and procedures unless a waiver is granted.

GO Teams include nine to 11 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 two appointed students (high schools only). For more information about GO Teams, please visit apsstrongschools.com.

Homeless Children And Youth

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

- Lack a fixed, regular, and adequate nighttime residence;
- Share the housing of other persons (doubled-up) 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;
- 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;
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- 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 (zoned or school of origin) 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/guardian 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 other supportive services (food, housing, clothing, ect.).

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

Home Schooling Attendance Reporting

Parents/guardians wishing to establish or continue utilizing the home school program must complete and submit a declaration of intent form to the 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 enrolled 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 APS institution 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 APS Student Portal. The Department of Instructional Technology is excited to offer a unique 21st century learning space for every enrolled student. 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.

Parents and students can access MyBackPack at <https://mybackpack.apsk12.org>. Students should enter their APS student computer login. For questions or concerns please email: mybackpack@aps.k12.org.

Health & Safety

Safety And Security

The Office of Safety and Security works in collaboration with staff, parents/guardians, 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, an emergency management unit led by an emergency management coordinator, and a security operations department managed by a security operations director. The police department is composed 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/guardians. For additional information contact the Office of Safety and Security, 130 Trinity Avenue Police Precinct, Atlanta, Georgia 30303, Phone **404-802-2000**.

School Counselors

The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. Parental/guardians permission is not required for students to see the counselor or to participate in classroom instructional 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.

In addition to the above tasks, middle and high school counselors also help with student advisement and planning for career pathways. Parents/guardians, students, teachers, or any staff member can initiate a referral to meet with the school counselor. School counselors do not take the place of private therapists and cannot provide long-term therapy for students. For additional information, contact your school counselor or the Coordinator of School Counseling, Maria Grovner, 130 Trinity Avenue SW, 6th Floor, Atlanta, Georgia 30303, Phone **404-802-2642**.

School Health Services

The School Health Services Program provides coordinated district health initiatives and school-based nursing services to ensure delivery of quality, individualized support for students. Services provided by

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

Medicine

Atlanta Public Schools 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, their 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.

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, but not limited to, mental health and behavior difficulties, school adjustment issues, poverty, discrimination, abuse, addiction, bullying, divorce of parents/guardians, and loss of a loved one. School social workers are available to provide support when needed. For additional information, contact your school social worker or the Coordinator of Social Work Services, Dr. Jacquelyn Anthony, 130 Trinity Avenue SW, 6th Floor, Atlanta, Georgia 30303, Phone **404-802-2247**, Fax **404-802-1205**.

Mental Health Support

Atlanta Public Schools prioritizes care of the Whole Child as a means to ensure that the comprehensive needs of students are identified and supported. As part of the Whole Child initiative, schools will implement a universal social, emotional, behavior screener twice per school year (Fall and Spring administration) to determine strengths and areas of growth relative to social, emotional, and behavioral well-being. The screener is a starting point for next steps in determining the best course of action to support students identified as being at-risk for developing a variety of behavior and emotional disorders that can lead to adjustment problems. For more information about APS and the implementation of universal social, emotional, behavior screeners please visit <https://www.atlantapublicschools.us/Page/67035>.

Students who have been identified to be in need of mental health support may receive services from one of the many community mental health wraparound providers that partner with each school. For more information on the mental health service providers who are currently in partnership with APS, please visit <https://www.atlantapublicschools.us/Page/45966>. If you are interested in your child receiving mental health support at school from the school mental health wraparound provider, please contact your school social worker or the Coordinator of Social Work Services, Dr. Jacquelyn Anthony, 130 Trinity Ave, SW, 6th Floor, Atlanta, Georgia 30303, Phone 404-802-2247, Fax **404-802-1205**.

School Nutrition Information

The primary goal of the Nutrition Department is to provide all students with 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>.

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. Parents/guardians 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 retains the right to refuse services and is 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.

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.

Any student or parent or guardian ("grievant") may request an impartial hearing due to the Atlanta Public Schools' 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.

Hearing Request (must include the following):

- The name of the student.
- The address of the residence of the student.

- The name of the school the student is attending.
- The decision that is the subject of the hearing.
- The requested reasons for review.
- The proposed remedy sought by the grievant.
- The name and contact information of the grievant.

For more information regarding Section 504 use this link [Section 504 Ed.Gov](#) or if you have questions or need additional assistance, please contact the Atlanta Public School District's Section 504 Coordinator:

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**

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:

- Seclusion;
- Prone restraint;
- Mechanical restraint;
- Chemical restraint; and
- Physical restraint, except in those situations in which the student is an immediate danger to themselves 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:

- As a form of discipline or punishment,
- When the student cannot be safely restrained, and/or
- 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 APS employee's authority to:

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

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

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

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

Student Bullying Incident Reporting

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

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

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

Organizational Ombuds

The Office of the Organizational Ombuds is committed to supporting student success by serving as a neutral, confidential, and informal resource for district and community stakeholders. The Organizational Ombuds team works to create inclusive and just conditions for all students through:

- Informal resolution of stakeholder concerns;
- Policy analysis;
- Resource referrals and collaboration; and
- Facilitation of collaborative dialogue.

To contact the Organizational Ombuds Office or to learn more about resources visit: <http://tinyAPS.com/?Ombuds>.

Atlanta Public Schools

Student Code of Conduct 2022-2023

Expectations and Responsibilities

Atlanta Public Schools has constructed school discipline policies that are aimed at creating a positive environment that supports the social and emotional development of students, and teaches 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 their 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 their 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 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 all APS employees and staff
- To access information about APS (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 all APS employees and staff
- To respect other students' privacy rights

Glossary of Terms

Appeal

A request for the Superintendent and the Atlanta Board of Education to review a hearing officer's disciplinary determination. The hearing officer's decision may be appealed by submitting a written letter to the attention of the Superintendent, at 130 Trinity Avenue, Atlanta, Georgia 30303, within 20 days from the date the decision is made.

Behavioral Correction Plan

A set of behavioral intervention strategies for students identified as chronic-disciplinary-problem students.

Behavior Intervention Plan

A set of strategies to support special education students with inappropriate classroom behaviors.

Bus Suspension

The student is suspended from riding the bus. During this time the parent/guardian is responsible for providing transportation to and from school.

Detention

A teacher-managed disciplinary response where the student is required to attend a session before school, after school, or during an extracurricular activity.

Districtwide Probation Contract

A contract assigned to a student who has violated the school's Code of Conduct repeatedly, or referred for and/or appeared before a Student Disciplinary Hearing, or has been allowed to return to the home school during a trial period in which student must conduct themselves in a way that meets the school disciplinary code.

Felony Drug Charge

It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana, in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, middle school, or secondary school or school board used for elementary, middle or secondary education.

Hearing Officer

A system administrator with no prior knowledge of the event who conducts the proceedings for disciplinary hearings and makes the determination of rule violation and appropriate consequences.

In School Suspension (ISS)

A disciplinary measure that permits the student to attend school, but prohibits them from attending their regular classes. Students assigned to ISS are not permitted to participate in extracurricular activities on the date of their ISS assignment.

Out of School Suspension (OSS)

A disciplinary measure that prohibits the student from attending school. Students assigned to OSS are not permitted to participate in extracurricular activities on the date of their OSS assignment.

Long-Term Suspension

The removal of a student from school for more than 10 days because the student violated the Code of Conduct.

Manifestation Determination

A review of a special education/504 student's program and disability to determine if misconduct is caused by, or has a direct and substantial relationship to, the disability, or whether the conduct was the direct result of the school's failure to implement the IEP.

Permanent Expulsion

A student is removed from all APS property, activities, and events for an indefinite period of time. School work may not be made up or credit earned.

Restorative Practices

The process by which an individual acknowledges wrongdoing and takes steps to repair harm and is welcomed back into the school community.

Social-Emotional Learning

The process of increasing awareness in dealing with oneself, others, and relationships in an effective way.

Stay-Away Agreement

A standard agreement entered into between students to set parameters for restricted interactions for a set period of time. Violation of a stay-away agreement will result in expedited disciplinary action which may include suspension, long-term suspension, or expulsion.

Short-Term Suspension

The involuntary removal of a student from class attendance or school attendance for 10 days or less. Suspended students shall make up those assignments that the teachers determine will have an impact on the student's final grade. Students are responsible for making arrangements and completing makeup work within the timeline specified by their school.

Waiver

A document acknowledging that the parent/guardian has agreed to forgo the disciplinary hearing process and accept the school's recommendations for a disciplinary response for the student's misbehavior.

Scope

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 acknowledge receipt of the Code of Conduct using the electronic acknowledgement form in the Infinite Campus parent portal. A parent/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 who commit an infraction will receive a disciplinary response. 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 behavior interventions and restorative practices. If a student/parent/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**.

Disciplinary action will be related, 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. As such, disciplinary responses may differ on a case by case basis.

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.

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.

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.

School property includes, but is not limited to:

- The land and improvements which constitute the school
- Any other property or building, including school bus stops, any school function, event, or activity
- Any bus or other vehicle used in connection with school functions and activities, including but not limited to, buses leased by APS and privately owned vehicles used for transportation to and from school activities
- Personal belongings, automobiles, or other vehicles located on school property
- Off-campus locations 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
- 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)

- 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.

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

The determination of whether or not a student has violated the Student Code of Conduct will be made based solely on a preponderance of the evidence. In other words, 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.

Searches: In accordance with APS 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 onto any APS 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/guardians. 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.

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

APS assumes no liability for the theft, loss, or damage of mobile telephones, PEDs, unauthorized materials/objects/contraband possessed by students on school property or held by school officials

during the confiscation period. APS 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.

Progressive Discipline:

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 three levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (moderate) offenses, and Level 3 discipline (serious) offenses. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. Following appropriate teacher intervention, students may be referred to an administrator.

LEVEL 1 DISCIPLINE	MINIMUM	MAXIMUM
School-based interventions/support and the following:		
Elementary	One day detention	Three days detention
Middle/High	Up to three days detention	Up to three days of In-School Suspension

Level 2 Discipline is used for MINOR acts of misconduct. 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.

LEVEL 2 DISCIPLINE	MINIMUM	MAXIMUM
School-based interventions/support and the following:		
Elementary	Up to five days of In-School Suspension	Up to three days of Out-of-School Suspension
Middle/High	Four or five days of In-School Suspension	Up to three days of Out-of-School Suspension

Level 3 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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix.

LEVEL 3 DISCIPLINE	MINIMUM	MAXIMUM
School-based interventions/support and the following:		
Elementary	Four days of Out-of-School Suspension.	Ten days of Out-of-School Suspension.
Middle/High	Four days of Out-of-School Suspension.	Ten days of Out-of-School Suspension.

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 designees working in conjunction with the Office of Student Discipline or an Associate Superintendent may use a 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.

Personal Communication/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/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 unstructured 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 and PEDs 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 phones or other PEDs.

Students shall not use, display, or turn on cellular phones, or PEDs during instructional time, class change time, or breakfast/lunch. The principal shall determine specific times on campus if and when electronic devices may be used for instructional purposes.

Additionally, if a student uses 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 calendar year. Written notice will be mailed to the parent/guardian, 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.

Disciplinary actions for students whose parents/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/guardian, 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 calendar year. Written notice will be mailed to the parent/guardian, 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.

Disciplinary actions for students whose parents/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 choose not to 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/guardian, and the cellular telephone or 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 calendar year. Written notice will be mailed to the parent/guardian, 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.

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 them 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/guardian of the student's disciplinary problem. Notification should be by either first-class or certified mail (with return receipt requested) and a telephone call.

The principal should invite the parents/guardians to observe their child in a classroom situation. Also, the principal and at least one parent/guardian will meet to develop a disciplinary and behavioral correction plan.

Before such a student returns to school after suspension or expulsion, the principal/designee of that school and at least one parent/guardian will meet to develop 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/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/guardian of a chronic-disciplinary-problem student if school system personnel believe the parent/guardian has willfully and unreasonably failed to attend a conference requested by a principal.

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.

Teacher Reporting

Teachers are required to file a report within one school day, with the principal or principal's designee if they have a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in their class or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. The principal or the principal's designee will, within one school day after receiving such a report, send to the student's parents/guardians a copy of the report and information regarding how the student's parents/guardians may contact the principal or the principal's designee. For additional information visit <https://codes.findlaw.com/ga/title-20-education/ga-code-sect-20-2-738.html>

Removing Disruptive Students from the Classroom

The Superintendent and principals shall, and do, fully support the authority of every teacher in their school(s) to remove a disruptive student from their 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.

Teacher Removal Of Disruptive Student:

When a student is removed from the regular classroom, a conference will be scheduled within three school days between 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 their behavior. After the conference, the principal will notify the student and parents/guardians of the consequences of the Student Code of Conduct violation.

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.

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.

Discipline Of Students In Pre-K Through Third Grade:

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

If such a 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 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.

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.

Board Policy JGBB: Restorative Practices

The Atlanta Public Schools Board of Education recognizes restorative practices as a shift from punitive and punishment-oriented student consequences to those that provide opportunities for all people affected by a student's action to engage in dialogue and measures seeking to restore the classroom, school community, and interpersonal relationships. By implementing restorative practices, schools work to ensure that students are not suspended for subjective offenses and can spend more time in their classrooms, thereby leading to increased student achievement and graduation rates. Restorative practices provide proactive systems, emphasize reintegration, and promote positive classroom environments.

This Board recognizes that in K-12 public education, there is a correlation between higher suspension/expulsion rates and lower proficiency and graduation rates. The Board also acknowledges that student discipline practices are often disproportionately imposed upon certain student subgroups. Implementation of restorative practices should (1) work to reduce the influence of implicit and explicit biases in decisions around student suspensions and expulsions and (2) ensure that students do not face harsh disciplinary consequences for minor, often subjectively defined, offenses.

CREATE SAFE, SUPPORTIVE & EQUIATABLE LEARNING ENVIRONMENTS BY USING TENETS OF SEL, PBIS & RESTORATIVE PRACTICES

1	Be Clear with Expectation <ul style="list-style-type: none">• co-create norms/essential agreements• create a positive behavior matrix• teach and model effective procedures & routines
2	Build Internal Social & Emotional Capacity <ul style="list-style-type: none">• teach explicit SEL skill building lessons• model and integrate SEL skills and competencies
3	Honor Students' Identity Through Representation in the Physical Space & Instructional Resources
4	Adopt a Restorative Mindset <ul style="list-style-type: none">• build healthy relationships with students• use effective statements to praise & reinforce positive behavior
5	Build a Culture of Trust & Communication <ul style="list-style-type: none">• use impromptu conversations, proactive circles and problem-solving circles• listen to understand

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 their 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 their hand when they have 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 to 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. 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, firearms, knives, explosive devices, firecrackers, 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 THEIR PARENTS/ GUARDIANS.
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. Students 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 roads at intersections or crosswalks only when it is safe, and look both ways while crossing. Always assume that cars will not stop for you.

Progressive Discipline Interventions (Elementary)

Tier 1 Discipline (Minor)		
Classroom Intervention/Response		Administrative Intervention/Response
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.		Every administrative action taken should be documented in a school-level/PBIS tracking system.
<ol style="list-style-type: none"> 1. Nonverbal cues for redirection 2. Verbal warning 3. Give student a break 4. Revisit, clarify, and reinforce expectations/agreements 5. Give clear and concise directions 6. Provide explicit instructions 7. Modify expectation if accommodation is needed 8. Use positive reinforcement for expected behavior 9. Meditation and journal reflection (written or recorded) 10. Partner with a student for accountability support 	<ol style="list-style-type: none"> 11. Partner with another teacher for short-term reflection 12. Student meditation period with a follow-up impromptu restorative conversation 13. Student choice of pre-selected consequences 14. Problem solving process using affective language 15. Problem solving circle 16. Restorative conversation 17. Teacher/student conference 18. Teacher/student/parent conference 19. Teacher/student/counselor conference 	<ol style="list-style-type: none"> 1. Partner student with another staff member for short term reflection Teacher/student/administrator conference 2. Documentation of written warning 3. Student video or paper of steps to self-correct behavior and needed supports 4. Quiet reflection period with administrator, followed by affective dialogue and notice of correction

Tier 2 Discipline (Intermediate-Moderate)		
Teacher Intervention/Response	Administrative Intervention/Response	
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.	Every administrative action taken should be documented in a school-level/PBIS tracking system.	
<ol style="list-style-type: none"> 1. Affective language 2. Review expectations 3. Confiscate item of disturbance for a limited amount of time and allow student to journal reflection on expectations and why item was confiscated using affective language 4. Write or record an apology to everyone impacted by actions 5. Written reflection 6. Change seating with review of expectations and partner with a buddy for accountability and support 7. Visit to cool down zone/safe space/peace center for a designated period 8. Conflict resolution with affective questions 9. Mediation (student-student) 10. Referral to counselor 11. Referral to social worker 12. Referral to administrator 	<ol style="list-style-type: none"> 1. Temporary removal from class and facilitate an impromptu restorative conversation 2. Adult mentor (10-30 days check-in and support) 3. Adult pairing check-in/check-out (10 days) 4. Allow the student to take accountability for actions and decide how to make amends using a graphic representation 5. Lunch detention 6. Lunch duty 7. Behavioral contract 8. Removal of school privilege with ability to reinstate after agreed upon amends 	<ol style="list-style-type: none"> 9. Reflection "Think Sheet" with restorative questions 10. Change classrooms with review of expectations and partner with new classroom buddy for accountability and support 11. Assignment of school duty (student choice) 12. Assignment of school duty (administrator choice) 13. Written correction with consequences detailed for recurrence 14. Mediation (teacher-student) 15. Restorative conference 16. Restorative problem solving 17. Silent lunch

Tier 3 Discipline (Serious)		
Teacher Intervention/Response	Administrative Intervention/Response	
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.	Every administrative action taken should be documented in a school-level/PBIS tracking system.	
<ol style="list-style-type: none"> 1. Restorative conference 2. Community service plan 3. Reflection paper/video 4. Administrative referral 	<ol style="list-style-type: none"> 5. Therapy referral 6. Counseling referral 7. Restorative circle 8. Restorative conference 9. Formal restorative conference 10. Restitution (student choice) 11. Restitution (administrator choice) 12. Restitution (parent input) 	<ol style="list-style-type: none"> 13. Removal of privileges for a period, until restoration or repair/restitution is achieved 14. Community service project 15. Detention with reflection (paper or video) 16. School beautification project



Progressive Discipline Plan (Elementary)

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
1	Academic Dishonesty	Receiving or providing unauthorized assistance (to include plagiarizing, copying, or fabricating data) on classroom projects, assignments, exams, or state or national examinations.		1.1 One to three Days Detention	1.2 One to five Days ISS OR one to three Days OSS	1.3 Four to 10 Days OSS
2	Alcohol/ Illegal Drugs/ Inhalants: Under the Influence	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.	Inhalants include vapes, e-cigs, e-liquids, etc.	2.1. One to three Days Detention	2.2 One to five Days ISS OR one to three Days OSS	2.3 Four to 10 Days OSS
2.b	Alcohol/ Illegal Drugs/ Inhalants: Possession/ Use	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.	Inhalants include vapes, e-cigs, e-liquids, etc.	2.b.1 One to three Days Detention	2.b.2 One to five Days ISS OR one to three Days OSS	2.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
2.c	Alcohol/ Illegal Drugs/ Inhalants: Selling/Buying	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 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.	Inhalants include vapes, e-cigs, e-liquids, etc.		2.c.2 One to five Days ISS OR one to three Days OSS	2.c.3 Four to 10 Days OSS
2.d	Alcohol Paraphernalia /Counterfeit Drugs, Drug Paraphernalia	No student shall possess, transmit, or store any drug-related paraphernalia or counterfeit drugs, or alcohol paraphernalia (including scales, empty bottles, flasks, shot glasses, etc.).	If student does not possess actual alcohol, illegal drugs, or inhalants but is in possession of associated items	2.d.1 One to three Days Detention	2.d.2 One to five Days ISS OR one to three Days OSS	2.d.3 Four to 10 Days OSS
3	Arson	No student shall intentionally damage or attempt to damage any real or personal property by fire or incendiary device.		3.1 One to three Days Detention	3.2 One to five Days ISS OR one to three Days OSS	3.3 Four to 10 Days OSS
4	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.		4.1 One to three Days Detention	4.2 One to five Days ISS OR one to three Days OSS	
4.b	Assault of School Employee	Intentional attempted physical attack against an employee with the intent to cause bodily harm resulting in severe injuries, or any act which places another in reasonable apprehension of immediately receiving a violent injury.			4.b.2 One to five Days ISS OR one to three Days OSS	4.b.3 Four to 10 Days OSS
5	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 calendar year.		5.1 One to three Days Detention	5.2 One to five Days ISS OR one to three Days OSS	5.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
6	Battery	Intentional touching or striking of another person to insult, provoke, or cause bodily harm.		6.1 One to three Days Detention	6.2 One to five Days ISS OR one to three Days OSS	6.3 Four to 10 Days OSS
6.b	Battery of School Employees	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.				6.b.3 Four to 10 Days OSS
7	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.			7.2 One to five Days ISS OR one to three Days OSS	7.3 Four to 10 Days OSS
8	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.		8.1 One to three Days Detention	8.2 One to five Days ISS OR one to three Days OSS	8.3 Four to 10 Days OSS
9	Bullying	<p>A willful attempt or threat to inflict injury on another person when accompanied by</p> <ol style="list-style-type: none"> 1. 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: <ul style="list-style-type: none"> - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim; 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. 	<p>Within 1 School Year</p> <p>First Offense: Discipline Levels 1 - 3</p> <p>Second Offense: Discipline Levels 2 - 3</p> <p>Third Offense: Discipline Level 3, Mandatory Hearing Referral</p>	9.1 One to three Days Detention	9.2 One to five Days ISS OR one to three Days OSS	9.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
9.b	Cyberbullying	Electronic communication made on or off school property, through school or personal device that: 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.	Within One School Year: • First Offense: Discipline Levels 1-3 • Second Offense: Discipline Levels 2-3 • Third Offense: Discipline Level 3 & Mandatory Hearing Referral	9.b.1 One to three Days Detention	9.b.2 One to five Days ISS OR one to three Days OSS	9.b.3 Four to 10 Days OSS
10	Burglary	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft or a felony).		10.1 One to three Days Detention	10.2 One to five Days ISS OR one to three Days OSS	10.3 Four to 10 Days OSS
11	Bus Emergency Exits	Emergency doors and windows are to be used only at the direction of the driver.		11.b.1 One to three Days Detention	11.b.2 One to five Days ISS OR one to three Days OSS	11.b.3 Four to 10 Days OSS
11.b	Bus Unauthorized Entry or Exit	Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence.		11.c.1 One to three Days Detention	11.c.2 One to five Days ISS OR one to three Days OSS	11.c.3 Four to 10 Days OSS
11.c	Bus Safety Hazard	Students must keep all body parts inside the bus at all times.		11.e.1 One to three Days Detention	11.e.2 One to five Days ISS OR one to three Days OSS	11.e.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
11.d	Bus Electronic Distractions/ Cell Phone Use	Students shall not record video or audio during school transportation, or use any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment. No electronic devices may be operated without the use of headphones or ear buds. "Electronic device" includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device.		11.f.1 One to three Days Detention	11.f.2 One to five Days ISS OR one to three Days OSS	
12	Category I Weapon	A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a FIREARM, either concealed or open to view, on school property. A FIREARM is a (LOADED or UNLOADED) 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.	Students found in possession of Loaded Category I Weapons will be permanently expelled from Atlanta Public Schools.	12.1 One to three Days Detention	12.2 One to five Days ISS OR one to three Days OSS	12.3 Four to 10 Days OSS
12.b	Category II Weapon Intent plays a role in this situation.	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 HAZARDOUS OBJECT, either concealed or open to view, on school property. A HAZARDOUS OBJECT is a pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, non lethal 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, nightstick, 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, nunchuck, 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.			12.b.2 One to five Days ISS OR one to three Days OSS	12.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
12.c	Category III Weapon Intent plays a role in this situation.	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 KNIFE or INSTRUMENT having a blade of less than two inches, any "look- alike" firearm, toy guns, or plastic disposable razor or slingshot. 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.				12.c.3 Four to 10 Days OSS
13	Class Disruptions/ Horseplay	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).		13.1 One to three Days Detention	13.2 One to five Days ISS OR one to three Days OSS	
14	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.		14.1 One to three Days Detention	14.2 One to five Days ISS OR one to three Days OSS	14.3 Four to 10 Days OSS
15	False Call to Emergency Services or Cause a False Fire Alarm	No student shall knowingly make or cause a false call to emergency services or a false fire alarm. Emergency services include, but are not limited to, Fire & Rescue, 911, Police).		15.1 One to three Days Detention	15.2 One to five Days ISS OR one to three Days OSS	
15.b	False Report	No student shall knowingly and willfully make false reports, falsify records, forge signatures, falsify statements whether orally or in writing; or falsely accuse other students or APS employees of wrong actions or inappropriate conduct.		15.b.1 One to three Days Detention	15.b.2 One to five Days ISS OR one to three Days OSS	
16	Fighting	Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Physical contact which causes harm may result in a Level 3 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.		16.1 One to three Days Detention	16.2 One to five Days ISS OR one to three Days OSS	16.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
16.b	Fighting, Group	Three or more individuals mutually participating in a physical altercation with intent to harm. 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.	Physical contact which causes significant injury will result in a Level 3 disciplinary response being imposed	16.b.1 One to three Days Detention	16.b.2 One to five Days ISS OR one to three Days OSS	16.b.3 Four to 10 Days OSS
17	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.		17.1 One to three Days Detention	17.2 One to five Days ISS OR one to three Days OSS	
18	Gang, Displaying Gang Affiliation	Engaging in acts that reflect affiliation in a gang. 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 illegal activity.		18.1 One to three Days Detention	18.2 One to five Days ISS OR one to three Days OSS	18.3 Four to 10 Days OSS
18.b	Gang, 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.		18.b.1 One to three Days Detention	18.b.2 One to five Days ISS OR one to three Days OSS	18.b.3 Four to 10 Days OSS
18.c	Gang, Recruiting/ Soliciting	No student shall recruit or solicit membership in any gang or gang-related organization.		18.c.1 One to three Days Detention	18.c.2 One to five Days ISS OR one to three Days OSS	18.c.3 Four to 10 Days OSS
19	Incendiary Devices (Possession)	No student shall possess smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.1 One to three Days Detention	19.2 One to five Days ISS OR one to three Days OSS	
19.b	Incendiary Devices (Discharging)	No student shall light and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.b.1 One to three Days Detention	19.b.2 One to five Days ISS OR one to three Days OSS	19.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
20	Indecent Exposure (Self /Others)	No student shall expose their 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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Level 3 Discipline must be applied for Exposure of Others, Mandatory Hearing Referral	20.1 One to three Days Detention	20.2 One to five Days ISS OR one to three Days OSS	20.3 Four to 10 Days OSS
21	Insubordination	Insubordination or disrespect to staff members or other students; includes but is not limited to: refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.	Discipline Level 2 appropriate for two or more infractions of this code within a two-week period (consecutively)	21.1 One to three Days Detention		
22	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.		22.1 One to three Days Detention	22.2 One to five Days ISS OR one to three Days OSS	
23	Medication OTC (Over the Counter / Possession)	A student is prohibited from possessing any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD.		23.1 One to three days detention OR one to three days ISS	23.2 Four to five days ISS OR one to three days OSS	
23.b	Medication OTC (Over the Counter / Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.			23.b.2 One to five Days ISS OR one to three Days OSS	23.b.3 Four to 10 Days OSS
23.c	Medication (Prescription / Possession)	A student is prohibited from possessing any prescription medication on school property that is not in compliance with Policy JGCD.			23.c.2 One to five Days ISS OR one to three Days OSS	23.c.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
23.d	Medication (Prescription /Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any prescription medication on school property that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.				23.d.3 Four to 10 days OSS
24	Off Campus Offense	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 the Discipline Office, Safety and Security and the Associate Superintendent.	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Students may only be withdrawn after receiving approval from the Coordinator of Student Discipline.			24.3 Four to 10 Days OSS
25	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.		25.1 One to three Days Detention	25.2 One to five Days ISS OR one to three Days OSS	
25.b	Offensive Material	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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .		25.b.1 One to three Days Detention	25.b.2 One to five Days ISS OR one to three Days OSS	25.b.3 Four to 10 Days OSS
26	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.		26.1 One to three Days Detention	26.2 One to five Days ISS OR one to three Days OSS	26.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
27	Physical Harm to Employee	Students shall not intentionally make physical contact which causes physical harm to a school employee unless such physical contact or physical harm were in self_x0002_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 6.b Battery to a School Board Employee. MANDATORY DISCIPLINE REFERRAL.			27.2 One to five Days ISS OR one to three Days OSS	27.3 Four to 10 Days OSS
28	Piracy	Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited.		28.1 One to three Days Detention	28.2 One to five Days ISS OR one to three Days OSS	28.3 Four to 10 Days OSS
29	Public Displays of Affection	No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.		29.1 One to three Days Detention		
30	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.		30.1 One to three Days Detention	30.2 One to five Days ISS OR one to three Days OSS	30.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
31	School Dress Code	<p>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:</p> <ol style="list-style-type: none"> 1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard. 2. Clothing, must be 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. 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. 6. 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. 7. 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. 	Students are allowed to wear head coverings for religious or medical reasons.	31.1 One to three Days Detention		
32	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.			32.2 One to five Days ISS OR one to three Days OSS	32.3 Four to 10 Days OSS
33	Sexual Activity	No student shall consent to and participate in any form of sexual activity with another student. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .			33.2 One to five Days ISS OR one to three Days OSS	33.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.b	Sexual Battery	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for more than two offenses involving inappropriate touching within one school year. Level 3 Discipline and Hearing Referral mandatory at the first offense involving penetration and in some additional circumstances.		33.b.2 One to five Days ISS OR one to three Days OSS	33.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.c	Sexual Harassment	Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct, or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	<p>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.</p> <p>Examples of Sexual harassment may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> 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 their 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. 		33.2 One to three Days ISS OR one to three Days OSS	33.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.d	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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.	33.d.1 One to three Days Detention	33.d.2 One to five Days ISS OR one to three Days OSS	33.d.3 Four to 10 Days OSS
33.e	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 .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Hearing Referral is Not Mandatory but may be applicable in some circumstances.		33.e.2 One to five Days ISS OR one to three Days OSS	33.e.3 Four to 10 Days OSS
34	Skiping	No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.		34.1 One to three Days Detention		
35	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.			35.2 One to five Days ISS OR one to three Days OSS	35.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
36	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 their safety or the safety of others; or (b) suffer substantial emotional distress.		36.1 One to three Days Detention	36.2 One to five Days ISS OR one to three Days OSS	36.3 Four to 10 Days OSS
37	Stimulants / Possession or Use	A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property.	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 (2.b) and shall be disciplined according to that Section.	37.1 One to three Days Detention	37.2 One to five Days ISS OR one to three Days OSS	37.3 Four to 10 Days OSS
37.b	Stimulants / Selling or Distribution	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.	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 (2.b) and shall be disciplined according to that Section.	37.b.1 One to three Days Detention	37.b.2 One to five Days ISS OR one to three Days OSS	37.b.3 Four to 10 Days OSS
38	Tardy	No student, without a valid excuse, shall be tardy for a class in which they are enrolled.		38.1 One to three Days Detention		

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
39	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.		39.1 One to three Days Detention	39.2 One to five Days ISS OR one to three Days OSS	
40	Theft	No student shall intentionally steal property belonging to another person or entity.		40.1 One to three Days Detention	40.2 One to five Days ISS OR one to three Days OSS	40.3 Four to 10 Days OSS
41	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.	Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.	41.1 One to three Days Detention	41.2 One to five Days ISS OR one to three Days OSS	41.3 Four to 10 Days OSS
41.b	Terroristic Threat	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.	Terroristic threats have implications that drastically disrupt the learning environment and have the potential to cause harm on a grand scale involving numerous victims. Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.	41.b.1 One to three Days Detention	41.b.2 One to five Days ISS OR one to three Days OSS	41.b.3 Four to 10 Days OSS
42	Tobacco	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.		42.1 One to three Days Detention	44.2 One to five Days ISS OR one to three Days OSS	44.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
43	Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.			43.2 One to five Days ISS OR one to three Days OSS	43.3 Four to 10 Days OSS
44	Unauthorized Area	Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas.		44.1 One to three Days Detention	44.2 One to five Days ISS OR one to three Days OSS	44.3 Four to 10 Days OSS
44.b	Unauthorized Entry	No student may allow unauthorized 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.	Level 3 Discipline is appropriate where student knowingly allows entry with the intent to cause harm or disruption will face increased discipline.	44.b.1 One to three Days Detention	44.b.2 One to five Days ISS OR one to three Days OSS	44.b.3 Four to 10 Days OSS
44.c	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, etc.	This code does not apply to items described in codes 12, 12.,b and 12.c.	44.1 One to three Days Detention		
44.d	Unauthorized 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 3 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 43.d shall be disciplined no harsher than codes that resemble similar violations, such as 22 Leaving School Grounds, 34 Skipping Class, etc., depending on the individual context.		44.d.1 One to three Days Detention	44.d.2 One to five Days ISS OR one to three Days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
45	Unreasonable & Repeated Verbal/ Physical Contact	No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason.	Harassment consisting of an intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. 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.	45.1 One to three Days Detention	45.2 One to five Days ISS OR one to three Days OSS	45.3 Four to 10 Days OSS
46	Vandalism	The willful and/or malicious destruction, damage, or defacement of public or private property without consent.		46.1. One to three Days Detention	46.2 One to five Days ISS OR one to three Days OSS	46.3 Four to 10 Days OSS

Progressive Discipline Interventions (Secondary)

Tier 1 Discipline (Minor)		
Classroom Intervention/Response		Administrative Intervention/Response
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.		Every administrative action taken should be documented in a school-level/PBIS tracking system.
<ol style="list-style-type: none"> 1. Nonverbal cues for redirection 2. Verbal warning 3. Give student a break 4. Revisit, clarify, and reinforce expectations/agreements 5. Give clear and concise directions 6. Provide explicit instructions 7. Modify expectation if accommodation is needed 8. Use positive reinforcement for expected behavior 9. Meditation and journal reflection (written or recorded) 10. Partner with a student for accountability support 	<ol style="list-style-type: none"> 11. Partner with another teacher for short-term reflection 12. Student meditation period with a follow-up impromptu restorative conversation 13. Student choice of pre-selected consequences 14. Problem solving process using affective language 15. Problem solving circle 16. Restorative conversation 17. Teacher/student conference 18. Teacher/student/parent conference 19. Teacher/student/counselor conference 	<ol style="list-style-type: none"> 1. Partner student with another staff member for short term reflection Teacher/student/administrator conference 2. Documentation of written warning 3. Student video or paper of steps to self-correct behavior and needed supports 4. Quiet reflection period with administrator, followed by affective dialogue and notice of correction

Tier 2 Discipline (Intermediate-Moderate)			
Teacher Intervention/Response		Administrative Intervention/Response	
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.		Every administrative action taken should be documented in a school-level/PBIS tracking system.	
<ol style="list-style-type: none"> 1. Affective language 2. Review expectations 3. Confiscate item of disturbance for a limited amount of time and allow student to journal reflection on expectations and why item was confiscated using affective language 4. Write or record an apology to everyone impacted by actions 5. Written reflection 	<ol style="list-style-type: none"> 6. Change seating with review of expectations and partner with a buddy for accountability and support 7. Visit to cool down zone/safe space/peace center for a designated period 8. Conflict resolution with affective questions 9. Mediation (student-student) 10. Referral to counselor 11. Referral to social worker 12. Referral to administrator 	<ol style="list-style-type: none"> 1. Temporary removal from class and facilitate an impromptu restorative conversation 2. Adult mentor (10-30 days check-in and support) 3. Adult pairing check-in/check-out (10 days) 4. Allow the student to take accountability for actions and decide how to make amends using a graphic representation 5. Lunch detention 6. Lunch duty 7. Behavioral contract 8. Removal of school privilege with ability to reinstate after agreed upon amends 	<ol style="list-style-type: none"> 9. Reflection "Think Sheet" with restorative questions 10. Change classrooms with review of expectations and partner with new classroom buddy for accountability and support 11. Assignment of school duty (student choice) 12. Assignment of school duty (administrator choice) 13. Written correction with consequences detailed for recurrence 14. Mediation (teacher-student) 15. Restorative conference 16. Restorative problem solving 17. Silent lunch

Tier 3 Discipline (Serious)		
Classroom Intervention/Response		Administrative Intervention/Response
Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.		Every administrative action taken should be documented in a school-level/PBIS tracking system.
<ol style="list-style-type: none"> 1. Restorative conference 2. Repair/restore/reparations 3. Community service plan 4. Referral to administrator 		<ol style="list-style-type: none"> 1. Therapy referral 2. Restorative circle 3. Restorative conference 4. Formal restorative conference 5. Restitution with student input 6. Restitution without student input 7. Removal of privileges for a period, until restoration or repair/restitution is achieved 8. Removal from clubs and organizations for a period, until restoration or repair/restitution is achieved 9. Community service project 10. School beautification project 11. Threat assessment 12. Behavior specialist referral 13. Functional behavior assessment



Progressive Discipline Plan (High School)

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
1	Academic Dishonesty	Receiving or providing unauthorized assistance (to include plagiarizing, copying, or fabricating data) on classroom projects, assignments, exams, or state or national examinations.		1.1. One to three days detention OR one to three days ISS	1.2 Four to five Days ISS OR one to three days OSS	1.3 Four to 10 Days OSS
2	Alcohol/ Illegal Drugs/ Inhalants: Under the Influence	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.	Inhalants include vapes, e-cigs, e-liquids, etc.		2.2 Four to five Days ISS OR one to three days OSS	2.3 Four to 10 Days OSS
2.b	Alcohol/ Illegal Drugs/ Inhalants: Possession/ Use	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.	Inhalants include vapes, e-cigs, e-liquids, etc.		2.b.2 Four to five days ISS OR one to three days OSS	2.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
2.c	Alcohol/ Illegal Drugs/ Inhalants: Selling/Buy- ing	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 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.	Inhalants include vapes, e-cigs, e-liquids, etc.			2.c.3 Four to 10 days OSS
2.d	Alcohol Paraphernalia / Counterfeit Drugs, Drug Paraphernalia	No student shall possess, transmit, or store any drug-related paraphernalia or counterfeit drugs, or alcohol paraphernalia (including scales, empty bottles, flasks, shot glasses, etc.).	If student does not possess actual alcohol, illegal drugs, or inhalants but is in possession of associated items	2.d.1 One to three days detention OR one to three days ISS	2.d.2 Four to five days ISS OR one to three days OSS	2.d.3 Four to 10 days OSS
3	Arson	No student shall intentionally damage or attempt to damage any real or personal property by fire or incendiary device.			3.2 Four to five days ISS OR one to three days OSS	3.3 Four to 10 days OSS
4	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.			4.2 Four to five days ISS OR one to three days OSS	
4.b	Assault of School Employee	Intentional attempted physical attack against an employee with the intent to cause bodily harm resulting in severe injuries, or any act which places another in reasonable apprehension of immediately receiving a violent injury.			4.b.2 Four to five days ISS OR one to three days OSS	4.b.3 Four to 10 days OSS
5	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 calendar year.		5.1 One to three days detention OR one to three days ISS	5.2 Four to five days ISS OR one to three days OSS	5.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
6	Battery	Intentional touching or striking of another person to insult, provoke, or cause bodily harm.	The key difference between battery and fighting is that fighting involves mutual participation.		6.2 Four to five days ISS OR one to three days OSS	6.3 Four to 10 days OSS
6.b	Battery of School Employees	Intentionally make physical contact of an insulting ,provoking, or harmful 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.			6.b.3 Four to 10 days OSS
7	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.			7.2 Four to five days ISS OR one to three days OSS	7.3 Four to 10 days OSS
8	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.		8.1 One to three days detention OR one to three days ISS	8.2 Four to five days ISS OR one to three days OSS	8.3 Four to 10 days OSS
9	Bullying	<p>A willful attempt or threat to inflict injury on another person when accompanied by</p> <ol style="list-style-type: none"> 1. 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: <ul style="list-style-type: none"> - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim; 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. 	<p>Within 1 School Year</p> <p>First Offense: Discipline Levels 1 - 3</p> <p>Second Offense: Discipline Levels 2 - 3</p> <p>Third Offense: Discipline Level 3, Mandatory Hearing Referral</p>	9.1 One to three days detention OR one to three days ISS	9.2 Four to five days ISS OR one to three days OSS	9.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
9.b	Cyberbullying	Electronic communication made on or off school property, through school or personal device that: 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.	Within One School Year: • First Offense: Discipline Levels 1-3 • Second Offense: Discipline Levels 2-3 • Third Offense: Discipline Level 3 & Mandatory Hearing Referral	9.b.1 One to three days detention OR one to three days ISS	9.b.2 Four to five days ISS OR one to three days OSS	9.b.3 Four to 10 days OSS
10	Burglary	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft or a felony).			10.2 Four to five days ISS OR one to three days OSS	10.3 Four to 10 days OSS
11	Bus Emergency Exits	Emergency doors and windows are to be used only at the direction of the driver.		11.b.1 One to three days detention OR one to three days ISS	11.b.2 Four to five days ISS OR one to three days OSS	11.b.3 Four to 10 days OSS
11.b	Bus Unauthorized Entry or Exit	Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence.		11.c.1 One to three days detention OR one to three days ISS	11.c.2 Four to five days ISS OR one to three days OSS	11.c.3 Four to 10 days OSS
11.c	Bus Safety Hazard	Students must keep all body parts inside the bus at all times.		11.e.1 One to three days detention OR one to three days ISS	11.e.2 Four to five days ISS OR one to three days OSS	11.e.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
11.d	Bus Electronic Distractions/ Cell Phone Use	Students shall not record video or audio during school transportation, or use any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment. No electronic devices may be operated without the use of headphones or ear buds. "Electronic device" includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device.		11.f.1 One to three days detention OR one to three days ISS	11.f.2 Four to five days ISS OR one to three days OSS	
12	Category I Weapon	A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a FIREARM, either concealed or open to view, on school property. A FIREARM is a (LOADED or UNLOADED) 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.	Students found in possession of Loaded Category I Weapons will be permanently expelled from Atlanta Public Schools.			12.3 Four to 10 days OSS
12.b	Category II Weapon Intent plays a role in this situation.	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 HAZARDOUS OBJECT, either concealed or open to view, on school property. A HAZARDOUS OBJECT is a pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, non lethal 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, nightstick, 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, nunchuck, 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.			12.b.2 Four to five days ISS OR one to three days OSS	12.b.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
12.c	Category III Weapon Intent plays a role in this situation.	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 KNIFE or INSTRUMENT having a blade of less than two inches, any "look- alike" firearm, toy guns, or plastic disposable razor or slingshot. 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.		12.c.1 One to three days detention OR one to three days ISS	12.c.2 Four to five days ISS OR one to three days OSS	12.c.3 Four to 10 days OSS
13	Class Disruptions/ Horseplay	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).		13.1 One to three days detention OR one to three days ISS	13.2 Four to five days ISS OR one to three days OSS	13.3 Four to 10 days OSS
14	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.		14.1 One to three days detention OR one to three days ISS	14.2 Four to five days ISS OR one to three days OSS	14.3 Four to 10 days OSS
15	False Call to Emergency Services or Cause a False Fire Alarm	No student shall knowingly make or cause a false call to emergency services or a false fire alarm. Emergency services include, but are not limited to, Fire & Rescue, 911, Police).			15.2 Four to five days ISS OR one to three days OSS	15.3 Four to 10 days OSS
15.b	False Report	No student shall knowingly and willfully make false reports, falsify records, forge signatures, falsify statements whether orally or in writing; or falsely accuse other students or APS employees of wrong actions or inappropriate conduct.		15.b.1 One to three days detention OR one to three days ISS	15.b.2 Four to five days ISS OR one to three days OSS	15.b.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
16	Fighting	Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Physical contact which causes harm may result in a Level 3 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.			16.2 Four to five days ISS OR one to three days OSS	16.3 Four to 10 days OSS
16.b	Fighting, Group	Three or more individuals mutually participating in a physical altercation with intent to harm. 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.	Physical contact which causes significant injury will result in a Level 3 disciplinary response being imposed		16.b.2 Four to five days ISS OR one to three days OSS	16.b.3 Four to 10 days OSS
17	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.		17.1 One to three days detention OR one to three days ISS	17.2 Four to five days ISS OR one to three days OSS	17.3 Four to 10 days OSS
18	Gang, Displaying Gang Affiliation	Engaging in acts that reflect affiliation in a gang. 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 illegal activity.			18.2 Four to five days ISS OR one to three days OSS	
18.b	Gang, 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.			18.b.2 Four to five days ISS OR one to three days OSS	18.b.3 Four to 10 days OSS
18.c	Gang, Recruiting/ Soliciting	No student shall recruit or solicit membership in any gang or gang-related organization.			18.c.2 Four to five days ISS OR one to three days OSS	18.c.3 Four to 10 days OSS
19	Incendiary Devices (Possession)	No student shall possess smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.1 One to three days detention OR one to three days ISS	19.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
19.b	Incendiary Devices (Discharging)	No student shall light and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.b.1 One to three days detention OR one to three days ISS	19.b.2 Four to five days ISS OR one to three days OSS	19.b.3 Four to 10 days OSS
20	Indecent Exposure (Self /Others)	No student shall expose their 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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Level 3 Discipline must be applied for Exposure of Others, Mandatory Hearing Referral		20.2 Four to five days ISS OR one to three days OSS	20.3 Four to 10 days OSS
21	Insubordination	Insubordination or disrespect to staff members or other students; includes but is not limited to: refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.	Discipline Level 2 appropriate for two or more infractions of this code within a two-week period (consecutively)	21.1 One to three days detention OR one to three days ISS	21.2 Four to five days ISS OR one to three days OSS	
22	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.		22.1 One to three days detention OR one to three days ISS	22.2 Four to five days ISS OR one to three days OSS	
23	Medication OTC (Over the Counter / Possession)	A student is prohibited from possessing any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD.		23.1 One to three days detention OR one to three days ISS	23.2 Four to five days ISS OR one to three days OSS	
23.b	Medication OTC (Over the Counter /Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.			23.b.1 Four to five days ISS OR one to three days OSS	23.b.2 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
23.c	Medication (Prescription /Possession)	A student is prohibited from possessing any prescription medication on school property that is not in compliance with Policy JGCD.			23.c.1 Four to five days ISS OR one to three days OSS	23.b.2 Four to 10 days OSS
23.d	Medication (Prescription /Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any prescription medication on school property that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.				23.d.3 Four to 10 days OSS
24	Off Campus Offense	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 the Discipline Office, Safety and Security and the Associate Superintendent.	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Students may only be withdrawn after receiving approval from the Coordinator of Student Discipline.			24.3 Four to 10 days OSS
25	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.		25.1 One to three days detention OR one to three days ISS	25.2 Four to five days ISS OR one to three days OSS	25.3 Four to 10 days OSS
25.b	Offensive Material	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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .		25.b.1 One to three days detention OR one to three days ISS	25.b.2 Four to five days ISS OR one to three days OSS	25.b.3 Four to 10 days OSS
26	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.		26.1 One to three days detention OR one to three days ISS	26.2 Four to five days ISS OR one to three days OSS	26.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
27	Physical Harm to Employee	Students shall not make physical contact which causes physical harm to a school employee unless such physical contact or physical harm were in self_x0002_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 4.b Assault to a School Board Employee.	A mandatory discipline referral should be sought is severe circumstances.		27.1 Four to five days ISS OR one to three days OSS	27.2 Four to 10 days OSS
28	Piracy	Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited.		28.1 One to three days detention OR one to three days ISS	28.2. Four to five days ISS OR one to three days OSS	28.3. Four to 10 days OSS
29	Public Displays of Affection	No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.		29.1 One to three days detention OR one to three days ISS		
30	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.			30.2 Four to five days ISS OR one to three days OSS	30.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
31	School Dress Code	<p>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:</p> <ol style="list-style-type: none"> 1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard. 2. Clothing, must be 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. 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. 6. 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. 7. 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. 	Students are allowed to wear head coverings for religious or medical reasons.	31.1 One to three days detention OR one to three days ISS		
32	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.			32.2 Four to five days ISS OR one to three days OSS	32.3 Four to 10 days OSS
33	Sexual Activity	No student shall consent to and participate in any form of sexual activity with another student. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .			33.2 Four to five days ISS OR one to three days OSS	33.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.b	Sexual Battery	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for more than one offense involving inappropriate touching within one school year. Level 3 Discipline and Hearing Referral mandatory at the first offense involving penetration and in some additional circumstances.		33.b.2 Four to five days ISS OR one to three days OSS	33.b.3 Four to 10 days OSS
33.d	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. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.		33.d.2 Four to five days ISS OR one to three days OSS	33.d.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.c	Sexual Harassment	Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct, or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix .	<p>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.</p> <p>Examples of Sexual harassment may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> 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 their 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. 		33.c.2 Four to five days ISS OR one to three days OSS	33.c.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.e	Sexual Mo- lestation	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 .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Hearing Referral is Not Mandatory but may be applicable in some circumstances.			33.e.3 Four to 10 days OSS
34	Skipping	No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.		34.1 One to three days detention OR one to three days ISS		
35	Selling/ Distributing Unautho- rized 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.		35.1 One to three days detention OR one to three days ISS	35.2 Four to five days ISS OR one to three days OSS	
36	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 their safety or the safety of others; or (b) suffer substantial emotional distress.		36.1 One to three days detention OR one to three days ISS	36.2 Four to five days ISS OR one to three days OSS	36.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
37	Stimulants / Possession or Use	A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property.	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 (2.b) and shall be disciplined according to that Section.	37.1 One to three days detention OR one to three days ISS	37.2 Four to five days ISS OR one to three days OSS	
37.b	Stimulants / Selling or Distribution	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.	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 (2.b) and shall be disciplined according to that Section.		37.b.2 Four to five days ISS OR one to three days OSS	37.b.3 Four to 10 days OSS
38	Tardy	No student, without a valid excuse, shall be tardy for a class in which they are enrolled.		38.1 One to three days detention OR one to three days ISS	38.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
39	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.		39.1 One to three days detention OR one to three days ISS	39.2 Four to five days ISS OR one to three days OSS	
40	Theft	No student shall intentionally steal property belonging to another person or entity.		40.1 One to three days detention OR one to three days ISS	40.2 Four to five days ISS OR one to three days OSS	40.3 Four to 10 days OSS
41	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.	Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.		41.2 Four to five days ISS OR one to three days OSS	41.3 Four to 10 days OSS
41.b	Terroristic Threat	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.	Terroristic threats have implications that drastically disrupt the learning environment and have the potential to cause harm on a grand scale involving numerous victims. Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.		41.b.2 Four to five days ISS OR one to three days OSS	41.b.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
42	Tobacco	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.		42.1 One to three days detention OR one to three days ISS	42.2 Four to five days ISS OR one to three days OSS	42.3 Four to 10 days OSS
43	Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.			43.2 Four to five days ISS OR one to three days OSS	43.3 Four to 10 days OSS
44	Unautho- rized Area	Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas.		44.1 One to three days detention OR one to three days ISS	44.2 Four to five days ISS OR one to three days OSS	44.3 Four to 10 days OSS
44.b	Unautho- rized Entry	No student may allow unauthorized 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.	Level 3 Discipline is appropriate where student knowingly allows entry with the intent to cause harm or disruption will face increased discipline.	44.b.1 One to three days detention OR one to three days ISS	44.b.2 Four to five days ISS OR one to three days OSS	44.b.3 Four to 10 days OSS
44.c	Unautho- rized 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, etc.	This code does not apply to items described in codes 12, 12.,b and 12.c.	44.c.1 One to three days detention OR one to three days ISS	44.c.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
44.d	Unautho- rized 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 3 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 43.d shall be disciplined no harsher than codes that resemble similar violations, such as 22 Leaving School Grounds, 34 Skipping Class, etc., depending on the individual context.		44.d.1 One to three days detention OR one to three days ISS	44.d.2 Four to five days ISS OR one to three days OSS	
45	Unrea- sonable & Repeated Verbal/Physi- cal Contact	No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason.	Harassment consisting of an intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. 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.	45.1 One to three days detention OR one to three days ISS	45.2 Four to five days ISS OR one to three days OSS	45.3 Four to 10 days OSS
46	Vandalism	The willful and/or malicious destruction, damage, or defacement of public or private property without consent.		46.1 One to three days detention OR one to three days ISS	46.2 Four to five days ISS OR one to three days OSS	46.3 Four to 10 days OSS

PARENT/GUARDIAN ACKNOWLEDGEMENT FORMS

Parents/Guardians and Students, the following Parent Acknowledgement and Student Forms must be signed within five days of receipt of the Student Handbook.

- Handbook Acknowledgement
- Publicity Release
- School Club and Organizations
- Cell Phone / Personal Electronic Device

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.