Critical Days
Approval/Denial of PTO
Partial Day Leave
Late Arrival
Carryover of Unused Days
Payment of Unused Days
Leave Time Donation
Bereavement Leave
Jury Duty
Military Service Leave
Parental Leave
Family and Medical Leave Act (FMLA) of 1993
Snow Days or Unexpected Office/School Closures
PERSONAL RELATIONSHIPS IN THE WORKPLACE POLICY
PERSONNEL RECORDS POLICY
GRIEVANCE POLICY
TRAVEL POLICY
HUMAN RIGHTS POLICY
REASONABLE ACCOMMODATION OF DISABILITIES POLICY
NO HARASSMENT POLICY
TERMINATING EMPLOYMENT POLICY
EQUAL OPPORTUNITY EMPLOYMENT
CORPORAL PUNISHMENT POLICY
BEHAVIORAL GUIDELINES
STANDARDS OF CONDUCT
MANDATED REPORTING OF ABUSE/NEGLECT POLICY
PUBLIC RELATIONS/MEDIA POLICY
SOCIAL MEDIA POLICY
CELL PHONE USAGE POLICY
EMAIL COMMUNICATION POLICY
COPYRIGHT POLICY
TECHNOLOGY USE POLICY – SAFETY AND ACCEPTABLE USE OF THE INTERNET BY STUDENTS, STAFF, AND EDUCATORS POLICY

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SECTION A: FINANCIAL & BUSINESS MANAGEMENT POLICIES

INTERNAL CONTROL POLICY

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

A. Compliance with Laws

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

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

   Following are examples of prohibited activities:

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

ii. Record Keeping
   To provide an accurate and auditable record of all financial transactions, KIPP Metro Atlanta’s books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the State of Georgia’s statues, applicable to Charter Schools.
Further, KIPP Metro Atlanta specifically requires that:

a. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of KIPP Metro Atlanta.
b. Receipts and disbursements must be fully and accurately described in the books and records.
c. No false entries may be made on the books or records nor any false or misleading reports issued
d. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

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

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

**Definitions**

a. Interested Person - Any Director, Officer, or member of a committee, who has a direct or indirect Financial Interest, as defined below in Section 6.2(b), is an Interested Person.
b. Financial Interest – A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family:
   1. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
   2. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or,
   3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
      a. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

**Procedures**

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

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

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

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

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

C. Security of Financial Data

   i. The organization’s accounting software should be reviewed to ensure that
general and application controls to unauthorized access to data is precluded
(i.e. proper password protection and authorizations for inquiry or browse only
functions.)
   ii. The system’s accounting data must be backed up weekly by the Office
Manager and/or the organization’s accountant to ensure the recoverability of
financial information in case of hardware failure
   iii. All other financial data, petty cash box, unused checks and unclaimed checks
and unclaimed checks will be secured by the Office Manager from
unauthorized access

D. Security of Organization Documents

   Originals of the following corporate documents are maintained and their presence is verified
on a periodic basis:
   ● Charter and all related amendments
   ● Minutes of Board of Directors and subcommittees
   ● Banking agreements
   ● Leases
   ● Insurance policies
   ● Vendor invoices
   ● Grant and contract agreements
   ● Fixed asset inventory list

E. Use of Organization Assets

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

FINANCIAL MANAGEMENT POLICY

A. Basis of Accounting

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

B. Accounting Policies

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

C. Basis of Presentation

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

D. Revenues

Under the accrual basis of accounting, revenues are recognized when earned.

E. Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

F. Cash Management

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

G. Budgets

1. The Finance Director, in consultation with staff, will prepare an annual operating budget of revenues and expenses and a cash flow projection. This budget and projection are reviewed and approved by the Board of Directors annually and modified as necessary.
2. Financial statements displaying budget vs. actual results are prepared by the Director of Finance and presented to the Finance Committee and the full Board of Directors at each regularly scheduled meeting.
3. The annual operating budget will be balanced unless otherwise approved by the Finance Committee.
4. The organization will strive to raise the next fiscal year’s fundraising goal before the final approval of the operating budget for the following year.
5. As part of the budgeting process, contingency items shall be identified and quantified before the final approval of the budget each year. A mid-year review process will determine the necessity of implementing contingency plans depending upon the variance of revenues (including fundraising goals) from the budget.
When managing to its budget, the organization will abide by the following guidelines in managing to its budget goals:

1. If the budgeted revenue per pupil or Title I funding exceeds actual revenue, the organization can request access to prior year (non-capital) reserves from the Finance Committee to achieve its budget goal.

2. The organization will budget for anticipated student needs relating to special education services. Leadership can access prior year (non-capital) reserves without approval from the Finance Committee if unanticipated needs arise during the school year in order to meet special education requirements.

3. Schools can petition to incur additional expenses if they receive fundraising/donation revenue above and beyond the organization’s budget in the year the revenue is recognized. The COO and Managing Director of Finance reserve the right to require a school to supplant existing expenses, depending on organization wide budget conditions.

4. Schools are held accountable to their performance against budget for an explicit set of revenue and expense accounts. If a school nets a greater profit than budgeted in these accounts, the Principal or Director of Operations can petition the COO and Director of Finance for an additional expense allocation in the following year. If a school nets a deficit from budgeted expectations, its next year allocation will be reduced by that amount.

L. Insurance

1. KIPP Metro Atlanta maintains levels of coverage, as required by the schools’ charter authorizers (e.g. Atlanta Public Schools and Fulton County Schools) and as recommended by the Board of Directors, for the following policies:
   - General liability
   - Business & personal property (including auto/bus)
   - Workers’ compensation
   - Personal injury liability
   - Educators legal liability (including D & O)
   - Umbrella liability

2. The organization requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

M. Financial Reporting

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

1. Annually:
   a. Financial statements for audit
   b. Annual budget

2. Monthly

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a. Internally generated budget vs. actual financial statements by fund and by program
b. Billing invoices to funding sources
c. Updated cash flow projection

3. Periodically:
   a. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns as well as IRS Form 990
   b. Other reports upon request

N. Audit

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

ASSETS, LIABILITIES, AND FUND EQUITY POLICY

A. Assets

   1. Bank Accounts
      Bank accounts are only held at Federal Deposit Insurance Corporation (FDIC-insured banks
   2. Petty Cash / Cash for Change
      A petty cash fund of $50.00 may be maintained at each school strictly to provide change for cash payments from parents and/or scholars for student fees. The CFO or MD of Finance may extend this limit by school, on an exception basis, to meet specific school operational needs. Any exceptions granted will be formally documented.

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

      These funds will be reconciled daily by the school, and formally signed off on monthly by school leadership and the regional finance team, in accordance with management process and policy. All change disbursed and replenishment activity must be clearly documented.
Any deviations from this policy and/or management process may result in the suspension of a school’s petty cash / cash for change fund at the discretion of the CFO or MD of Finance.

3. Fixed Assets
The organization will keep an inventory of all equipment and furniture both purchased and donated that has a market price of $500 or greater. Depreciation associated with the fixed assets will be calculated based on its useful life and straight-line depreciation method. An annual inventory will be taken of fixed assets and reconciled to the fixed assets ledger.

4. Capitalization
Items are considered property and equipment and will be capitalized if it meets ALL the stated equipment criteria listed below:
   i. It can be expected to serve its Principal purpose for at least one year.
   ii. It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced.
   iii. It is equal to or greater than $1,000 per unit cost in value.

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

B. Liabilities and Net Assets

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

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

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

C. Debt

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

2. All short-term and long-term debt is approved by the Board of Directors, and only as a last resort.
3. Loan agreements approved by the Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

D. Net Assets

Net Assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units.

ENROLLMENT POLICY

KIPP Metro Atlanta Schools recognizes the academic and school-level cultural benefits of keeping students in seats all year. As such, it is the goal of KIPP Metro Atlanta Schools to consistently meet established enrollment targets at all schools.

It is the policy of KIPP Metro Atlanta Schools to annually establish both a ceiling and a floor for each school’s enrollment level. The ceiling is defined as the maximum enrollment allowed by both the number of seats available in the grade level and the number of seats allowed by the charter agreement. The floor is defined as the minimum enrollment level required to maintain the grade level configuration, as defined by the Chiefs of Schools, and to maintain a financially sustainable budget, as defined by the COO. KIPP Metro Atlanta Schools will annually submit the projected ceiling number to its district authorizers, but will budget at or near the floor for the sake of conservatism. If a school exceeds its enrollment expectation, the Principal or Director of Operations can petition to the COO and Managing Director of Finance for additional expense allocation.

Finance will verify actual enrollment in the student database against budgeted enrollment twice per fiscal year, once in October on the date of the 40-day count determined by the APS district, and again on February 1, or the Friday before February 1 if the date falls on a weekend. Schools are required to backfill open seats until February 1.

If a school has not reached the budgeted enrollment target in October at the time of the 40-day count, Finance will reduce the school’s budget by the corresponding per student revenue allocation as approved by the board through the annual budgeting process. If the school’s attrition level is above the region-wide attrition level on February 1, enrollment issues will be addressed on a case-by-case basis through the annual SMS Dashboard and performance evaluation process.

The Executive Team reserves the right to waive this policy if the attrition is due to special circumstances, including but not limited to unavoidable student expulsion.
CONTINGENCY BUDGETING

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

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

OPERATING DEFICITS POLICY

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

CASH DISBURSEMENT/CHECK WRITING POLICY

Check Preparation
It is the policy of the KIPP Metro Atlanta Collaborative (KIPP MAC) to print vendor checks and expense reimbursement checks twice per month, at a minimum. Checks are to be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

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

1. Expenditures must be supported in conformity with KIPP MAC purchasing, accounts payable, and travel & business entertainment policies.

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2. Timing of disbursements should generally be made to take advantage of all early-payment discounts offered by vendors
3. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services
4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks
5. All supporting documentation, including applicable receipts, invoices, W-9 forms, and/or contracts, is attached to the corresponding check prior to forwarding the entire package to an authorized check signer
6. Checks shall be utilized in numerical order (unused checks should be kept in a locked area).
7. Checks shall never be made payable to “bearer” or “cash”
8. Checks shall never be signed prior to being prepared
9. Upon the preparation of a check, the vendor invoice number is logged in the financial accounting software system in order to prevent subsequent reuse.

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

Checks of less than $10,000 require a single signature of the Principal (for schools) or the executive director (for MAC and KIPP Through College). Checks of $10,000 or more require two signatures. School checks in excess of $10,000 will require the signature of the executive director while KIPP MAC and KIPP Through College checks in excess of $10,000 will require the second signature of the Director of Finance. No checks shall be signed prior to the check being completed in its entirety - no signing of blank checks.

Check signers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement.

VOIDED CHECKS AND STOP PAYMENTS

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

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the KIPP MAC office manager or director of finance. A journal entry is made to record the stop payment and any related bank fees.

PROPERTY MANAGEMENT POLICY

A. Record and Report of Property
1. Each entity is responsible for maintaining records for every item of property greater than $500 in the organization’s possession; all equipment purchased with Title 1 funds must be included on the inventory listing. The following information must be included:
   i. Name and description
   ii. Serial number, model number, or other identification
   iii. Vendor name, acquisition date and cost
   iv. Location and condition of the equipment
   v. Ultimate disposition data, including date of disposal and sales price or method of disposal

B. Physical Inventories

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

C. Disposal of Property and Equipment

1. No item of property or equipment shall be removed from the premises without prior approval from the school’s Principal or the executive director.
2. An Asset Disposal Form will be completed to dispose of an asset. The form identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset’s book value, condition of the asset, and supervisory approval or denial.
3. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the General Fund.

PROCUREMENT POLICY

Documentation & Advanced Approval

Each purchase over $1000, including those made by credit card, should be authorized in advance with a purchase order or check request signed by the Principal, MAC Budget Owner, or MD of Finance. Advance authorization via e-mail is acceptable. Purchase orders must be submitted to Finance, along with the packing slip and/or contract if applicable, with the invoice for payment. Utilities, personnel stipends, and food are exempt from the purchase order/check request documentation requirements.

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

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Contracts & Purchasing Limits

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

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

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

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

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

Contracts of $10,000 or less do not require approval from the Executive Director or COO.

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

Expenditure Limits

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

- personal celebrations,
  - holiday gifts,
  - sympathy gifts,
  - admin/teacher incentives, etc.

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● For example, a school with a staff of 50 people would have an annual budget of $100 \times 50 = $5,000. Principals may allocate the budget as they choose and need not spend exactly $100 per person. No single gift should exceed $75 per person. Schools must budget for the staff incentives out of their baseline expense allocations.

● The MAC office follows the same limit for its employees, and has a separate appreciation allocation of up to $32 to show appreciation for school employees.

● Any additional staff incentive expenses exceeding $100 per person per year must be paid for personally by staff unless approved in advance by the COO.

● Specific staff incentives from the MAC office to recognize employee length of service are not included in the $100 cap.

**Required Solicitation of Quotations from Vendors**

Except for purchases qualified under “Special Purchasing Conditions” below, expenditures exceeding $25,000 for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving written quotations from at least three (3) vendors. Specific selections shall be recommended, via the Principal or Executive Director, to the director of finance for approval with written quotations attached for review. Recommendations shall be based on consideration of all applicable criteria as described under “Evaluation of Alternative Vendors” below.

Solicitations for goods and services (requests for proposals should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features, which unduly restrict competition.

2. Requirements which the bidder/offer or must fulfill and all other factors to be used in evaluating bids or proposals (see the next section entitled “Evaluation of Alternative Vendors” for required criteria)

3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.

4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitations.

5. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.

6. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

7. A description of the proper format, if any, in which proposals must be submitted.
Evaluation of Alternative Vendors

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

1. Adequacy of the proposed methodology of the vendor
2. Skill and experience of key personnel
3. Demonstrated company experience
4. Other technical specifications (designated by department requesting proposals)
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Vendor’s financial stability
7. Vendor’s demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by vendor
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority- or women-owned business status of vendor
12. Other criteria (to be specified by department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, in each situation requiring consideration of alternative vendors, the department responsible for the purchase shall establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

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

Special Purchasing Conditions:

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

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

Federally-Funded Programs:
Purchases that will be charged to programs funded with federal awards may be subject to additional policies.
Ethical Conduct in Purchasing

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

Staff shall discourage the offer of, and decline, individual gifts or gratuities of value over a cumulative annual amount of $100 from a vendor which might influence the purchase of supplies, equipment, and/or services. Gifts to the Organization, viewed as normal business incentives to obtain future Organization-approved business such as for meeting sites, are acceptable donations.

Conflicts of Interest Prohibited

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

Purchases with CSP federal awards

Micro Purchases <$10,000 in aggregate

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

Small Purchases $10,000-$250,000 in aggregate

The following procedures apply for small purchases.

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

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Procurement by competitive proposals > $250,000. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

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

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

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

PROCUREMENT POLICY/ VENDOR CREDIT AND CASH MANAGEMENT PLATFORMS

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

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

FY19-20
CAPITAL PROJECTS POLICY

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

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

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

- **Decision Rights & Approval**
  - The COO is the final decision maker on the logical order and priorities of projects.
  - The COO is the final decision maker on public and private grant assignments and the timing of work.
  - The Finance Committee must approve all projects over $100k and all cumulative contracts in excess of $200k.
  - The Executive Director may veto any project at her discretion and may also delay the timing of project work. The Executive Director will make final decisions on project priorities, timing, and/or grant assignments if the COO and COO cannot reach consensus.

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

- **Reporting**
  - Finance will provide:
    - Monthly spending report by school, project, donor, and vendor
    - Quarterly cash flow report
  - Operations will provide:
    - Monthly project priority lists for both facilities and IT
    - Monthly work status reports for both facilities and IT
  - External Relations will provide:
    - Monthly grant report including donor names, projected amounts, projected dates of receipt, and donor restrictions
    - Donor reporting schedule including list of specific requests from other departments and deadlines for submission

- **Grant Assignments**
  - The COO will assign a grant tag to each project based on available funds, donor priorities, and grant restrictions.
  - The COO will attempt to spend all state facility grant dollars prior to utilizing private capital campaign funds.
  - The COO may change a grant assignment within the current fiscal year provided that donor restrictions don’t prohibit the change.

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

- **Above and Beyond Projects and Funds**
  - If existing projects approved as a part of the current capital campaign are completed with a budget surplus remaining, those funds may be assigned, at the discretion and the mutual agreement of the CFO and COO, to new capital improvement projects.
o If a budget surplus from existing projects does not exist, then new projects must be added to the capital campaign as “above and beyond” funds, thereby increasing the dollar goal of the capital campaign. This action requires both Finance Committee and Development Committee approval, and the new project must be defined as a need according to the definition above. If the project is not defined as a need, and/or if the board does not approve the additional capital campaign funds, the MD of External Relations can fundraise separately for the project in question; however, the new funds raised would not count toward the existing capital campaign goal.

o Schools may utilize their own funds for capital projects, but the dollar amount is limited to the annual $10K budgeted at each school for discretionary facility expenses. Schools must notify the Director of Facilities prior to beginning any capital work.

TIPPING POLICY

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

CONTRACTOR DESIGNATION POLICY

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

1. Instructions. A person who is required to comply with instructions about when, where, and how to work is ordinarily an employee.

2. Training. Training of a person by an experienced employee or by other means is a factor of control and indicates that the worker is an employee.

3. Integration. Integration of a person's services into the business operations generally shows that the person is subject to direction and control and, accordingly, is an employee.

4. Services rendered personally. If the services must be rendered personally by the individual employed, it suggests an employer-employee relationship. Self-employed status may be indicated when an individual has the right to hire a substitute without the employer's knowledge.

5. Hiring, supervising, and paying assistants. The hiring, supervising, and paying of
assistants by the employer generally indicates that all workers on the job are employees. Self-employed persons generally hire, supervise, and pay their own assistants.

6. Continuing relationship. The existence of a continuing relationship between an individual and the organization for whom the individual performs services is a factor tending to indicate the existence of an employer-employee relationship.

7. Set hours of work. The establishment of set hours of work by the employer is a factor indicating control and, accordingly, the existence of an employer-employee relationship. Self-employed persons are "masters of their own time."

8. Full time required. If workers must devote full time to the business of the employer, they ordinarily will be employees. A self-employed person, on the other hand, may choose for whom and when to work.

9. Doing work on employer's premises. Doing work on the employer's premises may indicate that the worker is an employee, especially if the work could be done elsewhere.

10. Order or sequence of work. If workers must perform services in an order or sequence set by the organization for which they perform services, it indicates that the workers are employees.

11. Oral or written reports. A requirement that workers submit regular oral or written reports to the employer may be indicative of an employer-employee relationship.

12. Payment by hour, week, month. An employee usually may be paid by the hour, week, or month whereas a self-employed person may be paid by the job on a lump-sum basis (although lump-sum may be paid in intervals in some cases).

13. Payment of business expenses. Payment by the employer of the worker's business or travel expenses may indicate that the worker is an employee. Self-employed persons usually are paid on a job basis and may take care of their own business and travel expenses.

14. Furnishing of tools and materials. The furnishing of tools and materials by the employer indicates an employer-employee relationship. Self-employed persons ordinarily provide their own tools and materials.

15. Significant investment. The furnishing of all necessary facilities (equipment and premises) by the employer suggests that the worker is an employee.

16. Realization of profit or loss. Workers who are in a position to realize a profit or suffer a loss as a result of their services generally are self-employed, while employees ordinarily are not in such a position.

17. Working for more than one firm at a time. A person who works for a number of
persons or organizations at the same time is usually self-employed.

18. Making services available to the general public. Workers who make their services available to the general public are usually self-employed. Individuals ordinarily hold their services out to the public by having their own offices and assistants, hinging out a "shingle" in front of their office, holding a business license, and advertising in newspapers and telephone directories.

19. Right to discharge. The right to discharge is an important factor in indicating that the person possessing the right is an employer. Self-employed persons ordinarily cannot be fired as long as they produce results that measure up to their contract specifications.

20. Right to terminate. Employees ordinarily have the right to end the relationship with the employer at any time they wish without incurring liability. A self-employed person usually agrees to complete a specific job and is responsible for its satisfactory completion or is legally obligated to make good for failure to complete the job.

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

**Record-Keeping Associated with Independent Contractors**

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

**RESERVE POLICY**

1. In order to sustain operations, a reserve will be maintained for use in the event of negative cash flow, no matter the cause or magnitude, at the consolidated KIPP MAC legal entity and/or at any one or more subsidiaries and/or reporting entities (schools). The reserve will not be management’s first line of defense for balancing the budget. Prior to accessing the reserve, management will attempt to balance the budget by:
   
   a. Utilizing a surplus at one reporting entity to fund a deficit at another
   b. Re-allocating funding priorities
   c. Forcing budget cuts
   d. Increasing the fundraising goal to the maximum allowable amount as determined by the Finance Committee’s established financial sustainability metrics.

2. Management may then, with the permission of the Finance Committee, access the reserve as a last resort to balance the budget.

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3. KIPP Metro Atlanta (including schools, MAC, and KTC) will maintain a minimum of one month and an ideal goal of two months of operating expenses in a separate reserve fund. The “one month” amount will be determined by taking the total amount of the approved consolidated annual budget for that fiscal year and dividing it by twelve. If the consolidated organization does not have sufficient cash to maintain the reserve fund, the Finance Director will determine a schedule to build up the reserve to meet the minimum requirement. Each year, if the “one month” floor for the reserve fund increases (because the annual budget increases) the organization will budget sufficient resources in the following year’s budget to bring the reserve fund up to the minimum level. The Finance Committee may, at its discretion, approve management’s access to the reserve as needed, after all other measures to balance the budget have failed, even if the reserve is below the two-month ideal and/or one-month minimum requirement.

4. The reserve level will be reviewed regularly by the Finance Committee as part of the monthly financial reports. The Finance Committee recognizes that due to timing of certain revenue streams, there may be times when it will be required to dip into the reserves on a short-term basis. Should the COO need to temporarily utilize a portion of the reserve, the COO must prepare a recovery plan to restore the reserve to the minimum requirement. The report will be shared with the Finance Committee at its next regularly scheduled meeting unless the situation dictates that an emergency meeting be called.

5. The reserve fund will be invested in an interest-bearing account with AAA rating and that can be easily liquidated

SURPLUS POLICY

In the event that the KIPP MAC consolidated legal entity ends the fiscal year with a surplus beyond what is required to be maintained in the reserve fund (as a result of receiving more revenue than anticipated or as a result of managing within budgeted expenses), the COO may seek authorization from the Finance Committee for the KIPP MAC Office to use the funds for one of the following items:

- a. Build the operating reserve fund up to the equivalent of two months operating expenses (required before other options are considered)
- b. Pay off/down debt
- c. Off-set next year’s fundraising requirements by an amount TBD by Finance Committee
- d. If stipulations a through d have been met, the Finance Committee may, at its discretion, approve management’s access to the remaining surplus up to $500K for investment in regional strategic priorities
- e. Balance the budget in a future year

In some instances, operating funds designated for a specific fiscal year, may be received, and for accounting purposes, recognized as revenue in the prior year. For purposes of budgeting for the FY19-20
specified fiscal year, the finance committee may approve the schools, KTC, or MAC to budget a deficit equal to or less than the aforementioned designated operating funds depending on the size of the surplus.

PERFORMANCE AND PAYMENT BONDS POLICY

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

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

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

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

CASH MANAGEMENT POLICY

I. Purpose. The purpose of this policy is to set forth guidelines for managing the operating and excess operating/reserve funds of KIPP Metro Atlanta. These policies and procedures will be reviewed on an annual basis by the Finance Committee. Any modifications to the policy must be approved by the Finance Committee.

II. Objectives. The overall investment strategy is to maintain a diversified, liquid portfolio. Flexibility must be maintained so that the funds are available to meet anticipated cash needs as determined by the cash flow forecast. Average maturity of the portfolio will be kept short to provide liquidity.

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

A. Safety of principal
B. Liquidity for operating needs

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III. Investment Guidelines:
A. Liquidity: The portfolio will maintain liquidity sufficient to meet operating needs (subject to quarterly update).
B. U.S. Currency: All investments will be held in U.S. Dollars.
C. Eligible Investments:
   1. Obligations issued by the U.S. Treasury
   2. Obligations issued by U.S. Federal Agencies
   3. Certificates of Deposits
   4. Money Market Mutual Funds
   5. Commercial Paper, Corporate Notes and Bonds
D. Credit Quality: All holdings will be investment grade credit quality. Non-U.S. Government holdings will be subject to the following limitations:
   1. All investments must carry an “A2” long-term rating by Moody's or an “AA” by Standard & Poor, or a short-term rating of “P1” by Moody's or “A1” by Standard & Poor.
E. Trading: All purchases and sales will be executed at the best net price to the organization. All securities purchased will be held in the name of the organization.

IV. Review:
A. The Finance Committee will review this policy on an annual basis or whenever a significant change is anticipated in the organization's cash requirements.
B. The Finance Committee will review the investment portfolio composition on a quarterly basis to ensure compliance with this policy.
C. The following individuals have authority to execute transactions on behalf of the organization:
   1. The COO
   2. The Managing Director of Finance
   3. The Executive Director

RECORD RETENTION AND DOCUMENT RETENTION POLICY

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

Document Retention
KIPP Metro Atlanta follows the document retention procedures outlined below. Documents that FY19-20
are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

<table>
<thead>
<tr>
<th>Item</th>
<th>Retention Period</th>
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</thead>
<tbody>
<tr>
<td><strong>Corporate Records</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Reports to Secretary of State/Attorney General</td>
<td>Permanent</td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board Meeting and Board Committee Minutes</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board Policies/Resolutions</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Permanent</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>Permanent</td>
</tr>
<tr>
<td>Fixed Asset Records</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Application for Tax-Exempt Status (Form 1023)</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Determination Letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>State Sales Tax Exemption Letter</td>
<td>Permanent</td>
</tr>
<tr>
<td>Contracts (after expiration)</td>
<td>7 years</td>
</tr>
<tr>
<td>Correspondence (general)</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Accounting and Corporate Tax Records</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Audits and Financial Statements</td>
<td>Permanent</td>
</tr>
<tr>
<td>Depreciation Schedules</td>
<td>Permanent</td>
</tr>
<tr>
<td>IRS Form 990 Tax Returns</td>
<td>Permanent</td>
</tr>
<tr>
<td>General Ledgers</td>
<td>[7 years/Permanent]</td>
</tr>
<tr>
<td>Business Expense Records</td>
<td>7 years</td>
</tr>
<tr>
<td>IRS Form 1099</td>
<td>7 years</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>7 years</td>
</tr>
<tr>
<td>Invoices</td>
<td>7 years</td>
</tr>
<tr>
<td>Credit Card Receipts</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Bank Records</strong></td>
<td></td>
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<tr>
<td>Check Registers</td>
<td>[7 years/Permanent]</td>
</tr>
<tr>
<td>Bank Deposit Slips</td>
<td>7 years</td>
</tr>
<tr>
<td>Bank Statement and Reconciliation</td>
<td>7 years</td>
</tr>
<tr>
<td>Electronic Fund Transfer Documents</td>
<td>7 years</td>
</tr>
<tr>
<td><strong>Payroll and Employment Tax Records</strong></td>
<td></td>
</tr>
<tr>
<td>Payroll Registers</td>
<td>Permanent</td>
</tr>
<tr>
<td>State Unemployment Tax Records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Earnings Records</td>
<td>7 years</td>
</tr>
<tr>
<td>Garnishment Records</td>
<td>7 years</td>
</tr>
<tr>
<td>Payroll Tax Returns</td>
<td>7 years</td>
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<tr>
<td>W-2 Statements</td>
<td>7 years</td>
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</tbody>
</table>

FY19-20
<table>
<thead>
<tr>
<th>Electronic Documents and Records</th>
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<tbody>
<tr>
<td>Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.</td>
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</table>

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

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<thead>
<tr>
<th>Compliance</th>
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<td>FY19-20</td>
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</table>
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against KIPP Metro Atlanta and its employees and possible disciplinary action against responsible individuals. The Executive Director and Chief Operating Officer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or REVISED regulations.
WHISTLEBLOWER POLICY

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

The objectives of KIPP Metro Atlanta’s Whistleblower Policy are to establish policies and procedures to:
- Prevent or detect and correct improper activities
- Encourage each board member, employee, and volunteer (“Individual”) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by KIPP Metro Atlanta
- Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy
- Protect Individuals from retaliatory action

Reporting Responsibility
Each Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by KIPP Metro Atlanta, its board members, employees, volunteers, or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:
- Providing false or misleading information on KIPP Metro Atlanta’s financial documents, grant reports, tax returns, or other public documents
- Providing false information to or withholding material information from KIPP Metro Atlanta’s auditors, accountants, lawyers, board members, or other representatives responsible for ensuring KIPP Metro Atlanta compliance with fiscal and legal responsibilities
- Embezzlement, private benefit, or misappropriation of funds
- Material violation of KIPP Metro Atlanta policy, including among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention
- Discrimination based on race, gender, sexual orientation, ethnicity, and disability; facilitation or concealing any of the above or similar actions

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

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

Handling of Reported Violations
KIPP Metro Atlanta will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Executive Director of KIPP Metro Atlanta to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. KIPP Metro Atlanta staff will issue a full report of all matters raised under this policy to the KIPP Metro Atlanta Board Chair. The Finance Committee may conduct further investigation upon receiving reports of suspected fraud.
For matters reported directly to the Board Chair, the Board Chair shall make all reasonable efforts to acknowledge receipt of the report to the reporter if the identity of the reporter is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Board Chair shall promptly report its findings to the KIPP Metro Atlanta Board of Directors.

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

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

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

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

**Confidentiality**

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

**CREDIT CARD POLICY**

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

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

- **Personnel who engage in frequent or significant travel** may be issued a credit card on a full or temporary basis at the discretion of the CFO or MD Finance. The maximum limit of these cards will be determined and set by the CFO and/or MD Finance based on budget parameters and the business requirements of the role.

- **Regional Purchasing Personnel** may have P Cards with a maximum limit determined by the CFO and/or MD Finance to facilitate the execution of regional purchasing and school support purchasing, based on the strategic requirements of the role.

Other General Rules and Criteria:

- The CFO and/or MD Finance, as acting credit card platform administrator, may revoke or limit card usage for any user at any point based on requirements to meet budget targets, suspected or express card misuse, and/or recurring delinquency or neglect of policy.
- Individual user credit cards shall have a single transaction limit of $9,999.
- All credit card purchases are subject to the criteria set forth by our general procurement policies - this expressly includes the requirement for Purchase Orders for credit card purchases over $1,000.
- The Control Account and/or any card linked to the regional purchasing team are not subject to a transactional dollar threshold.

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

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

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

**FACILITY USAGE POLICY**

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

FY19-20
Approved Groups and Purposes

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

Fees

- The Director of Facilities shall establish a fee structure that enables KIPP Metro Atlanta to recoup the costs incurred in the use of facilities by non-school or school-related groups. The fee structure may also allow for fee waivers under circumstances approved by the Director of Facilities.

Usage

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

• Anyone using a school facility contrary to this policy will be considered an unauthorized user of the facility. The individual(s) may be subject to arrest for trespassing.

BUDGET MEETING POLICY

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

KIPP OPPORTUNITY FUND & ENDOWMENT FUND DISTRIBUTION POLICY

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

Eligibility Requirements – KIPP Opportunity Fund
The KIPP Opportunity Fund (KOF) is only available to students who are considered “alumni” of KIPP Metro Atlanta. To be considered an alumnus of KIPP Metro Atlanta, a student must have completed 8th grade at a KIPP Metro Atlanta middle school or 12th grade at a KIPP Metro Atlanta high school. Priority is given to students who have completed the highest available KIPP grade in their respective district (8th grade for Fulton County students, 8th grade for Atlanta Public Schools students in the Class of 2014 and before, and 12th grade for Atlanta Public Schools students in the Class of 2015 and beyond). Alumni who have an option to attend a KIPP high school and choose not to are ineligible for financial support related to their high school expenses.

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

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

FY19-20
Award Terms
The KOF awards are primarily structured as “loans” that are paid back through required community service hours; however, the KTC staff has discretion to determine the terms for each individual student’s KOF package. The KOF awards identify eligible expenses which generally include: tuition, books, supplies, technology needs, athletic fees, dorm fees, meal cards, uniforms and graduation fees. The KTC Director, with approval from the Executive Director, can make exceptions for reasonable educated related expenses.

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

Allocation Philosophy
Allocation decisions for the Endowment are determined based on the fundamental principles of the KIPP Through College mission--academics and character--and also take into consideration family income and financial status as well as student participation in the KIPP Through College program. The criteria are as follows:

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

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

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

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

SECTION B: PERSONNEL POLICIES

SALARY AND WAGE POLICY

KIPP Metro Atlanta offers many health benefits to its full-time employees (i.e. employees who work at least thirty hours per week). These benefits include medical insurance, dental insurance, vision insurance, life insurance, 403(b) plan, and optional supplemental insurance. All employees are eligible for employer provided basic life and long-term disability insurance. KIPP Metro Atlanta has the right to change its benefit offerings and service providers at any time.

All eligible employees of KIPP Metro Atlanta who enroll in benefits will start receiving medical, dental, vision, basic life, and long-term disability insurance on the first day of the month following a thirty (30) day waiting period that begins on their first day of employment.

In order to begin coverage on schedule, current employees who start at the beginning of the year must enroll by July 1 of each year.

The Internal Revenue Service (IRS) states that eligible employees may only make elections to the plan during their initial eligibility period or once a year at open enrollment. Pre-tax benefit choices are binding through the end of the plan year, June 30. The following circumstances are the ONLY reasons you may change your benefit elections during the year:

- Marriage
- Death of a Spouse
- Divorce
- Death of a Dependent
- Birth or Adoption
- Loss of Dependent Status
- Loss of Spouse’s job where coverage is maintained through the spouse’s plan

These special circumstances, often referred to as qualifying events, allow you to make plan changes at any time during the year in which they occur. The changes must be made within thirty (30) days of the event in order to make the qualified change. If changes are not communicated within thirty (30) days of the event, the employee will not be able to enroll until open enrollment (June). All other changes will be deferred to open enrollment.

Upon separation from KIPP Metro Atlanta Schools, medical, dental, and vision coverage for former employees will expire after the last day of the month in which employment ends. For FY19-20
example, if an employee separates on October 15, coverage will last through October 31. Life and long-term disability coverage will expire immediately following the last day of employment.

Worker’s Compensation
KIPP Metro Atlanta offers comprehensive worker’s compensation policy at no cost to its employees. This policy covers injury, illness, or death sustained in the course of employment.

Premium Contributions
- The organization will contribute a fixed amount to each eligible employee’s portion of medical benefits and life insurance.
- Each eligible employee is responsible for paying the other portion of the premium each month.
- Half of the employee’s monthly contribution will be deducted directly from their paycheck each pay period.
- KIPP Metro Atlanta currently offers an HMO, POS, and HDHP w/HSA option with Blue Cross Blue Shield for employee only, employee + spouse, employee + child(ren), and family plans.
- The employee is responsible for paying the full premium for dental and vision benefits.

Detailed information about benefits will be maintained on CheckPoint HR (https://checkpointhr2.ultipro.com).

EMPLOYEE LEAVE POLICY

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

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

Paid Time Off (PTO) Procedures

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

<table>
<thead>
<tr>
<th>Full-Time Employee Type</th>
<th>Annual PTO Eligibility</th>
<th>Monthly PTO Accrual</th>
</tr>
</thead>
</table>
| Non-Annual Employees – Schools  | 8 PTO days + Fall Break + Thanksgiving Break + Holiday Break + Winter Break + Spring Break + *Summer Break  
*Non-annual hourly employees are not eligible for summer pay | 0.67 days            |
| Annual Employees – Schools      | 16 PTO days + Fall Break + Thanksgiving Break + Holiday Break + Winter Break + Spring Break + 2 weeks of Summer Break | 1.33 days           |
| Annual Employees – KTC and MAC  | 19 PTO days + Monday of Fall Break + Thanksgiving Break + Holiday Break + Monday and Tuesday of Winter Break + Friday of Spring Break + 1 week of Summer Break | 1.58 days           |

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

Paid time off is not automatic and all eligible employees must earn their PTO days. PTO is earned each month an employee works.

Although a full-time employee will be able to view all of the PTO days they can earn during the year, and can take the days prior to earning them, if the employee stops working for KIPP Metro Atlanta (for any reason) they will be required to pay back the organization for any days taken before earned.

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

FY19-20
Part-Time Employees
All part-time employees will be eligible to earn paid time off. These employees will earn 1 hour of PTO for every 20 hours worked for a maximum of 50 hours earned per year. In addition to accrued leave, part-time employees will receive pay for the following holidays only. Employees working on an “on-call” basis are not eligible to receive holiday pay.

• New Year’s Day
• Martin Luther King Day
• President’s Day
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day
• Christmas Day

Should part-time employees who have not earned PTO require time off, they should inform their manager as soon as possible. Employees understand that because they are taking time off before they have earned PTO, the day(s) taken off will be unpaid.

Procedures to Request PTO
• Future Time Off: As soon as eligible employees know that they need to take time off, they must log onto the ADP ezLabor Management System ([https://workforceportal.elabor.com](https://workforceportal.elabor.com)) to request time off, which can be done at any computer.
  o Full-time employees’ leave time must be requested in the following increments (regardless of the employee’s work schedule):
    • 8 hours = 1 day
    • 6 hours = ¾ day
    • 4 hours = ½ day
    • 2 hours = ¼ day
  o Part-time employees’ leave requests will be in increments equal to hours worked. For example, if the employee works a 4 hour shift, they would request 4 hours = 1 day.
  o KIPP MAC and KTC Staff can only take time in increments of 1 or ½ day(s).

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

• Time Taken in Past: In the event that an employee is ill and needs to take a day before getting the day approved, as soon as the employee returns to work, they must complete
a paper leave request form (found in the school’s main office or at [https://checkpointhr2.ultipro.com](https://checkpointhr2.ultipro.com)) and provide to their manager for approval.

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

**Critical Days**

At the beginning of each school year, Principals, the KTC Director, COO, CAO, COO and Executive Director will identify “critical days” for which instructional staff members are restricted from using their leave days.

- Critical days include the day(s) before or following a holiday and/or school break, standardized testing days, professional development days, new student orientation, and the first/last day of school.
- Unless otherwise approved due to medical emergencies, staff members who do not report to work on a critical day will not be paid. A doctor’s note will be required for all critical day absences resulting from medical emergencies.
- The list of critical days for the current school year is located in the Appendix of the employee handbook.

**Approval/Denial of PTO**

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

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

**Partial Day Leave**

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

<table>
<thead>
<tr>
<th>Early Leave Time</th>
<th>Portion of Day Used</th>
<th>Hours Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 9:30 AM</td>
<td>1 day used</td>
<td>8 hours</td>
</tr>
<tr>
<td>9:31 AM - 12:30 PM</td>
<td>3/4 day used</td>
<td>6 hours</td>
</tr>
<tr>
<td>12:31 PM - 2:00 PM</td>
<td>1/2 day used</td>
<td>4 hours</td>
</tr>
<tr>
<td>After 2:01 PM</td>
<td>1/4 day used</td>
<td>2 hours</td>
</tr>
</tbody>
</table>
Hourly employees will submit time off for actual hours not worked in increments of 2 hours.

Staff members who are approved to use PTO during Early Release Days and Half Days will be required to use half of a PTO day.

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

**Late Arrival**

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

- KIPP STRIVE Academy, KIPP STRIVE Primary, KIPP Vision Academy, KIPP Vision Primary, KIPP WAYS Academy, KIPP WAYS Primary, and KIPP South Fulton Academy staff after 7:00 a.m.
- KIPP Atlanta Collegiate after 7:15 a.m.

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

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Portion of Day Used</th>
<th>Hours Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM - 9:30 AM</td>
<td>1/4 day used</td>
<td>2 hours</td>
</tr>
<tr>
<td>9:31 AM - 12:30 PM</td>
<td>1/2 day used</td>
<td>4 hours</td>
</tr>
<tr>
<td>12:31 PM - 2:00 PM</td>
<td>3/4 day used</td>
<td>6 hours</td>
</tr>
<tr>
<td>After 2:01 PM</td>
<td>1 day used</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

**Carryover of Unused Days**

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

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

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

**Payment of Unused Days**

Employees who leave the organization for any reason (e.g., termination, resignation, independent contractor status, etc.) will forfeit all unused accrued paid time off. Employees who stay through the end of the school year may choose to be compensated for up to three (3) unused
accrued paid times off days or it will be forfeited. Employees leaving in the middle of the school year will not be provided this option.

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

In order to donate a day to a colleague, the employee donating the day must be a current employee. Employees may not donate days following notice of resignation. Employees who wish to donate must complete the donation section of the paper leave request form. Principals/managers will need to approve or deny the leave time donation. A copy of the leave request form can be found at the end of this handbook and on CheckPoint HR (https://checkpointhr2.ultipro.com).

**Bereavement Leave**
Following the death of an immediate family member (defined as spouse, parent, sibling, spouse’s parent, grandparent, spouse’s grandparent, child, grandchild, or domestic partner), an employee is eligible for three (3) bereavement days that will not be deducted from their paid time off days.

If needed, additional days may be taken from the employee’s paid time off days. Following the death of an extended family member or close, non-family member, employee may use their paid time off days for this time, not bereavement days. Documentation may be required.

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

- Pay the employee’s regular salary for the days served based on what their schedule would have been on that day. The employee will not lose any regular pay due to jury duty.
- Consider the employee’s jury duty pay as payment for extra expenses incurred.

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

FY19-20
Military Service Leave
Employees ordered to annual tours of duty for the reserves or National Guard during the work year will be granted paid leaves up to 18 days per year. Longer military leaves without pay will be granted any time an employee is absent from work for an extended period because of Eligible Military Service (as defined below). Upon satisfactory completion of the military service, employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave.

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

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

Eligible Military Service also includes:

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

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

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

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

FY19-20
Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to Human Resources, including their military discharge documentation, if available, as follows:

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

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

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

**Parental Leave**

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

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

<table>
<thead>
<tr>
<th>Primary Caregiver</th>
<th>Months of Employment</th>
<th>Paid Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-11</td>
<td>20 days (4 weeks)</td>
</tr>
<tr>
<td></td>
<td>12 or more</td>
<td>40 days (8 weeks)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Secondary Caregiver</th>
<th>Months of Employment</th>
<th>Paid Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-11</td>
<td>10 days</td>
</tr>
<tr>
<td></td>
<td>12 or more</td>
<td>20 days</td>
</tr>
</tbody>
</table>

FY19-20
Eligible employees must take the Parental Leave within six months of the birth or adoption of a child(ren), and the leave may only be taken in full day increments.

These employees will be eligible for leave in accordance with the Family and Medical Leave Act of 1993 (see below for more information). All employees requesting this leave must complete a Request for FMLA Form by contacting Human Resources.

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

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

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

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

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

The employee will be required to inform their Principal or manager and the Human Resources Department when expected to return to work. Upon return from FMLA leave, KIPP Metro Atlanta will make every effort to place the employee in their original or equivalent position. For employees not eligible for leave under the Family and Medical Leave Act, KIPP Metro Atlanta will review business considerations and the individual circumstances involved before leave may be granted. If granted, these employees are required to use all of their unused leave time and donated day(s) as a part of their leave. Employees not eligible are those who have worked less than a year or have contributed less than 1,250 hours of service.

<table>
<thead>
<tr>
<th>Months of Employment</th>
<th>Paid Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>10 days (2 weeks)</td>
</tr>
<tr>
<td>12 or more</td>
<td>20 days (4 weeks)</td>
</tr>
</tbody>
</table>

FY19-20
Snow Days or Unexpected Office/School Closures
If the school/office is closed unexpectedly or for a snow/inclement weather day(s), all employees may be required to make up the work day during the year. This procedure applies to all KIPP Metro Atlanta employees.

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

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

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

PERSONAL RELATIONSHIPS IN THE WORKPLACE POLICY

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

Any questions concerning this policy or its applicability in specific situations should be referred to the Director of Human Resources or the Executive Director.

Process/Procedures

FY19-20
If any KIPP Metro Atlanta employee enters into a familial or dating relationship with an employee under his or her direct or indirect supervision, the parties must promptly notify the Director of Human Resources or the Executive Director. In situations where the Executive Director or Board of Directors approves such staffing arrangements, procedures will be implemented to ensure that decision making is not influenced by any potential conflict of interest.

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

PERSONNEL RECORDS POLICY

KIPP Metro Atlanta maintains a personnel record for each employee containing work related records. These files are confidential and are open only to the employee, the Principal, and the KIPP MAC Director of Human Resources.

It is the employee’s responsibility to supply KIPP Metro Atlanta with accurate information. Employees are required to inform both the KIPP MAC Director of Human Resources and the school as personal information changes throughout the year.

It is the employee’s responsibility to inform the benefits providers, such as Blue Cross Blue Shield of Georgia of such changes, as address and telephone number.

GRIEVANCE POLICY

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

Step One: Informal Discussion:
An employee having a problem, complaint, or dispute, either with a fellow employee or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter.

Step Two: Administrative Review:
If the matter cannot be resolved through informal discussion, the aggrieved employee may submit a written request for a face-to-face meeting with the Principal (or their manager if they are a KIPP MAC or KIPP Through College employee) and any other person or persons whose actions or decisions give rise to the matter.

The Principal (or their manager if they are a KIPP MAC or KIPP Through College employee) will schedule such meeting to occur within five (5) business days of his/her receipt of the request. At such meeting, each party will have the opportunity to be heard and to request relief. Within twenty-four hours after such meeting, the Principal (or their manager if they are a KIPP MAC or
KIPP through College employee) will issue a written recommendation as to how the matter should be resolved. All parties present at the meeting, shall receive copies of the written recommendation.

**Step Three: Review by the KIPP Metro Atlanta Director of Human Resources:**
If the aggrieved employee remains unsatisfied after undergoing the administrative review process, s/he may, within ten business days after his/her receipt of the Principal’s or manager’s written recommendation, file a written grievance, either electronically or through the regular mail, with the KIPP Metro Atlanta Director of Human Resources.

The Director of Human Resources will respond within five working days of her receipt of such grievance, by acknowledging such receipt to the aggrieved employee, and informing the aggrieved employee of a meeting by which the employee can disclose the grievance to the Director of Human Resources. After such meeting, within five business days, the Director of Human Resources, will issue a written response to the grievance as to how the matter should be resolved.

**Step Four: Review by the Executive Director:**
If the aggrieved employee remains unsatisfied after undergoing the administrative review process with the Chief Operating Officer, s/he may, within ten (10) business days after his/her receipt of the Chief Operating Officer’s written response, file a written grievance, either electronically or through the regular mail, with the Executive Director.

The Executive Director will respond within five (5) working days of his/her receipt of such grievance, by acknowledging such receipt to the aggrieved employee, and informing the aggrieved employee of a meeting by which the employee can disclose the grievance to the Executive Director. The aggrieved employee shall have the right to bring an attorney or other advocate to represent him/her, voice his/her complaints, and bring witnesses to support his/her position. After such meeting, within five (5) business days, the Executive Director, will issue a written response to the grievance as to how the matter should be resolved. The Principal and/or Manager and the aggrieved employee will receive a copy of the Executive Director’s written decision. The Executive Director will have the ultimate and final decision in the grievance process.

All employees are encouraged to take advantage of the formal grievance procedure for issues that cannot be resolved informally, without fear of reprisal as the result of exercising this option.

**TRAVEL POLICY**

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

**Meals**
All employees of the school shall receive a "per diem" for meals while traveling on school business. The per diem shall be defined as follows:

FY19-20
- One (1) Meal Allowance — In order to obtain one (1) meal allowance, the travel status must exceed three (3) continuous hours.
  - For the morning meal allowance, the travel status must occur between 12:00 a.m. and 10:00 a.m.
  - For the midday meal allowance, the travel status must occur between 10:00 a.m. and 3:00 p.m.
  - For the evening meal allowance, the travel status must occur between 3:00 p.m. and 12:00 a.m.
- Two (2) Meal Allowances (Morning and Midday) — In order to obtain two (2) meal allowances (morning and midday), the employee must begin the travel status before 6:30 a.m. and return before 7:30 p.m.
- Two (2) Meal Allowances (Midday and Evening) — In order to obtain two (2) meal allowances (midday and evening), the employee must begin the travel status before 11:00 a.m. and return after 7:30 p.m.
- Three (3) Meal Allowances (Morning, Midday, and Evening) — In order to obtain three (3) meal allowances for all day, the employee must begin the travel status before 6:30 a.m. and return after 7:30 p.m.

Per Diem Schedule

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Morning Meal:</td>
<td>$16.00</td>
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<tr>
<td>Midday Meal:</td>
<td>$17.00</td>
</tr>
<tr>
<td>Evening Meal:</td>
<td>$28.00</td>
</tr>
<tr>
<td>Daily Total:</td>
<td>$61.00</td>
</tr>
</tbody>
</table>

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

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

PLEASE NOTE:

FY19-20
• In exceptional situations, a temporary credit card may be issued to employees who are traveling and cannot support related T&E needs on a reimbursement basis. KIPP Metro Atlanta will not issue “prepaid per diems.”
• KIPP Metro Atlanta does not pay for alcoholic beverages.
• Employees will need to submit a reimbursement request within 30 days after travel occurs. The request must include:
  ○ The business purpose of the trip
  ○ The date(s), time(s), and place of the trip
  ○ Itemized receipt(s)
• Employees who exceed the per diem amount on purchases charged to their corporate card will be responsible for the difference in the corporate charges and the per diem maximum. In these cases, employees should submit a personal check for the difference within two weeks of the close of the corporate card period.
• Per Diem rates do not apply to team, development, or business meals as they provide additional benefit to the organization via a valid business purpose.

**Lodging**

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

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

**Transportation**

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

**Employee Mileage Reimbursement:**

- All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel in excess of 30 round-trip miles (in a single trip). The starting point is considered to be the employee’s school or office.
• All employees requesting such mileage reimbursement are required to furnish a Travel Report containing the destination of each trip, its purpose, and the miles driven within one month after the travel date. All receipts must be submitted with the report. Mileage shall be determined using a commonly used Internet map site, such as Google Maps.

**Commercial Air Transportation:**
• Every effort should be made to secure a 21-day advance ticket purchase.
• Any fare booked within 7 days of date of travel must be pre-approved by the employee’s manager.
• Employees should always book travel using the least expensive option of major airline carriers, not based on frequent flyer reward benefits. All frequent flyer miles earned are for employees’ personal use.
• Commercial air transportation will be provided according to the least expensive class of service available. The Principal (or KTC Director or MAC Manager) will approve all airline reservations for school business trips.
• Employees may purchase upgrades and extra leg room with their own funds, but these expenses will not be reimbursed.
• Early check-in fees are reimbursable on Southwest Airlines only. Early check-in fees for other airlines can be purchased by employees using their own funds.
• KIPP Metro Atlanta will reimburse for one checked bag and will not reimburse heavy bag fees.
• Employees should not be required to pay for air travel on a personal card.

**Other Transportation:**
• Reimbursements shall be provided to all employees for rental car fees, Uber/taxi fees, train tickets, bus tickets, and ferryboat passes (receipts required).

**Miscellaneous Travel Expenses**
Miscellaneous travel expenses, which include parking, ground transportation, Internet access, etc., except as identified above, shall be on a reimbursement basis unless the employee is a designated KIPP credit card holder. Travel reimbursements for non-cardholders must be documented and submitted to the employee’s manager for signature and approval in a timely manner, and must be submitted to finance within 30 days. Cardholders must submit receipts and code transactions in the online banking platform by the monthly deadline established by Finance.

**HUMAN RIGHTS POLICY**

KIPP Metro Atlanta brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap status.

FY19-20
KIPP Metro Atlanta is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. KIPP wishes to stress that it is the responsibility of every member of the KIPP community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life.

REASONABLE ACCOMMODATION OF DISABILITIES POLICY

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

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

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

NO HARASSMENT POLICY

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

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

Examples include (but are not limited to):

- Verbal abuse
- Unwelcome physical touching
- Obscene or demeaning remarks, jokes, or slurs
- Comments about a person’s race, religion, gender, national origin, age, color, disability, sexual preference, sexual orientation, or gender identity
- Display of explicitly offensive or demeaning materials
- Comments about someone’s physique
- Staring at someone in a suggestive manner
- Blocking or impeding someone’s movements
Sexual Harassment
Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and the Title IX Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

Human Resources will investigate the matter, doing its best to maintain confidentiality to the extent possible. At the conclusion of the investigation, KIPP Metro Atlanta will take whatever steps are necessary and appropriate to remedy the situation and prevent it from recurring. Retaliation against anyone merely for making a report of harassment is ABSOLUTELY PROHIBITED.

TERMINATING EMPLOYMENT POLICY

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

Upon separation, employees will be required to return all property owned/issued by KIPP Metro Atlanta and complete an exit interview with the Human Resources department.

Employees will be notified of their employment status for the following school year before June. The employee is expected to notify the Principal (or their manager if they are a KIPP MAC or KTC employee) of his/her resignation by March 15th of each year.

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

Resignation
If the Employee decides to terminate his/her employment at KIPP Metro Atlanta before the end of the school year, the Employee will be expected to give the Principal (or their manager if they are a KIPP MAC or KTC employee) at least four weeks written notice of such intention. If an employee does not provide adequate notice or depart from KIPP Metro Atlanta Schools in a FY19-20
professional manner, details of the separation may be reported to Georgia Professional Standards Commission under Standard 10: Professionalism (Rule 505-6-.01 The Code of Ethics for Educators). This could lead to an ethics violation to be listed on the employee’s certification.

Discharge
The Principal (or their manager if they are a KIPP MAC or KTC employee) may decide to terminate the employment relationship at any time during the school year.

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

EQUAL OPPORTUNITY EMPLOYMENT

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

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

An employee who believes s/he is being or has been discriminated against in violation of this policy should notify the director of human resources or the managing director of talent. All complaints of discrimination are carefully investigated.
The organization flatly prohibits retaliation against anyone for making a complaint of discrimination.

CORPORAL PUNISHMENT POLICY

Corporal punishment of any kind is not permitted at KIPP Metro Atlanta. As a general rule, staff members should never touch a student as a means of controlling the student’s behavior, nor should staff members inflict physical pain or discomfort as a punishment when students fail to meet behavioral expectations. Any violation of this policy will be subject to disciplinary action up to and including termination of employment.

BEHAVIORAL GUIDELINES

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

We also understand that environments that serve children have been used by some adults to cultivate inappropriate relationships and even sexual abuse of children and young people. After careful consideration, we have agreed as a community to adhere to specific behavioral guidelines designed to articulate our collective understanding of interactions that are welcome and appropriate in our educational environment and those that are not acceptable or permitted between adult staff members and the children and young people we serve. Any employee who violates these guidelines shall be subject to discipline up to and including termination of employment.
<table>
<thead>
<tr>
<th>Appropriate Physical Boundaries</th>
<th>Inappropriate Physical Boundaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief side hugs</td>
<td>Lingering hugs or full-body hugs</td>
</tr>
<tr>
<td>Depending on the culture of the school and families - Culturally</td>
<td>Kiss on the mouth or culturally inappropriate kiss on the cheek</td>
</tr>
<tr>
<td>appropriate kiss on the cheek</td>
<td></td>
</tr>
<tr>
<td>Brief shoulder to shoulder hugs</td>
<td>Holding students over three years old on the lap or in one’s arms</td>
</tr>
<tr>
<td>Pat on the shoulder or upper back</td>
<td>Touching buttocks, chests, or genital areas</td>
</tr>
<tr>
<td>Hand-shakes, high-fives, knuckle bumps, or hand slaps that are not</td>
<td>Holding younger students should be “as needed” for comfort or care</td>
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<tr>
<td>hard</td>
<td></td>
</tr>
<tr>
<td>Holding hands when walking with a young student. For example, when</td>
<td>Holding hands with a student (unless it is a young child who needs</td>
</tr>
<tr>
<td>other students are partnered and holding hands with one another.</td>
<td>assistance or guidance)</td>
</tr>
<tr>
<td>Brief touch of a student’s upper back</td>
<td>Touching the head, face, or hair of a student</td>
</tr>
<tr>
<td>Touching as required for specific coaching or training*</td>
<td>Touching knees or legs is generally prohibited</td>
</tr>
<tr>
<td>Picking up a student who needs medical care or physical assistance</td>
<td>Touching a student’s side, stomach, or lower back</td>
</tr>
<tr>
<td>Brief arm around the shoulder</td>
<td>Physical discipline or corporal punishment in any form</td>
</tr>
</tbody>
</table>

*Coaching, weight training, and athletic training may require contact that would normally be prohibited. However, these activities require collective decision-making and standardize practices to ensure the contact is consistent across trainers and coaches.
<table>
<thead>
<tr>
<th>Appropriate Emotional Boundaries</th>
<th>Inappropriate Emotional Boundaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including or copying parents and other adult leaders of the program on all emails or text messages to students (although the technology method can be different)</td>
<td>Private emails and text messages to students</td>
</tr>
<tr>
<td></td>
<td>Giving out one’s private contact information to students</td>
</tr>
<tr>
<td></td>
<td>Using one’s private email address to contact students</td>
</tr>
<tr>
<td>Using school phones and email addresses to contact students</td>
<td>Having student over to one’s house or taking them on trips without other adults being present</td>
</tr>
<tr>
<td>Instructing students to contact adult leaders via school phone number, email address, etc.</td>
<td>Being possessive of students and demanding a great deal of their time</td>
</tr>
<tr>
<td>Ensuring there are at least two adult moderators from the school for any social network site; passwords and site names should be available to school leadership.</td>
<td>Inviting students to be “friends, fans, etc.” on personal social networking sites, or using personal social media/networking sites for school communications with students</td>
</tr>
<tr>
<td>Securing permission of parents/legal guardians before posting photos of students or details of program activities on any electronic media. Identifying information (i.e. names or tags, home address, etc.) should never be used.</td>
<td>Pushing students to reveal personal information or personal problems.</td>
</tr>
<tr>
<td></td>
<td>Asking questions about the students personal relationships, either peer or family, unless specifically required by role and job description within the school</td>
</tr>
<tr>
<td>Verbal praising of achievements, progress, and diligence</td>
<td>Comments (positive or negative) that relate to physique, body development, express affection and/or involve other boundary violations. This includes comments that are positive or negative, oral or written via any form of media</td>
</tr>
<tr>
<td>Using verbal praise to reward appropriate behaviors, improvements in performance</td>
<td></td>
</tr>
<tr>
<td>Appropriate Behavioral Boundaries</td>
<td>Inappropriate Behavioral Boundaries</td>
</tr>
<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Working with a student in a classroom with an uncovered glass window or open door.</td>
<td>Being alone with a student in isolated areas such as closets or dressing rooms</td>
</tr>
<tr>
<td>Sitting beside a student</td>
<td>Being alone with a student in staff-only areas or other private rooms</td>
</tr>
<tr>
<td>Treating all students fairly</td>
<td>Swearing or using vulgar language</td>
</tr>
<tr>
<td>Treating students consistently</td>
<td>Being under the influence of alcohol</td>
</tr>
<tr>
<td>Following behavioral guidelines of the school and requiring students to also follow the behavioral guidelines of the program and the school as a whole</td>
<td>Using, possessing or being under the influence of illegal drugs</td>
</tr>
<tr>
<td>Maintaining dress within the school’s code</td>
<td>Possessing or displaying sexually oriented or morally inappropriate printed or electronic materials (e.g. magazines, cards, videos, films, clothing, internet sites, etc.)</td>
</tr>
<tr>
<td>Using separate shower and changing facilities from the students, or using the same facilities from the students, or using the same facilities but at different scheduled times</td>
<td>Undressing or being nude, including taking a shower in the presence of a student</td>
</tr>
<tr>
<td>Sleeping in separate beds from students during overnight trips</td>
<td>Sleeping in the same bed, sleeping bag, or tent with a student, unless the adult is parent of the student</td>
</tr>
<tr>
<td>Answering ordinary questions that students have about the teacher’s family members or history. Occasionally drawing upon one’s own experiences to enhance a teaching point.</td>
<td>Engaging in any sexually oriented conversations with students unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to students an established curriculum on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counseling.</td>
</tr>
</tbody>
</table>

| Referring students who have serious questions about sexuality and sexual behaviors to an appropriate resource, informing one’s direct supervisor of the conversation and documenting the referral and reason for the referral. |  |

**STANDARDS OF CONDUCT**

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

- Make decisions based on what is best for students in all cases.
● Maintain honest, equitable, professional relationships with students, parents, volunteers, and other staff members
● Observe local, state and federal laws, policies, rules, and regulations
● Abstain from fighting or threatening violence
● Demonstrate knowledge of research and competence in state-of-the-art practices in the employee's field of expertise
● Maintain confidentiality of privileged information
● Support cooperation between the school and the community
● Safeguard school property, equipment, and materials
● Comply with all policies contained within KIPP Metro Atlanta’s Employee Handbook and implement policies in a spirit of good faith

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

MANDATED REPORTING OF ABUSE/NEGLECT POLICY

All school personnel and volunteers are mandated reporters of suspected child abuse, including neglect. State law requires that school employees report any suspected child abuse immediately, and no later than within 24 hours. Mandated reporters are required to report suspected child abuse when they have reasonable cause to believe that a child under 18 years old has been harmed, or is in danger of being harmed physically, sexually, through neglect, or that the child is otherwise endangered.

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

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

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

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

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

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

Sexual abuse is defined in the Georgia Code (O.C.G.A. § 19-7-5) as “a person’s employing, using, persuading, inducing, enticing, or coercing any minor who is not such person’s spouse to engage in any act which involves: (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (B) Bestiality; (C) Masturbation; (D) Lewd exhibition of the genitals or pubic area of any person; (E) Flagellation or torture by or upon a person who is nude; (F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (H) Defecation or urination for the purpose of sexual stimulation; or (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.”

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

Neglect is “the failure of a parent or caregiver to provide adequate food, clothing, shelter, medical care, supervision or emotional support for a child for whom they are responsible.

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

PUBLIC RELATIONS/MEDIA POLICY

Maintaining a positive image in the community is critical to our ongoing success. Therefore, every effort must be taken to ensure that our name is protected and that information is relayed accurately to the media and the community. We will make every effort to be proactive in this regard.

The Executive Director is the only authorized KIPP Metro Atlanta spokesperson. KIPP Metro Atlanta employees are not authorized to speak to the media without prior approval from the Executive Director in any circumstance including emergencies, field trips, or other events.

All media contacts, including interviews, press releases, articles, and media coverage, should be made to or cleared by the Executive Director or the Director of Marketing & Communications. Any inquiries from the media (including newspapers, TV stations, radio, and blogs) should immediately be directed to the Director of Marketing & Communications.

If a member of the media contacts an employee or arrives on campus, employees should immediately connect them with the Director of Marketing & Communications. Employees should:

● Tell them “Our Director of Marketing & Communications would be the best person for you to speak with.”
● Obtain their contact information and send it to the Director of Marketing & Communications.
● Provide them with the Director of Marketing & Communications name, phone number, and email address:
  Callie Hudak
  Director of Marketing & Communications
  678.860.0080
  chudak@kippmetroatlanta.org

Tips for interacting with the media:

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

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SOCIAL MEDIA POLICY

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

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

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

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

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

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

**Work hard.** Respect KIPP time and property. Using social media at work should not be excessive or interfere with work.

**Be nice.** In adherence with our organizational values, employees are expected to treat their colleagues, students, and families with respect both in the physical workplace and online. Employees have a duty to report neglect or abuse when you know about it, even when you learn about it though social media.

**Be transparent.**

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

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

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

All employees who are issued a KIPP Metro Atlanta cell phone agree to abide by this Cell Phone Usage Policy. A cell phone will be issued to staff members identified to be in need of such a phone to fulfill his/her work duties, as determined by their manager.

The KIPP Metro Atlanta cell phone is intended exclusively for educational and business purposes associated with the performance of their employment and job duties at KIPP Metro Atlanta to provide support for students and their parents outside of school hours and to enable necessary and timely communications for employees to perform their job duties.

The employee agrees to maintain a voice mail message that is professional in tone and return messages from parents, students, and staff within a reasonable timeframe, as determined by their school’s procedures. The employee agrees not to make international phone calls or 411 calls, unless approved by the Principal or his/her manager. The employee also agrees to not purchase applications that incur a fee.

The employee understands that all communication (voice messages, text messages, pictures, emails, etc.) on or through the KIPP Metro Atlanta issued cell phone is public. As a public entity, KIPP Metro Atlanta and all the schools are subject to open records laws and our documents are deemed “public records”. As such, all communication utilizing public resources as a means of communication (i.e., school cell phone, etc.) can be requested at any time from media agencies and the public.

Employees must exercise reasonable care to keep their cell phones in good working order and to safeguard their cell phones from loss or theft. If a cell phone is damaged, missing any components, lost, or stolen, employees are required to notify their manager immediately. Employees who are released from their employment for any reason, (resignation, discharge, etc.) must return their assigned phone and all equipment no later than their final day of employment with KIPP Metro Atlanta, or risk legal action.

The use of the school issued cell phone should not interfere in any way with an employee’s job duties and/or performance and employees are prohibited from using their assigned cell phone in a way that may be disruptive or offensive to others, or harmful to school morale. Such forbidden transmissions include those in violation of the KIPP Metro Atlanta Human Rights, Copyright, and Technology Usage Policies, in addition to all federal and state laws.

Employees must not use handheld cell phones while driving. If an employee needs to make a call while driving, the employee should use a hands-free device or locate a lawfully designated area to park and make the call.

Any violation of this Cell Phone Usage Policy may result in disciplinary action, including without limitation, termination of employment.
EMAIL COMMUNICATION POLICY

Maintaining a consistent communication brand and positive and professional communication style is important in our work with internal and external stakeholders. Additionally, as a public entity, KIPP Metro Atlanta and all the schools are subject to open records laws and our documents are deemed “public records”. As such, KIPP Metro Atlanta emails and documents can be requested at any time from media agencies and the public.

All internal and external email communications should follow the KIPP Metro Atlanta brand guidelines.

COPYRIGHT POLICY

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

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

Definitions:
   *Brevity:*
   a. Poetry:
      - A complete poem if less than 250 words and if printed on not more than two pages, or
      - From a longer poem, an excerpt of not more than 250 words.
   b. Prose:
      - Either a complete article, story, or essay of less than 2,500 words, or
      - An excerpt from any work of prose of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.

   [Each of the numerical limits stated in "a" and "b" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
   c. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
d. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

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

Cumulative Effect:
   a. The copying of the material is for only one course in the school in which the copies are made.
   b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
   c. There shall not be more than nine instances of such multiple copying for one course during one class term.

   [The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

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

Staff may not:
   - make multiple backup copies
   - make one copy for home and one copy for school
   - make a copy for a friend (unless it is public domain)
   - load one program into several computers for simultaneous use
   - load a program onto a network without a network license
• make multiple copies of the printed documentation that accompanies copyrighted software unless written permission has been obtained
• All employees are responsible for ensuring that no copies are made of software that is provided by the software publisher for evaluation.

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

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

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

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

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

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

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

2. Acceptable Use

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2.1. Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.

2.2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

3. Privileges
3.1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

3.2. KIPP Metro Atlanta’s administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business need to do so.

4. Accountability and Responsibility
The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- "Hacking" or any other unlawful online activities.
- Disclosing, using, or disseminating personal information regarding minors.
- Employees are required to execute appropriate and reasonable care over all assigned technology equipment. Repeated neglectful damage can result in receiving alternative technology equipment. The alternative technology equipment will continue to meet instructional/administrative standards, but may not be the same as the previously assigned technology equipment.

5. Content
5.1. Content should be appropriate, in good taste, and not harmful to any individual or group.
5.2. Student pictures and names can be published on the school website at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name.

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Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published.

5.3. Pages should comply with KIPP Metro Atlanta policies and regulations.

5.4. Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

6. Etiquette

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

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

7. Security

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

8. Vandalism

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

9. Safety

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

9.1. KIPP Metro Atlanta will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."

9.2. Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.

9.3. Safety includes monitoring the online activities of minors.

10. Implementation

10.1. KIPP Metro Atlanta Board of Directors (KIPP WAYS Academy, KIPP WAYS Primary, KIPP STRIVE Academy, KIPP STRIVE Primary, KIPP Vision Academy, KIPP Vision Primary, KIPP Atlanta Collegiate, and KIPP South Fulton Academy are under the governance of KIPP Metro Atlanta Board of Directors) will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.
PRIVACY POLICY

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

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

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

INSURANCE POLICY

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

Damage to employee, family, or student personal property while on site at a KIPP Metro Atlanta facility or while conducting business on behalf of KIPP Metro Atlanta is the responsibility of the employee, family, or student. KIPP Metro Atlanta will not reimburse employees for car break ins. Individuals are responsible for securing their belongings at all times.

CONFLICT OF INTEREST POLICY

Employees of KIPP Metro Atlanta are expected to conduct their business with the highest ethical standards of integrity, honesty, and fairness, and may not use their position to solicit or obtain any personal profit or gain, directly or indirectly. Employees must avoid any situation that involves or may involve a conflict between their personal interest and the interest of the organization. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the organization are to act in the best interest of the organization. Each employee must submit in writing to Human Resources any potential situation which may involve a conflict of interest. Human Resources
and/or the Executive Director will make a determination on how the employee should proceed. Such conflicts include:

- Any arrangement or circumstance, including a family or other personal relationship that might dissuade the employee from acting in the best interest of the organization.
- Acceptance of a monetary gift of any kind or any non-cash gift above $25 in value from vendors, suppliers, contractors, etc. currently or seeking to do business with the organization, including parents and guardians. This includes lunch and/or dinner with vendors. Acceptance of alcoholic beverages from outside vendors, supplies, contractors, etc. is prohibited.
- Acceptance of a monetary gift of any kind or any non-cash gift above $25 in value from parents, guardians, and students. Acceptance of alcoholic beverages from parent, guardians, and students is prohibited.
- Ownership by an employee or by a member of the employee’s family of a significant interest in any outside business or organization which does or seeks to do business with KIPP Metro Atlanta.
- Acceptance of another job, participation in personal outside consulting activities, or other external activities that (1) impair the employee’s ability to fulfill their obligations to the organization; (2) could be viewed as impairing the employee’s judgment in the performance of their duties and responsibilities for the organization; (3) would involve the use of the name of the organization so as to falsely suggest the organization’s endorsement or support; (4) might reasonably require disclosure of confidential information to which the employee is privy by virtue of employment; or (4) would give the appearance of a conflict of interest, even if no actual conflict exists.
- Providing services to KIPP Metro Atlanta (staff, students, etc.) other than that as an employee of KIPP Metro Atlanta.
- Performance or solicitation of outside business during paid working time.
- Use of KIPP Metro Atlanta’s tools or equipment for outside work.
- Work activity that would adversely affect KIPP Metro Atlanta’s image.
- Use of paid absences for outside employment.
- Work activity that affects the employee’s job performance, punctuality, loyalty, or ability to fulfill other responsibilities of the employee’s primary job.

Any questions about activities that may present a conflict of interest should be directed to Human Resources.

DRUG FREE WORK ENVIRONMENT POLICY

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

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

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

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

Anyone who violates this policy is subject to disciplinary action up to and including termination of employment.

ANIMALS ON PREMISES POLICY

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

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

The person bringing an animal on school premise assumes any and all risks of loss or harm related to the animal.
These policy guidelines are not applicable to animals trained as therapy assisted pets. Animals trained to assist the blind, provided the animal is in the company of such blind person, are also excluded from these guidelines.

FIREARMS IN THE WORKPLACE POLICY

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

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

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

Any questions concerning this policy or its applicability in specific situations should be referred to the Director of Human Resources or the Executive Director.

PROFESSIONAL DRESS AND APPEARANCE POLICY

The way employees look and dress is vital to our organization and to the ability to serve as role models for KIPP Metro Atlanta students. Due to our schools’ frequent interaction with students, parents and the general public, a high standard of personal appearance is expected of employees. Employees' attire while at KIPP Metro Atlanta schools is to be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others is anticipated or caused. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable.

Both male and female employees should choose clothing appropriate for a professional business setting. An employee who is inappropriately dressed, in the opinion of the school leader/manager, may be sent home and required to return to work in acceptable attire.

Appropriate dress includes, but is not limited to:
- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks

FY19-20
- Sweaters, blouses, knit tops, jackets
- Shirts with school-related insignia
- Attire in accordance with the environmental requirements for specific job assignments

Inappropriate dress includes, but is not limited to:
- Shorts (except for physical education)
- Jeans of any color (with the exception of school authorized casual days)
- Immodest dress such as clothing which is too short (more than three (3) inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Leggings worn as pants/spandex
- Tank tops
- See-through clothing
- Spaghetti straps without a jacket
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise sweat suit (except for physical education)
- Flip flops
- Sneakers (with the exception of physical education and school authorized casual days)
- Unclean or stained clothing
- Other attire as deemed inappropriate by the Principal/manager

CHILDREN IN THE WORKPLACE

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

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

Employees must contact his/her supervisor as soon as possible to obtain permission to have the child accompany the employee while working. Factors the supervisor will consider are how long the child needs to be present, the work environment in the employee’s area, and any possible disruption to the employee’s and co-workers’ work.

A child brought to the workplace will be the responsibility of the employee parent and must be under the direct supervision of the employee parent at all times. KIPP Metro Atlanta Schools does not accept liability for injuries to children who are on campus in violation of this policy.
SECTION C: STUDENT POLICIES

SCHOOL NUTRITION CHARGE POLICY

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

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

Scholars with negative account balances will receive invoices on a monthly basis. Account balances in arrears for more than 30 days may, at the discretion of school administration, result in scholars’ charge privileges being taken away. In those instances, parents-guardians will receive notices informing them that, if after 30 days from the date of notice, their cafeteria account balance remains unpaid, then their scholars’ charge privileges will be taken away. In those instances, scholars will no longer receive school breakfasts and lunches until their cafeteria account balances are paid in full; therefore, parents/guardians should arrange for their scholars to eat breakfast before they arrive at school, and to pack a lunch for them. Note: If parents/guardians fail to provide breakfasts and lunches from home, we will continue to provide their scholars with meals; however, charges will continue to accrue.

Past due cafeteria account balances must be cleared by the end of each month. Students with past due cafeteria account balances will not receive report cards, diplomas or certificates of progress until restitution is made.

Any questions or concerns regarding KIPP Metro Atlanta’s school nutrition charge policy should be directed to the Director of Student Nutrition & Health Services at (404) 924-6310 ext. 1804.

TRANSPORTATION POLICY

Parents must provide contact information and identification information for any person authorized to pick up their student. Parents/guardians who provide transportation for their children are expected to pick up their children in a timely manner at the end of each school day. Teachers and staff members at KIPP Metro Atlanta commit to work long hours to ensure a helpful, successful school. We appreciate that students not riding a bus are picked up within 10 minutes after school, field trips, extracurricular activities, and other events.

FY19-20
For Grades K-8: Parents must inform the office if a child has permission to walk home. Parents and students will be informed about bus routes and bus stops prior to the start of each school year. Bus routes and stops are subject to change each year. All students are expected to be at their specified stop on time. Buses will not wait for tardy students. Parents/guardians are expected to find an alternate way to transport the student to school. Bus transportation is considered a privilege, and not a right, at KIPP Metro Atlanta. If a student is suspended from the bus for disciplinary reasons, parents are expected to find another source of transportation.

If students remain at school longer than thirty (30) minutes after the scheduled pick-up time without prior arrangements, families will be charged $1 per minute to compensate the staff member who must stay after school and watch over the child. These charges will be based upon the time indicated on the school office clock and are not negotiable. Parents have thirty (30) days to pay any outstanding fees related to tardy pick-ups. Parents with outstanding balances will forfeit their child’s ability to participate in extracurricular activities or field trips for which the school has to pay. Report cards and progress reports will also not be released to students with outstanding fees.

Parents are expected to pick up students remaining after school for detention, tutoring, or special activities. Moreover, parents are also expected to pick up students who miss their bus ride home.

For grades K-2: Parents of students will be required, during registration, to indicate who is authorized to pick up their student at the bus stop each day. The driver will not drop off a kindergartner or first grader at a bus stop without an authorized person to pick the student up. In the case where there is not an authorized person to pick up the student, the student will be returned to the school. Parents may incur late arrival fees in such instances.

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

HEALTH POLICY

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

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

FY19-20
Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file – either a valid Georgia Immunization Certificate (Form 3231) indicating a medical exemption or a signed, notarized statement, which is called an affidavit of religious exemption.

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

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

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

**Absence Due to Illness**

If a child is sick in the morning, the school expects him/her to stay home for the day. Parents are expected to call in the morning to inform the school of the child’s absence and to arrange a way to pick up or receive the child’s makeup work. After more than three consecutive absences for illness, students will need to bring a doctor’s re-admittance form to school on their first day back to school to receive an excused absence for missed days.

The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.

**Medication Administration and Illness During School Hours**

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

Medication should be administered at home whenever possible, however, the need for medications during the school day or school-sponsored activities should not limit students’ access to educational opportunities to the extent possible. A parent or guardian may request that prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician’s orders and written parent/guardian authorization. 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. Parents or guardians must request medication administration and submit all required documentation each school year.

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

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

**Self-Administration of Asthma Medication**

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

- The student’s health care providers or doctor provides a written statement/order specifying use and administration of medication;
- The student is identified as qualified and able to self-administer medication by healthcare professional;
- The parent/guardian provides written permission for child to carry Anaphylaxis (EpiPen) medication.

**WELLNESS POLICY**

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

This wellness policy and the progress reports can be found at: [https://www.kippmetroatlanta.org](https://www.kippmetroatlanta.org)

**Recordkeeping**

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

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

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

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

• The extent to which schools under the jurisdiction of KMAS are in compliance with the wellness policy;
• The extent to which KMAS’ wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
• A description of the progress made in attaining the goals of KAMS wellness policy.

The position/person responsible for managing the triennial assessment and contact information is:

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

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

HUMAN RIGHTS POLICY

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

HARASSMENT POLICY

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

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

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

DISCIPLINE POLICY

Students at KIPP Metro Atlanta are expected to abide by the KIPP Metro Atlanta Commitment to Excellence/Student Commitment Form at all times. For students who choose not to follow the expectations within this agreement, there will be consistent consequences in place.
**In Grades K-4**, a color-tiered system is the primary means for administering consequences and rewards, and it will be used for disciplining students in most situations. Consequences associated with this system include: Lunch/Recess Detention, Parent Conference, etc. Students with several discipline infractions may be placed on an Individual Behavior Support Plan.

**In Grades 5-8**, the KIPP Metro Atlanta paycheck system is the primary means for administering consequences and rewards, and it will be used for disciplining students in most situations. Consequences associated with this system include: lunch/recess detention, and after-school detention. Students with several discipline problems may be placed on detention, as is described in the paycheck system procedures.

**In Grades 9-12**, a merit/demerit system will be the primary method for administering consequences and rewards and it will be used for disciplining students in most situations. Consequences associated with this system include detention and in-school suspension. Students with several discipline problems over the course of the year may be assigned to in-school suspension or be required to take a mandatory discipline class over the summer.

Other consequences for disciplinary problems may include, but are not limited to:

- Verbal correction
- Phone call home to parents
- Teacher-student-parent conference
- Behavior Contract
- Removal from extracurricular activities
- Additional assignments to be completed at home and/or at school
- Detention during Saturday School or other designated times
- Mandatory Homework Study Hall after school
- Time-Out
- Loss of incentives and school trips
- Calling Plans, where the student must call teachers to inform them when homework is completed
- Short-term suspension (removal from school for a period of ten or fewer days)
- Long-term suspension (removal from school for a period of more than ten days)
- Expulsion (permanent removal of a student from school)

KIPP Metro Atlanta has adopted the following Atlanta Public Schools policies regarding specific prohibited behaviors:

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

FY19-20
Students May Expect:
- To receive a free high-quality public education
- To be safe at school
- To be treated courteously and respectfullly
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, and discuss issues

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

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

Parent/Guardian Responsibilities:
- To read and become familiar with this Code of Conduct
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child’s learning and school activities at home
Introduction
The purpose of the Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment.

The Student Handbook and the Student Code of Conduct is given to each student in grades kindergarten through twelve. Students who enter Atlanta Public Schools during the school year will receive the Student Code of Conduct at enrollment.

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

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

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

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (e.g., IDEA, 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

Any and all violations of the Code of Conduct will be part of a student’s disciplinary record and FY19-20.
may be used in a student disciplinary hearing pursuant to APS’s progressive discipline process.

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

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

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

1.1. **School property includes, but is not limited to:**
   1.1.1. The land and improvements which constitute the school;
   1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted;
   1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by APS and privately owned vehicles used for transportation to and from school activities;
   1.1.4. Personal belongings, automobiles or other vehicles which are located on school property;
   1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
   1.1.6. En route to the student's home from school.

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

2. **Investigation of Misconduct:** When a student code of conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be 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.

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

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

3. STUDENT QUESTIONING BY OFFICIALS: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.

4. PROGRESSIVE DISCIPLINE: Progressive discipline is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student’s age and grade level, the student’s previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, 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 (3) levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (intermediate) offenses, and Level 3 discipline (major) offenses.
If a student has been found to have engaged in acts in the school or on the school bus that repeatedly disrupt the school environment, are violent in nature, involve bullying or physical threats, the student’s parent/guardian may be required to meet with the Principal or designee to execute a behavior contract.

4.1. Level 1 Discipline: Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school. Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher intervention, students may be referred to an administrator.

<table>
<thead>
<tr>
<th>Level 1 Discipline</th>
<th>Minimum Discipline</th>
<th>Maximum Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>Local interventions and support</td>
<td>Local interventions and support</td>
</tr>
<tr>
<td></td>
<td>Alternatives to suspension</td>
<td>(3) days of administrative detention</td>
</tr>
<tr>
<td>Middle/High</td>
<td>Local interventions and support</td>
<td>Local interventions and support</td>
</tr>
<tr>
<td></td>
<td>Alternatives to suspension</td>
<td>(3) days of administrative detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR (3) days of In-School</td>
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<tr>
<td></td>
<td></td>
<td>Suspension/Success Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interventions</td>
</tr>
</tbody>
</table>

4.2. Level 2 Discipline: Level 2 discipline offenses are intermediate acts of misconduct. Level 2 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major Infractions are addressed by administrators. Repeated (3 or more) violations of any Level 2 offense can result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion and may include a referral to the alternative school.

<table>
<thead>
<tr>
<th>Level 2 Discipline</th>
<th>Minimum Discipline</th>
<th>Maximum Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(1) day of In-School Suspension/Success Center Interventions</td>
<td>(5) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>Local interventions and support Alternatives to suspension</td>
<td>Local interventions and support</td>
</tr>
<tr>
<td>Middle/High</td>
<td>(1) day of Saturday School OR (1) day of In-School</td>
<td>(5) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>Suspension/Success Center Interventions</td>
<td>Local interventions and support</td>
</tr>
</tbody>
</table>
4.3. **Level 3 Discipline:** Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Level 3 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident, and may result in the immediate removal of a student from the school. Administrators will notify the appropriate Associate Superintendent, district personnel, school resource officers, Safety and Security personnel, and law enforcement agencies as deemed appropriate or required by law.

Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations. In addition to possible suspension, students who commit these offenses may be recommended for long-term suspension or expulsion and reassignment to an alternative.

<table>
<thead>
<tr>
<th>Level 3 Discipline</th>
<th>Minimum Discipline</th>
<th>Maximum Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(3) days of Out-of-SchoolSuspension Local interventions and support</td>
<td>(10) days of Out-of-SchoolSuspension Local interventions and support</td>
</tr>
<tr>
<td>Middle/High</td>
<td>(5) days of Out-of-SchoolSuspension Local interventions and support</td>
<td>(10) days of Out-of-SchoolSuspension Local interventions and support</td>
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</table>

A level 3 discipline response may include a disciplinary hearing referral. Student disciplinary hearing responses can include long-term suspension, expulsion, or permanent expulsion with an opportunity to attend an alternative education program. A combination of local interventions and supports may also be appropriate.

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

4.4.1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
4.4.2. Teacher/student conference
4.4.3. School/parent contact
4.4.4. School/parent conference
4.4.5. Restorative practices (practices that repair harm, student circles, peace groups, mediation)
4.4.6. Determine root causes and functions of student misbehavior and respond appropriately
4.4.7. Teach, model, practice, and reinforce positive replacement behaviors
4.4.8. Provide special work assignment
4.4.9. Provide movement breaks between low-energy activities for individual student as deemed appropriate
4.4.10. Student warning
4.4.11. Encourage the student to complete a written reflection of incident and/or an apology for misbehavior
4.4.12. Provide student with an opportunity to process through the misconduct and to make a plan for how better choices can be utilized in the future
4.4.13. Provide choices for learning activities and behavior
4.4.14. Use student behavior strategies, progress reports, behavior contracts, and/or point sheets to assist student in recognizing misbehavior and understanding targeted appropriate behavior
4.4.15. Use goal setting paired with acknowledgment of improved behavior for individual student
4.4.16. Assign student an adult buddy supporter
4.4.17. Assign student a peer buddy supporter
4.4.18. Mentoring
4.4.19. Escort to and from class/change of class
4.4.20. Schedule change
4.4.21. Invitation for parental shadow
4.4.22. Require student to return property
4.4.23. Assign student to an approved supervised school service (school clean-up, lunch clean-up)
4.4.24. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently)
4.4.25. Utilize community and agency partners to provide additional support and resources to student to help improve behaviors
4.4.26. Recommend peer mediation support
4.4.27. Recommend conflict resolution support
4.4.28. Withhold or revoke student privilege(s), freedoms, or choices
4.4.29. Assign detention
4.4.30. Small group character-building, emotional management, decision making, and social skills training
4.4.31. Refer student to student support services staff (Counselor, Social Worker)
4.4.32. Refer student to response to intervention (RTI) Specialist
4.4.33. Refer student to student support team (SST)
4.4.34. Give student a timeout with adult supervision
4.4.35. Develop and implement, or review and revise, a 504 plan for eligible student, including
behavioral accommodations as deemed necessary
4.4.36. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a
behavior intervention plan (BIP)
4.4.37. Review and revise a student’s existing BIP
4.4.38. Refer eligible student to individual education program (IEP) team
4.4.39. Develop and implement IEP for eligible student
4.4.40. Include behavior interventions, supports, or strategies as supplementary aides and
services in the student’s IEP if deemed necessary by the IEP team
4.4.41. Saturday School
4.4.42. Mini courses or skill modules
4.4.43. After school or lunch detention
4.4.44. School-based or home-school contingency contract
4.4.45. Process break or walk with an adult
4.4.46. Other school based discipline response

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

5. **STUDENT OFFENSES**
A student shall not violate any of the following rules of APS.

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

5.1 **ACADEMIC DISHONESTY:** It is the responsibility of every student and employee to exhibit
honesty, trust, fairness, respect, and responsibility in academic work at all times to support a
positive learning environment in the school. Cheating, plagiarism and other acts of academic
dishonesty are strictly prohibited. Students who cheat on standardized testing or are
repeatedly dishonest can face expulsion or increased consequences. Examples of violations
of this rule include, but are not limited to: copying or "borrowing" from another source and
submitting it as one’s own work; seeking or accepting unauthorized assistance on tests,
projects or other assignments; fabricating data or resources; providing or receiving test
questions in advance without permission; or working collaboratively with other students when individual work is expected.

Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 to 4.4).

5.2 POTENTIALLY HARMFUL SUBSTANCES

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

<table>
<thead>
<tr>
<th>5.2.a Level 2 - 3</th>
<th>Elementary</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Middle/High</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 day OSS / Local Interventions</td>
<td>3 days OSS</td>
<td></td>
<td>1 day OSS / Local Interventions</td>
<td>3 days OSS</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1 day OSS / Local Interventions</td>
<td>5 days OSS</td>
<td></td>
<td>1 day OSS / Local Interventions</td>
<td>5 days OSS</td>
<td></td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>3 days OSS / Local Interventions</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
<td></td>
<td>5 days OSS / Local Interventions</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
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</tbody>
</table>

SW Referral initiated after 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Combination of local interventions, supports, and disciplinary response may be appropriate

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

5.2.b  Level 2 – 3  

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 days OSS</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
</tr>
</tbody>
</table>

SW Referral initiated after 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

5.2.c  Selling/Distributing/Buying Drugs: No student shall buy, 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, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is which the student purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.

5.2.c  Level 3  

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<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
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</thead>
<tbody>
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<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>5 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
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</tbody>
</table>

SW Referral initiated after 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

5.2.1 Drug Paraphernalia: No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.

5.2.2 Counterfeit Drugs or Look Alike Drugs: No student shall falsely present or identify a substance to be alcohol or an illegal drug.

<table>
<thead>
<tr>
<th>5.2.1 /5.2.2 Level 2 – 3</th>
<th>Elementary</th>
<th>Middle/High</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 days OSS</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
</tr>
</tbody>
</table>

SW Referral initiated after 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

FY19-20
5.2.3 **Over-The-Counter Medication:** Possession of all over-the-counter medication on school property must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).**

5.2.3.c **Distributing/Selling:** A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**

5.2.4 **Prescription Drugs:** No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Policy JGCD. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**

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

5.2.5 **Stimulants:** A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**

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

5.2.6 **Tobacco:** A student shall not possess, use, sell, distribute, or possess with intent to distribute tobacco products or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs) is prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).**
5.3 ATTENDANCE VIOLATIONS

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

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

<table>
<thead>
<tr>
<th>5.3.1.a-b</th>
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<td>Level 1</td>
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<td>1st Offense</td>
<td>Administrative Conference</td>
<td>Administrative Conference</td>
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<tr>
<td>2nd Offense +</td>
<td>Administrative Conference/Local interventions</td>
<td>3 days detention</td>
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</tbody>
</table>

Student Services/Response to Intervention (RTI) referral initiated after second offense
Combination of local interventions, supports, and disciplinary response may be appropriate

5.3.2 Leaving School Grounds: Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school.

<table>
<thead>
<tr>
<th>5.3.2</th>
<th>Level 1 - 2</th>
<th>Elementary</th>
<th>Middle/High</th>
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<td>Maximum</td>
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<tr>
<td>1st Offense</td>
<td>Administrative Conference</td>
<td>3 days detention</td>
<td>Administrative Conference</td>
</tr>
<tr>
<td>2nd Offense +</td>
<td>3 days detention</td>
<td>3 days OSS</td>
<td>Saturday school and/or 3 days ISS</td>
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</tbody>
</table>

Parent conference should occur
Student Services/Response to Intervention (RTI) referral initiated after second offense
Combination of local interventions, supports, and disciplinary response may be appropriate

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

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<tr>
<th>5.4</th>
<th>Level 2 – 3</th>
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<td>Offense Level</td>
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<td>2nd Offense</td>
<td>3rd Offense +</td>
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<td>1 day ISI</td>
<td>10 days OSS and a hearing referral recommendation of long-term suspension/expulsion</td>
<td>10 days OSS and a hearing referral recommendation of long-term suspension/expulsion</td>
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<td></td>
<td>5 days OSS</td>
<td>10 days OSS and a hearing referral recommendation of long-term suspension/expulsion</td>
<td>10 days OSS and a hearing referral recommendation of long-term suspension/expulsion</td>
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<tr>
<td></td>
<td>Saturday school / 3 days ISS</td>
<td>5 days OSS</td>
<td>10 days OSS and a hearing referral recommendation of long-term suspension/expulsion</td>
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<td>10 days OSS and a hearing referral</td>
<td>10 days OSS and a hearing referral</td>
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<td></td>
<td>recommendation of long-term suspension/expulsion</td>
<td>recommendation of long-term suspension/expulsion</td>
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</tbody>
</table>

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

5.5 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.

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<tr>
<th>5.5 Level 1 - 2</th>
<th>Elementary</th>
<th>Minimum</th>
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<th>Middle/High</th>
<th>Minimum</th>
<th>Maximum</th>
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<td>1st Offense</td>
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<td>3 days detention</td>
<td>3 days ISS</td>
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<td>2nd Offense</td>
<td>3 days detention</td>
<td>3 days OSS</td>
<td>Saturday school and/or 3 days ISS</td>
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</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year</td>
<td>10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year</td>
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</table>

Combination of local interventions, supports, and disciplinary response may be appropriate

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

5.6.1 Bus Personal Safety: Students must keep all body parts inside the bus at all times. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections
4.1 - 4.2, 4.4).

5.6.2 **Bus Safety Hazard:** Nothing may be thrown into, within, out of, or at the bus. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.2 - 4.4).

5.6.3 **Bus Disruptions & Distractions:** No student shall act in any manner so as to interfere with a driver’s ability to safely drive the bus or another student’s ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).

5.6.4 **Emergency Exits:** Emergency doors and windows are to be used only at the direction of the driver. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).

5.6.5 **Unauthorized Bus or Exit:** Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence. Depending on age of student, repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).

5.6.6 **Cell Phone /Electronic Devices on Buses:** Students shall not use any electronic device during the operation of a school bus without the use of headphones or ear buds. Any electronic device that is distracting to the bus operator or may interfere with the bus’ communication equipment is prohibited. Electronic device includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.2, 4.4).

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

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

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

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

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

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

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

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

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

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

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

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

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

5.7.3 **Audio or Video Recording:** Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student’s loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.** (See sections 4.1 - 4.4).

5.7.4 **Academic Dishonesty with a Device:** It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the
consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4). Additionally, any violation will result in the device being confiscated and will result in the student’s loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

5.8 STUDENT INCIVILITY

5.8.1 Offensive Language: No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions.

5.8.2 Offensive Materials: No student shall possess, share, or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

NOTE: See 5.23.3 for offenses that occur with technology

5.8.3 Offensive Language – Adult: A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward APS personnel or other adults on school property or at school sponsored events.

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

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

<table>
<thead>
<tr>
<th>5.8.1 – 5.8.5</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 - 2</td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>Administrative Conference</td>
<td>3 days detention</td>
</tr>
<tr>
<td>2nd Offense +</td>
<td>3 days detention</td>
<td>3 days OSS</td>
</tr>
</tbody>
</table>

Combination of local interventions, supports, and disciplinary response may be appropriate

5.9 DISRUPTION OF SCHOOL:

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

Examples include, but are not limited to: large fights, food fights, walk outs, actions that disrupt multiple classrooms, actions that disrupt large areas of the school (cafeteria, media center, etc), or cause a disruption of transportation processes. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.9.2 Trespassing: Students shall not be on the campus of a school in which they are not enrolled during that school’s hours or while that school is operational without permission from that school’s administration. Students also may not enter a school building after hours without express permission. Students may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Students who have been suspended or assigned to another school for disciplinary purposes may not be on the campus of their previous/home school without the permission of the Principal of that school, except when the student is competing/participating in an official event as a member of a team or club at the home school. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (Sections 4.1 – 4.4).

5.9.3 Unauthorized Area: Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).

5.9.4 Unauthorized Item: Students may not bring to school or be in possession of any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item. The administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense.

5.10 FALSE REPORTS

5.10.1 False Report: No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse APS employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. Depending on age of student, level of severity or repetition, the
administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.4).

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

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

<table>
<thead>
<tr>
<th>5.10.2 - 5.10.3 Level 2</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>2nd Offense +</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral</td>
</tr>
</tbody>
</table>

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

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

5.11 Gambling: No student shall 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. Students may not possess gambling devices to be used in gambling activity (e.g., dice, cards).

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<thead>
<tr>
<th>5.11 Level 1 - 2</th>
<th>Elementary</th>
<th>Middle/High</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>Administrative Conference</td>
<td>3 days detention</td>
</tr>
<tr>
<td>2nd Offense +</td>
<td>3 days detention</td>
<td>3 days OSS</td>
</tr>
</tbody>
</table>

Combination of local interventions, supports, and disciplinary response may be appropriate

5.12 GANG RELATED ACTIVITY: A “gang” is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property.

5.121 Engaging in Gang Activity: No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. Depending on age of
student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.12.2 Displaying Gang Affiliation: No student shall hold himself/herself out as a member of a gang, including displaying gang tattoos and displaying gang symbols. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).

5.12.3 Recruiting/Soliciting: No student shall recruit or solicit membership in any gang or gang-related organization. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.13 HARASSMENT, INTIMIDATION, THREATS, AND BULLYING BEHAVIOR

5.13.1 Harassment: Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).

5.13.2 Threats: No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, APS employee or non-APS employee. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.13.3 Terroristic Threats: No student shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

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

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

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

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

b. Bullying: Bullying behavior is defined as:

1. willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so, or;
2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:

- Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts; or
- Has the effect of substantially interfering with the victim student’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

<table>
<thead>
<tr>
<th>5.13.4 Level 2 – 3</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td>Minimum</td>
<td>Maximum</td>
<td>Minimum</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>*3rd Offense</td>
<td>10 days OSS</td>
<td>10 days OSS and a hearing referral</td>
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</tr>
<tr>
<td><strong>Contact Safety and Security</strong></td>
<td><code>Criminal charges may apply</code></td>
<td><strong>Parent conference mandatory</strong></td>
</tr>
</tbody>
</table>

*If a 3rd and subsequent offense of Bullying/Cyberbullying/Electronic occurs within one school year, as determined by a hearing officer, a student in grades 6-12 shall be expelled for at least one calendar year, with an option for the student to attend the alternative school during this discipline.*

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

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

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

### 5.14 SCHOOL HAZARD OFFENSES

#### 5.14.1 Incendiary Devices:
No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

#### 5.14.2 Arson:
No student shall use fire, explosive, or the equivalent thereof, to damage or knowingly cause, aid, abet, advise, attempt or encourage damage to school building,
school property, school structure, or vehicle on school grounds. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.15 Off-Campus Offenses: Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; AND conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Contact Safety and Security and the Associate Superintendent. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.17 Parties To The Offense: No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Code of Conduct. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.18 PHYSICAL OFFENSES

5.18.1 Horseplay: Students shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. The administrator may utilize interventions, supports, and Level 1 disciplinary responses for this offense. (See sections 4.1, 4.4).

5.18.2 Physical Offenses by a Student to any Person Other Than a School Employee: Students may not commit physical offenses against persons who are not a school employee.

These physical offenses include:

a. Battery: Intentionally making physical contact of an insulting or provoking nature with another person. 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. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

b. Fighting: 1-2 individuals mutually participating in a physical altercation. 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. Depending on age of student, level of severity or repetition, the
administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

c. **Group fighting:** 3 or more individuals mutually participating in a physical altercation. 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. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

d. **Assault:** Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).

e. **Consensual bodily harm:** Participation in any activity that results in consensual bodily harm or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

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

<table>
<thead>
<tr>
<th>5.18.3 Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.18.3</strong></td>
<td><strong>Minimum</strong></td>
<td><strong>Maximum</strong></td>
</tr>
<tr>
<td>1st Offense +</td>
<td>5 days OSS and a hearing referral</td>
<td>10 days OSS and a hearing referral with recommendation of permanent</td>
</tr>
</tbody>
</table>
Notify the appropriate Associate Superintendent  
Contact Safety and Security – Criminal charges may apply

### 5.18.4 Battery of School Employee

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

<table>
<thead>
<tr>
<th>Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Offense</strong></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>3 days OSS and a hearing referral</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
</tbody>
</table>

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

### 5.18.5 Assault of School Employee

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

<table>
<thead>
<tr>
<th>Level 2-3</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tr>
<td>Minimum</td>
<td>Maximum</td>
<td>Minimum</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Level 1 Discipline</td>
<td>Minimum Discipline</td>
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</tr>
<tr>
<td>Physical contact of/with school employee (Primary Schools)</td>
<td>Local interventions and support</td>
<td>Alternatives to suspension</td>
</tr>
</tbody>
</table>

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

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

### 5.18.6 Physical contact of/with school employee (Primary Schools) - Scholar makes physical contact with school employee.

<table>
<thead>
<tr>
<th>Level 1 Discipline</th>
<th>Minimum Discipline</th>
<th>Maximum Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>Local interventions and support Alternatives to suspension</td>
<td>Local interventions and support (3) days of administrative detention</td>
</tr>
</tbody>
</table>

### 5.20 PROPERTY RELATED OFFENSES

#### 5.20.1 Vandalism: No student shall intentionally damage property belonging to the school district or another person/organization. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).
5.20.2 **Theft:** No student shall intentionally steal property belonging to another person or entity. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.20.3 **Robbery:** No student shall take or attempt to take the property of another by use of force, offensive weapon, or any device having the appearance of a weapon. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.20.4 **Burglary:** No student shall enter or attempt to enter into any Atlanta Public School, building, center, or structure with the intent to commit a crime. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

**NOTE:** Criminal charges may be filed against any student who commits Property Related Offenses.

**SEXUAL OFFENSES**

5.21.1 **Inappropriate Activity:** No student shall consent to and participate in any form of sexual activity. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).

5.21.2 **Indecent Exposure:** No student shall expose one’s intimate body parts or “moon” in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.21.3 **Sexual Misconduct:** No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.21.4 **Sexual Harassment:** No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. Depending on age of student, level of...
severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4). See Policy JCAC, for further requirements, information and explanation.

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

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

5.21.5 Sexual Battery: Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

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<thead>
<tr>
<th>5.21.5 Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td><strong>Minimum</strong></td>
<td><strong>Maximum</strong></td>
<td><strong>Minimum</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing Referral</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>5 days OSS -</td>
<td>10 days OSS and a hearing referral with recommendation of long term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion</td>
<td>10 days OSS - hearing Referral with recommendation of (min) expulsion for one calendar year (max) permanent expulsion</td>
</tr>
</tbody>
</table>

**SW Referral – DFCS notification**

Parent conference should occur prior to student return to school

Notify the appropriate Associate Superintendent

Notify resource officer and contact Safety and Security – Criminal charges may apply
**Combination of local interventions, supports, and disciplinary response may be appropriate**

5.21.6 Sexual Molestation: Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student’s intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

<table>
<thead>
<tr>
<th>5.21.6 Level 3</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</td>
<td>8 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</td>
</tr>
<tr>
<td>2nd Offense</td>
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<td>10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</td>
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<td>10 days OSS and a hearing referral with recommendation of permanent expulsion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SW Referral – DFCS notification**
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Notify resource officer and contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

5.23 TECHNOLOGY OFFENSES

5.23.1 Hacking or Altering School Technology: Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. Actual or attempted hacking is strictly prohibited. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.23.2 Piracy: Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited.
Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).

5.23.3 Access/Distributing Inappropriate Material: Students will not use any technology resources to distribute nor display inappropriate material. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4). Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

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

Note: See 5.8.2 for non-technology offenses

5.25 WEAPONS: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Safety and Security or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designee, in conjunction with law enforcement. There is no exception for students who have a valid legal license to carry a weapon. The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

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

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

MANDATORY DISCIPLINE HEARING
5.25.1  Level 3

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1st Offense +</td>
<td>10 days OSS and a hearing referral with a</td>
<td>10 days OSS and a hearing referral with a</td>
</tr>
<tr>
<td></td>
<td>recommendation of expulsion for 1 calendar year</td>
<td>recommendation of permanent expulsion</td>
</tr>
</tbody>
</table>

Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply

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

NOTE: In addition to the above, Category II weapons include any item defined as a weapon or hazardous object as defined by O.C.G.A. § 16-11-127.1 and 20-2-751, with the exception of firearms and dangerous weapons (See Category I).
### 5.25.2 Level 2-3

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td><strong>1st Offense</strong></td>
<td>1 day OSS</td>
<td>10 days OSS and a disciplinary hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td><strong>2nd Offense +</strong></td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year</td>
</tr>
</tbody>
</table>

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

Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.

#### 5.25.3 Category III Weapon:
Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, toy guns, or plastic disposable razor or sling shot. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4). Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved. Notify the appropriate Associate Superintendent
- Contact Safety and Security – Criminal charges may apply

Note: Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item - Any individual wishing to bring a look-alike weapon or dangerous instrument/unauthorized item to school for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the principal which includes a description of the dangerous instrument(s)/item(s) authorized and the time period during which dangerous instrument(s)/item(s) may be on display.
Transport of the look-alike weapon or dangerous instrument/item to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the dangerous instrument/item from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the look-alike weapon or dangerous instrument/item in a secure location when it is not being used in the approved classroom activities. The dangerous instrument must be unloaded and must not contain any explosive material.

6. Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act (IDEA), Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act (ADA) of 1990.

7. **ALTERNATIVE SCHOOL**: If a student is in violation of the Student Code of Conduct and found guilty by official student disciplinary hearing action, the student may receive a disciplinary response inclusive of long-term suspension or expulsion. A student who is long-term suspended or expelled beyond ten (10) school days, may be provided the option to attend alternative school during the discipline if they enroll within 10 school days of the date of the hearing decision or hearing waiver.

Students who attend the alternative school may do so pursuant to behavioral, academic and attendance conditions. If the student violates the conditions, he/she may forfeit the opportunity to attend the alternative school. The student may also receive further discipline, in addition to the reinstatement of his/her expulsion or long-term suspension.

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

9. **CHRONIC DISCIPLINARY PROBLEM STUDENTS**: A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student’s disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.
The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

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

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

10. **DRIVERS’ LICENSES:** In addition to the discipline specified in this Code of Conduct for attendance and selected conduct, students may find their eligibility for a Georgia instructional/learner’s permit or driver’s license impacted by their school enrollment. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver’s license or learner’s permit.

11. **DISCIPLINED STUDENTS ON CAMPUS:** Students who are suspended or expelled are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Students assigned to alternative school may not return to their home school or any other APS school to participate in school events without permission of the Principal. Failure to adhere to this rule can result in the student receiving additional disciplinary charges and/or an increased disciplinary response.

12. **REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM:** The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 20-2-738. The principal or the principal's designee will respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with District policy, procedure and guidelines.

   a. Teacher Reporting
Teachers are required to file a report with the principal or principal's designee if he or she has a student that has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. This report will be filed within one school day of the most recent occurrence of such behavior, will not exceed one page, and will describe the behavior. The principal or the principal's designee will, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

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

b. Teacher Removal

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

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

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

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

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

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

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

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

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

**SUSPENSION AND EXPULSION POLICY**

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

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

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

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

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

**Long-Term Suspension**
The Principal may impose a long-term suspension of more than ten (10) school days. Such a suspension may be imposed after the following actions occur:

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

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

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

**Expulsion**

**Grades 3-12**

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

If, following the formal disciplinary hearing, the hearing officer maintains that the student will be expelled due to a violation of specific KIPP Metro Atlanta Policies then the hearing officer shall provide notification of the expulsion in person to the parent(s).
Re-Enrollment Following Expulsion
Depending on the severity of the incident, students may be eligible for re-enrollment to the school from which they were expelled. In order to be eligible, a student must spend at least one full semester enrolled at a different institution prior to their re-enrollment. A student’s seat can be held for up to one (1) year from the date of expulsion; the student would not need to reapply or be subject to waitlist restrictions. To re-enroll, students must follow the following procedure:

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

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

Students expelled from KIPP South Fulton Academy are not eligible for re-enrollment.

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

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

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

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

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

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

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

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

ATTENDANCE POLICY

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

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

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

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

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

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

In grades K-8, excessive absences will be considered in any retention decision. If a student is absent a total of more than ten days, formal inquiries will be made and reported to the appropriate law enforcement agency. In addition, students absent more than fifteen days will be considered for retention. Students are also expected to arrive on time to school each day. School begins each day at 7:30 a.m. Students who arrive after 7:30 a.m. are considered tardy and

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will be marked as such on their attendance records. Every three tardies will count as an absence, which will be considered in all retention decisions.

In grades 9-12, students are expected to arrive on time to school at 7:35 a.m. Students who arrive after 7:35 a.m. are considered tardy and will be marked as such on their attendance records.

GRADING POLICY

Grades K-4
For grades K-4, the final, year-end grade for an academic content area is the average of the three marking periods. Grades are rounded to the nearest whole number.

Grades 5 – 8 (KIPP Metro Atlanta schools in Atlanta Public Schools)
The school year is broken into four (4) grading periods. The marking periods are long enough (approximately 9 to 10 weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students’ grades and assess their skill levels. At the end of each marking period, students will receive grades in all core academic classes.

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99 - 100</td>
<td>Excellent achievement at the assigned performance level.</td>
</tr>
<tr>
<td>A</td>
<td>92 – 98</td>
<td>Above average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 91</td>
<td>Average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>B+</td>
<td>88 – 89</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>B</td>
<td>82 – 87</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 81</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>C+</td>
<td>78 – 79</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>C</td>
<td>72 – 77</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 71</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
</tbody>
</table>

Grades 5-8 (KIPP Metro Atlanta schools in Fulton County Schools)
The school year is broken into four (4) grading periods for 5th grade only and into two (2) marking periods in 6th – 8th grade. The marking periods are long enough to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students’ grades and assess their skill levels. At the end of each marking period, students will receive grades in all core academic classes.

The grading scale is as follows:
### Grades 9-12
KAC’s academic year is broken into four (4) quarters. The marking periods are long enough (approximately nine weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students’ grades and assess their skill levels. Due to the 4 X 4 block schedule, students will receive 0.5 credits per quarter. Students and parents will receive a report card for each quarter, which will document grades and credits earned in all courses currently taken.

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99 - 100</td>
<td>Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.</td>
</tr>
<tr>
<td>A</td>
<td>92 – 98</td>
<td>Excellent achievement at the assigned performance level.</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 91</td>
<td>Above average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>B+</td>
<td>88 – 89</td>
<td>Average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>B</td>
<td>82 – 87</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 81</td>
<td>Students receiving a B have several skill deficits that result in incomplete knowledge. The quality of their work meets average requirements.</td>
</tr>
<tr>
<td>C+</td>
<td>78 – 79</td>
<td>Students receiving a C have failed to demonstrate mastery in their given course. They have major skill deficits that require additional instructional resources and/or student effort.</td>
</tr>
<tr>
<td>C</td>
<td>72 – 77</td>
<td>Students receiving a C may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 71</td>
<td>Students receiving an F have failed to demonstrate mastery in their given course. They have major skill deficits that require additional instructional resources and/or student effort.</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69</td>
<td>Students receiving an F show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.</td>
</tr>
</tbody>
</table>
To prepare students for the college admission process, each semester we will convert the numerical GPA to a 4.0 scale. The conversion will be based on the unweighted, cumulative, numerical GPA that posts to students’ transcripts. The 4.0 GPA Conversion will be as follows:

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

**AP Bonus Points**

Because we encourage classes with more challenging curricula, KIPP Atlanta Collegiate awards extra grade points (10 points on the numerical scale) to a student for successfully earning credit in advanced placement courses. The only advanced placement courses eligible for these credits are courses that meet the College Board’s AP standards with differentiated curricula that culminate in an AP examination following the course. It is important to all students to recognize that the added points WILL NOT allow a student to receive credit for a course if they score lower than 70% without the bonus points. If a student fails to earn 70% without the bonus points, they WILL FAIL the course and not earn credit. For example, if a student earns a 70% in an AP course, their transcript will record the grade as an 80%, if a student earns a 69% in the course, they will fail and the transcript will reflect a 69%.

**AP Exams**

Students are enrolled in AP courses are expected to pay for and take the AP Exam at the conclusion of the course. (Fee waivers and fee reductions are available for families that qualify.) Any student, who chooses not to take the AP Exam, will forfeit their bonus points for the class and it will be transcribed as a regular course.

**Final Quarter Grades**

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

For any students who started 9th grade the first time prior to the 2011-2012 school year, the EOCT will account for 20% of the final grade.

PROMOTION POLICY

Grades K-4
Students must meet grade level standards in the core content areas (including reading, written communication, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject.

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

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

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

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Students who are “administratively placed” in the next grade because they did not meet the school’s promotion requirements may be denied the privileges associated with being promoted (e.g. participating in the promotion exercises, etc.). Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for students with IEPs.

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

KIPP Metro Atlanta Schools follows the criteria set forth by state and local districts for promotion criteria regarding the Milestones exam. Grades 5-8

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

- Have a final yearly grade of 70 or above in the academic subject
Additionally, students will be promoted or retained on the recommendation of the classroom teacher/s as well as the consultation of the grade level team and Principal. This recommendation will be based upon the following criteria:

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

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the Principal. Students who are “administratively placed” in the next grade because they did not meet the school’s promotion requirements may be denied the privileges associated with being promoted (e.g. participating in the promotion exercises, etc.). Progress made toward achieving Individual Education Plan (IEP) goals will be considered in a promotion decision for students with IEPs.

**Grades 9-12**

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

Student promotion will be done bi-annually to reflect the way that credits are earned. Transcript audits will be done in January and July at which point students and parents will be notified of the students’ grade-level designation.

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

Annual credit requirements for promotion are as follows:

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

<table>
<thead>
<tr>
<th></th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>PE/Health</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>(140 Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
<td>13</td>
<td>19</td>
<td>26.5</td>
</tr>
</tbody>
</table>
REQUIRED COURSES FOR PROMOTION
The chart below lists specific courses that must be passed for grade-level designation:

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>World Lit/Comp</td>
<td>AP Language/Comp</td>
<td>AP Literature/Comp</td>
</tr>
<tr>
<td>Lit/Comp</td>
<td>Spanish 1</td>
<td>Physics I</td>
<td>Economics</td>
</tr>
<tr>
<td>GSE Algebra I</td>
<td>AP World History</td>
<td>GSE Algebra II</td>
<td>American Govt/Civics</td>
</tr>
<tr>
<td>World Area</td>
<td>Chemistry</td>
<td>AP US History</td>
<td>AP Statistics or AP</td>
</tr>
<tr>
<td>Studies</td>
<td>GSE Geometry</td>
<td>Junior Seminar</td>
<td>Calculus AB</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td>College Success</td>
</tr>
<tr>
<td>General PE /</td>
<td></td>
<td></td>
<td>Personal Fitness</td>
</tr>
<tr>
<td>Health</td>
<td></td>
<td></td>
<td>Community Service</td>
</tr>
</tbody>
</table>

GRADUATION CEREMONY POLICY

All requirements for graduation, including successful completion of state testing requirements, must be completed before a senior can participate in graduation exercises. A diploma will be presented upon completion of all graduation requirements. KIPP Metro Atlanta will make available to parents and guardians the graduation dates. The graduation dates are subject to change. (e.g. schools are closed due to inclement weather, emergency on a regular school day, etc.) Students’ participation in the graduation ceremony is a privilege and not a right. Therefore, the principal has the right to prohibit a student’s participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is required; therefore, a graduation fee or senior dues may be charged to cover costs for such items as diploma covers, printing costs, and additional graduation expenses, etc. However, students will be given written notification of this fee and description of costs at the beginning of the school year in which they are to participate in the graduation ceremony.

VALEDICTORIAN/SALUTATORIAN POLICY

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

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

B. The salutatorian will be the student who has earned the second-highest class rank in the FY19-20
graduating class and who has met the eligibility requirements specified below.

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

**Eligibility**

a. The eligible student will have been enrolled in the school from which s/he graduates by the end of the first semester of the junior year.

b. The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades and Atlanta Board of Education policy JBC (4) Transferring Credits.

c. For graduating classes that entered ninth grade in 2008-09 or later, all students earning regular education diplomas are eligible.

d. The eligible student will have a weighted numeric grade-point average of 90 or above. Students selected as valedictorians and salutatorians must complete all requirements for graduation by the day specified by the school leadership in the second semester of the senior year.

e. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible, and the next eligible candidate will be selected as the valedictorian or salutatorian.

**Selection**

a. Class rankings to determine the valedictorian and salutatorian will be generated based on grades earned by the end of the first semester of the senior year.

b. Class ranking is established based on the weighted numeric grade-point average calculated in accordance with policy IHC, Class Rankings.

c. The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class.

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

**LOCKER USAGE POLICY**

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

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

SEARCH & SEIZURE POLICY

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

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

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

TEENAGE/ADULT DRIVERS RESPONSIBILITY ACT (TAADRA)

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

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

COMPUTER/INTERNET USE POLICY

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

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, MySpace, Bebo, Twitter, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else’s privacy;
- Share his/her password with anyone except adults at the school.
A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Release agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges.

**Safety and Acceptable Use of the Internet by Students, Staff, and Educators Policy**

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

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

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

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

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

2. **Acceptable Use**
2.1. Access to the Internet for KIPP Metro Atlanta schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of the KIPP Metro Atlanta.
2.2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations
of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

3. Privileges
3.1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Metro Atlanta may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.
3.2. KIPP Metro Atlanta’s administrative information systems are to be used exclusively for the business of the organization. KIPP Metro Atlanta reserves the right to enter an employee's information system files whenever there is a business need to do so.

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

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

6. Etiquette
Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not write or send abusive messages to others.
● Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
● Do not reveal the personal home address or phone number of students or colleagues. Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

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

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

9. Safety
Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.
9.1. KIPP Metro Atlanta will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."
9.2. Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
9.3. Safety includes monitoring the online activities of minors.

10. Implementation
KIPP Metro Atlanta Board of will support KIPP Metro Atlanta to ensure implementation of this policy in a method that promotes proper use of the Internet.

OUTSTANDING FEES POLICY

Students may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, class fees, lost or damaged textbooks or instructional materials, or childcare fees related to tardy pick-ups. As a general rule, parents have 10 to 30 days to pay any outstanding fees, depending on the type of fee(s) owed. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent children with outstanding fees from participating in the school’s enrichment program (which costs the school additional money), field lessons, etc. Report cards will also not be issued to students with outstanding fees. At the high school level, all outstanding fees must be paid by a date set prior to graduation. If fees remained unpaid, the high school diploma and official high school transcript will not be issued. Additionally, the student may not participate in graduation exercises. Additionally, if a child is not eligible for free lunch, and their meal balance is beyond 30 days, the school may provide an alternate meal to the child, up to denying food services to the child.

FY19-20
BOARD MEETING PARTICIPATION POLICY

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

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

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

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

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

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

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

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

PARENT/GUARDIAN RESPONSIBILITIES:
- To read and become familiar with this Code of Conduct
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child’s learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students’ privacy rights

**INTRODUCTION**

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

The Student Handbook and the Student Code of Conduct is given to each student in grades kindergarten through twelve. Students who enter Atlanta Public Schools during the school year will receive the Student Code of Conduct at enrollment.

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

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

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

Disciplinary action and the length of the assignment will be progressive and will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including positive disciplinary techniques. Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (e.g., IDEA, 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

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

**FY19-20**
Any and all violations of the Code of Conduct will be part of a student’s disciplinary record and may be used in a student disciplinary hearing pursuant to APS’s progressive discipline process.

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

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

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

1.1. School property includes, but is not limited to:
   1.1.1. The land and improvements which constitute the school;
   1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted;
   1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by APS and privately owned vehicles used for transportation to and from school activities;
   1.1.4. Personal belongings, automobiles or other vehicles which are located on school property;
   1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
   1.1.6. En route to the student's home from school.

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

2. INVESTIGATION OF MISCONDUCT: When a student code of conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be 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.

At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately. The principal or his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.
2.1 Searches:
In accordance with Atlanta Public Schools’ administrative regulation JCDAF-R(1), school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus.

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

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

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

3. STUDENT QUESTIONING BY OFFICIALS: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.

4. PROGRESSIVE DISCIPLINE: Progressive discipline is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student’s age and grade level, the student’s previous discipline history, and other relevant factors.

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

The offenses have been organized into three (3) levels of prohibited behaviors: Level 1 discipline (minor) offenses, Level 2 discipline (intermediate) offenses, and Level 3 discipline (major) offenses.

If a student has been found to have engaged in acts in the school or on the school bus that repeatedly disrupt the school environment, are violent in nature, involve bullying or physical threats, the student’s parent/guardian may be required to meet with the Principal or designee to execute a behavior contract.
4.1. Level 1 Discipline: Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school. Level 1 offenses are generally MINOR OFFENSES and may represent a failure to demonstrate universally defined expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher intervention, students may be referred to an administrator.

<table>
<thead>
<tr>
<th>Level 1 Discipline</th>
<th>MINIMUM Discipline</th>
<th>MAXIMUM Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>School based interventions and support Alternatives to suspension</td>
<td>School based interventions and support (3) days of administrative detention</td>
</tr>
<tr>
<td>Middle/High</td>
<td>School based interventions and support Alternatives to suspension</td>
<td>School based interventions and support (3) days of administrative detention OR (3) days of In-School Suspension/Success Center Interventions</td>
</tr>
</tbody>
</table>

4.2. Level 2 Discipline: Level 2 discipline offenses are intermediate acts of misconduct. Level 2 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major Infractions are addressed by administrators. Repeated (3 or more) violations of any Level 2 offense can result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion and may include a referral to the alternative school.

<table>
<thead>
<tr>
<th>Level 2 Discipline</th>
<th>MINIMUM Discipline</th>
<th>MAXIMUM Discipline</th>
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</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension</td>
<td>(3) days of Out-of-School Suspension School based interventions and support</td>
</tr>
<tr>
<td>Middle/High</td>
<td>(1) day of Saturday School OR (1) day of In-School Suspension/Success Center Interventions School based interventions and support Alternatives to suspension</td>
<td>(3) days of Out-of-School Suspension School based interventions and support</td>
</tr>
</tbody>
</table>
4.3. Level 3 Discipline: Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Level 3 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident, and may result in the immediate removal of a student from the school. Administrators will notify the appropriate Associate Superintendent, district personnel, school resource officers, Safety and Security personnel, and law enforcement agencies as deemed appropriate or required by law.

Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations. In addition to possible suspension, students who commit these offenses may be recommended for long-term suspension or expulsion and reassignment to an alternative.

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<thead>
<tr>
<th>Level 3 Discipline</th>
<th>MINIMUM Discipline</th>
<th>MAXIMUM Discipline</th>
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</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(3) days of Out-of-School Suspension</td>
<td>(10) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>School based interventions and support</td>
<td>School based interventions and support</td>
</tr>
<tr>
<td>Middle/High</td>
<td>(3) days of Out-of-School Suspension</td>
<td>(10) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>School based interventions and support</td>
<td>School based interventions and support</td>
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</tbody>
</table>

A level 3 discipline response may include a disciplinary hearing referral. Student disciplinary hearing responses can include long-term suspension, expulsion, permanent expulsion, or assignment to an alternative education program. A combination of School based interventions and supports may also be appropriate.

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

4.4.1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
4.4.2. Teacher/student conference
4.4.3. School/parent contact
4.4.4. School/parent conference
4.4.5. Restorative practices (practices that repair harm, student circles, peace groups, restorative conference, mediation)
4.4.6. Determine root causes and functions of student misbehavior and respond appropriately
4.4.7. Teach, model, practice, and reinforce positive replacement behaviors
4.4.8. Provide special work assignment
4.4.9. Provide movement breaks between low-energy activities for individual student as deemed appropriate
4.4.10. Student warning
4.4.11. Encourage the student to complete a written reflection of incident and/or an apology for misbehavior
4.4.12. Provide student with an opportunity to process through the misconduct and to make a plan for how better choices can be utilized in the future
4.4.13. Provide choices for learning activities and behavior
4.4.14. Use student behavior strategies, progress reports, behavior contracts, and/or point sheets to assist student in recognizing misbehavior and understanding targeted appropriate behavior
4.4.15. Use goal setting paired with acknowledgment of improved behavior for individual student
4.4.16. Assign student an adult buddy supporter
4.4.17. Assign student a peer buddy supporter
4.4.18. Mentoring
4.4.19. Escort to and from class/change of class
4.4.20. Schedule change
4.4.21. Invitation for parental shadow
4.4.22. Require student to return property
4.4.23. Assign student to an approved supervised school service (school service activity, character education programming)
4.4.24. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently)
4.4.25. Utilize community and agency partners to provide additional support and resources to student to help improve behaviors
4.4.26. Refer parent and student to wrap around services
4.4.27. Recommend peer mediation support
4.4.28. Recommend conflict resolution support
4.4.29. Withhold or revoke student privilege(s), freedoms, or choices
4.4.30. Assign detention
4.4.31. Small group character-building, emotional management, decision making, and social skills training
4.4.32. Refer student to student support services staff (Counselor, Social Worker)
4.4.33. Refer student to response to intervention (RTI) Specialist
4.4.34. Refer student to student support team (SST)
4.4.35. Give student a timeout with adult supervision
4.4.36. Develop and implement, or review and revise, a 504 plan for eligible student, including behavioral accommodations as deemed necessary
4.4.37. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP)
4.4.38. Review and revise a student’s existing BIP
4.4.39. Refer eligible student to individual education program (IEP) team
4.4.40. Develop and implement IEP for eligible student
4.4.41. Include behavior interventions, supports, or strategies as supplementary aides and services in the student’s IEP if deemed necessary by the IEP team
4.4.42. Saturday School
4.4.43. Mini courses or skill modules
4.4.44. After school or lunch detention
4.4.45. School-based or home-school contingency contract
4.4.46. Process break or walk with an adult
4.4.47. Other school based discipline response
4.4.48. Mindfulness Practices (meditation, relaxation techniques, peace corner)
4.4.49. Community Service as approved by the Office of Student Discipline
4.4.50. Role Playing of Social Emotional Learning Competencies

4.5. Confiscation of Property: Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. The Atlanta Public Schools assumes no liability for the theft, loss or damage of items possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen student property.
5. STUDENT OFFENSES
A student shall not violate any of the following rules of APS. The disciplinary levels below correspond to the progressive discipline levels detailed above. However, in serious offenses, Principals, or designee working in conjunction with the Office of Student Discipline, or an Associate Superintendent may use higher level of progressive discipline. The Student Code of Conduct provides examples of offenses that may occur, but it is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

5.1.1 Academic Dishonesty: It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

5.1.2 Academic Dishonesty with a Device: It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. Additionally, any violation will result in the device being confiscated and will result in the student’s loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

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<thead>
<tr>
<th>5.1.1 &amp; 5.1.2</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td>School based Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; School based Interventions</td>
<td>3 days OSS and School based Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and School based Interventions</td>
<td>10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Combination of School based interventions, supports, and disciplinary response may be appropriate.
5.2 POTENTIALLY HARMFUL SUBSTANCES

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

<table>
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<tr>
<th>5.2.a Level 2 – 3</th>
<th>Elementary</th>
<th>Middle/High</th>
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<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 day OSS / School based Interventions</td>
<td>1 day OSS / School based Interventions</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 days OSS / School based Interventions</td>
<td>5 days OSS / School based Interventions</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>3 days OSS / School based Interventions</td>
<td>5 days OSS / School based Interventions</td>
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</table>

Refer to the school counselor and school social worker for supports – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Combination of School based interventions, supports, and disciplinary response may be appropriate

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

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<tr>
<th>5.2.b Level 2 – 3</th>
<th>Elementary</th>
<th>Middle/High</th>
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<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 days OSS</td>
<td>10 days OSS and a hearing referral</td>
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<tr>
<td>2nd Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion</td>
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</table>

Refer to the school counselor and school social worker for supports – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of School based interventions, supports, and disciplinary response may be appropriate
5.2.c Selling/Distributing/Buying Alcohol/Illegal Drugs/Inhalants: No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is which the student purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.

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<tr>
<th>5.2.c</th>
<th>Elementary</th>
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<th>Middle/High</th>
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<tbody>
<tr>
<td>Level 3</td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>1st Offense</td>
<td>5 days OSS</td>
<td>10 days OSS and a hearing referral</td>
<td>10 days OSS/hearing referral recommendation of assignment to alternative school</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion, or assignment to alternative school</td>
<td></td>
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</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of (min) assignment to alternative school for (1) calendar year – (max) permanent expulsion</td>
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</table>

Refer to the school counselor and school social worker for supports – DFCS notification may be necessary

Parent conference should occur prior to student return to school

Notify the appropriate Associate Superintendent

Contact Safety and Security – Criminal charges may apply

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

5.2.1 Drug Paraphernalia: No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.
5.2.2 Counterfeit Drugs or Look Alike Drugs: No student shall falsely present or identify a substance to be alcohol or an illegal drug. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
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</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 day ISS and School based interventions and supports</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>10 days OSS and a hearing referral with a recommendation of assignment to alternative school</td>
<td>10 days OSS and a hearing referral with a recommendation of assignment to alternative school</td>
</tr>
</tbody>
</table>

SW Referral initiated for 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of School based interventions, supports, and disciplinary response may be appropriate

5.2.3 Over-The-Counter Medication: Possession of all over-the-counter medication on school property must be in compliance with Policy JGCD. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle/High</th>
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</thead>
<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td>School based Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; School based Interventions</td>
<td>3 days OSS and School based Interventions</td>
</tr>
</tbody>
</table>

Parent conference may occur prior to student return to school
Combination of School based interventions, supports, and disciplinary response may be appropriate
5.2.3.c Selling/Distributing/Buying Over-The-Counter Medication: A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

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<th>5.2.3.c</th>
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<tbody>
<tr>
<td>Level 2</td>
<td>MINIMUM: 1 day of ISS &amp; School based Interventions</td>
<td>MINIMUM: 1 day of Saturday School OR ISS &amp; School based Interventions</td>
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<tr>
<td></td>
<td>MAXIMUM: 3 days OSS and School based Interventions</td>
<td>MAXIMUM: 3 days OSS and School based Interventions</td>
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</tbody>
</table>

SW Referral may be initiated for 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of School based interventions, supports, and disciplinary response may be appropriate

5.2.4 Prescription Drugs: No student shall possess, consume, or transmit prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Policy JGCD. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found in violation of 5.2.b and shall be disciplined according to that Section.
5.2.4.4 Selling/Distributing/Buying Prescription Drugs: No student shall buy, receive, sell, distribute, or possess with intent to distribute any prescribed medication on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.c), and shall be disciplined according to that Section.

<table>
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<tr>
<th>5.2.4 &amp; 5.2.4.c</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
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<th>MAXIMUM</th>
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</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>School based Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
<td>School based Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention OR ISS</td>
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<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; School based Interventions</td>
<td>3 days OSS and School based Interventions</td>
<td>1 day of Saturday School OR ISS &amp; School based Interventions</td>
<td>3 days OSS and School based Interventions</td>
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<tr>
<td>Level 3</td>
<td>3 days OSS and School based Interventions</td>
<td>10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension</td>
<td>3 days OSS and School based Interventions</td>
<td>10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school</td>
</tr>
</tbody>
</table>

SW Referral initiated for 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of School based interventions, supports, and disciplinary response may be appropriate

5.2.5 Stimulants: A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/ Illegal Drugs/Inhalants Rule (5.2.b) and shall be disciplined according to that Section.
5.2.5.c Selling/Distributing/Buying Stimulants: No student shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

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

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<td>Level 3</td>
<td>3 days OSS and School based Interventions</td>
<td>10 days OSS and School based Interventions; hearing referral/recommendation of long-term suspension</td>
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SW Referral initiated after 1st offense – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Notify the appropriate Associate Superintendent
Contact Safety and Security – Criminal charges may apply
Combination of School based interventions, supports, and disciplinary response may be appropriate

5.2.6 Tobacco: A student shall not possess, use, sell, buy, receive, distribute, or possess with intent to distribute tobacco products or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes, Juuls), hookahs and hookah look-alikes (e.g. electronic hookahs) is prohibited. Vaping is prohibited. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.

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