KIPP Metro Atlanta Schools

2018-19
Student & Parent Handbook

KIPP Vision
Primary School

KIPP Through College
KIPP Soul
Dear Families,

Welcome to the 2018-19 school year! Thank you for entrusting KIPP Metro Atlanta Schools with the education of your scholar. We believe that scholars are best served when there is a partnership and ongoing collaboration between families and schools, and we look forward to working closely with you this year.

Our region strives to promote a safe, supportive learning environment. Each of us plays an important role in preserving this environment. This handbook is intended to inform the KIPP Metro Atlanta Schools team and family about rights, responsibilities, and expectations for the upcoming school year. Please note that you will receive a separate handbook from your scholar’s school that will outline school-specific procedures.

It is important that you and your scholar take time to familiarize yourselves with the information contained in this handbook. While it is updated annually, policy adoption and revision may occur throughout the year. We reserve the right to revise this handbook at any time. Notice of any revisions will be given as is reasonably practical under the circumstances.

Please do not hesitate to reach out if you have any questions. We offer you our best wishes for a wonderful school year.

With gratitude,

Kinnari Patel-Smyth  Mini’imah Shaheed  Jondre’ Pryor
Executive Director  Chief Schools Officer, Primary  Chief Schools Officer, Secondary
KIPP Metro Atlanta Schools  KIPP Metro Atlanta Schools  KIPP Metro Atlanta Schools
504 Fair Street, SW, Suite 300  504 Fair Street, SW, Suite 300  504 Fair Street, SW, Suite 300
Atlanta, GA 30313  Atlanta, GA 30313  Atlanta, GA 30313
Ph: (404) 924-6310  Ph: (404) 924-6310  Ph: (404) 924-6310
# TABLE OF CONTENTS

## SCHOLARS' ACADEMIC CALENDAR

6

## NOTICES

7-13

FERPA NOTIFICATION OF RIGHTS 7
PPRA NOTIFICATION OF RIGHTS 9
PARENTS’ RIGHT TO KNOW NOTICED 10
NOTICE OF RIGHTS OF STUDENTS & PARENTS UNDER SECTION 504 12
ASBESTOS HAZARD EMERGENCY RESPONSE ACT 13

## POLICIES

14-35

COMPULSORY ATTENDANCE 14
ATTENDANCE POLICY 14
TRANSPORTATION POLICY 15
STUDENT ABANDONMENT PROCEDURE 16
INCLEMENT WEATHER PROCEDURE 17
HEALTH POLICY 19
STUDENT DRESS CODE POLICY 20
HUMAN RIGHTS POLICY 21
HARASSMENT POLICY 21
MANDATED REPORTING OF ABUSE/NEGLECT 21
SUSPENSION AND EXPULSION POLICY 22
GRADING POLICY 24
PROMOTION POLICY 27
GRADUATION CEREMONY POLICY 30
VALEDICTORIAN/SALUTATORIAN POLICY 30
LOCKER USAGE POLICY 31
SEARCH & SEIZURE POLICY 32
TEENAGE/ADULT DRIVERS RESPONSIBILITY ACT (TAADRA) 32
COMPUTER/INTERNET USE POLICY 32
OUTSTANDING FEES POLICY 35

## STUDENT CODE OF CONDUCT

36-84

EXPECTATIONS AND RESPONSIBILITIES 37
INTRODUCTION 38
LOCATION OF VIOLATIONS 39
INVESTIGATION OF MISCONDUCT 40
STUDENT QUESTIONING BY OFFICIALS 40
PROGRESSIVE DISCIPLINE 40
LEVEL 1 DISCIPLINE 40
LEVEL 2 DISCIPLINE 41
<table>
<thead>
<tr>
<th>Level 3 Discipline</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interventions and Supports</td>
<td>42</td>
</tr>
<tr>
<td>Confiscation of Property</td>
<td>43</td>
</tr>
<tr>
<td>Student Offenses</td>
<td>43</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>43</td>
</tr>
<tr>
<td>Academic Dishonesty with a Device</td>
<td>44</td>
</tr>
<tr>
<td>Potentially Harmful Substances</td>
<td>44</td>
</tr>
<tr>
<td>Alcohol/Illegal Drugs/Inhalants</td>
<td>44</td>
</tr>
<tr>
<td>Selling/Distributing/Buying Drugs</td>
<td>46</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>47</td>
</tr>
<tr>
<td>Counterfeit Drugs or Look Alike Drugs</td>
<td>48</td>
</tr>
<tr>
<td>Over-the-Counter (OTC) Medications</td>
<td>48</td>
</tr>
<tr>
<td>Distributing/Selling OTC Medications</td>
<td>49</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td>50</td>
</tr>
<tr>
<td>Stimulants</td>
<td>50</td>
</tr>
<tr>
<td>Tobacco</td>
<td>51</td>
</tr>
<tr>
<td>Attendance Violations</td>
<td>52</td>
</tr>
<tr>
<td>Tardy</td>
<td>52</td>
</tr>
<tr>
<td>Skipping</td>
<td>52</td>
</tr>
<tr>
<td>Leaving School Grounds</td>
<td>52</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>52</td>
</tr>
<tr>
<td>Bullets, BBS, Paintball Pellets</td>
<td>53</td>
</tr>
<tr>
<td>Bus Behaviors</td>
<td>53</td>
</tr>
<tr>
<td>Bus Personal Safety</td>
<td>53</td>
</tr>
<tr>
<td>Bus Safety Hazard</td>
<td>54</td>
</tr>
<tr>
<td>Bus Disruptions &amp; Distractions</td>
<td>54</td>
</tr>
<tr>
<td>Emergency Exits</td>
<td>54</td>
</tr>
<tr>
<td>Unauthorized Bus or Exit</td>
<td>54</td>
</tr>
<tr>
<td>Cell Phone/Electronic Device on Buses</td>
<td>54</td>
</tr>
<tr>
<td>Personal Comm/Electronic Devices</td>
<td>54</td>
</tr>
<tr>
<td>Audio or Video Recording</td>
<td>57</td>
</tr>
<tr>
<td>Student Incivility</td>
<td>57</td>
</tr>
<tr>
<td>Offensive Language</td>
<td>57</td>
</tr>
<tr>
<td>Offensive Language Toward Adult</td>
<td>57</td>
</tr>
<tr>
<td>Offensive Materials</td>
<td>57</td>
</tr>
<tr>
<td>Insubordination</td>
<td>57</td>
</tr>
<tr>
<td>Public Displays of Affection</td>
<td>57</td>
</tr>
<tr>
<td>School Dress Code</td>
<td>57</td>
</tr>
<tr>
<td>Disruption of School</td>
<td>58</td>
</tr>
<tr>
<td>School-wide Disruption</td>
<td>58</td>
</tr>
<tr>
<td>Trespassing</td>
<td>59</td>
</tr>
<tr>
<td>Unauthorized Area</td>
<td>60</td>
</tr>
<tr>
<td>Unauthorized Item</td>
<td>60</td>
</tr>
<tr>
<td>False Reports</td>
<td>61</td>
</tr>
<tr>
<td>False Report</td>
<td>61</td>
</tr>
<tr>
<td>False Call to Emergency Services</td>
<td>61</td>
</tr>
<tr>
<td>False Fire Alarms</td>
<td>61</td>
</tr>
<tr>
<td>Gambling</td>
<td>62</td>
</tr>
</tbody>
</table>
GANG-RELATED ACTIVITY 62
DISPLAYING GANG AFFILIATION 62
ENGAGING IN GANG ACTIVITY 63
RECRUITING/SOLICITING 63
HARASSMENT, INTIMIDATION, THREATS 63
HARASSMENT 63
THREATS 64
TERRORISTIC THREATS 64
BULLYING 64
SCHOOL HAZARD OFFENSES 66
INCENDIARY DEVICES 66
ARSON 67
OFF-CAMPUS OFFENSES 67
PARTIES TO THE OFFENSES 68
PHYSICAL OFFENSES 69
HORSEPLAY/CLASS DISRUPTION 68
BATTERY 68
FIGHTING 69
GROUP FIGHTING 69
ASSAULT 70
CONSENSUAL BODILY HARM 70
PHYSICAL HARM TO EMPLOYEE 71
BATTERY OF SCHOOL EMPLOYEE 72
ASSAULT OF SCHOOL EMPLOYEE 72
PROPERTY RELATED EXPENSES 73
VANDALISM 72
THEFT 73
ROBBERY 73
BURGLARY 73
SEXUAL OFFENSES 74
INAPPROPRIATE ACTIVITY 74
INDECENT EXPOSURE 74
SEXUAL MISCONDUCT 74
SEXUAL HARASSMENT 74
SEXUAL BATTERY 75
SEXUAL MOLESTATION 76
TECHNOLOGY OFFENSES 77
HACKING OR ALTERING SCHOOL TECHNOLOGY 77
PIRACY 77
ACCESS/DISTRIBUTING INAPPROPRIATE MATERIAL 77
WEAPONS 78
CATEGORY I WEAPON 78
CATEGORY II WEAPON 79
CATEGORY III WEAPON 80
ALTERNATIVE SCHOOL 81
CLUBS AND ORGANIZATIONS 81
CHRONIC DISCIPLINARY STUDENTS 81
DRIVERS’ LICENSE 82
DISCIPLINED STUDENTS ON CAMPUS 82
REMOVING DISRUPTIVE STUDENTS 82
TRUANCY 83
REPORTING TO LAW ENFORCEMENT 84
DISCIPLINE OF STUDENTS PK-3 84

BOARD MEETING PARTICIPATION 85

PARENT/GUARDIAN CONCERN COMPLAINT PROCEDURE 86
<table>
<thead>
<tr>
<th>JULY 2018</th>
<th>JANUARY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 Winter Break</td>
<td>1-4 Winter Break</td>
</tr>
<tr>
<td>7-8 Staff Planning Days</td>
<td>7-8 Staff Planning Days</td>
</tr>
<tr>
<td>21 Martin Luther King Jr. Day</td>
<td>21 Martin Luther King Jr. Day</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 16 (110)</td>
<td><strong>Instructional Days:</strong> 16 (110)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST 2018</th>
<th>FEBRUARY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 &amp; 31 Half Days</td>
<td>15 End of Quarter 2</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 23 (175)</td>
<td><strong>Instructional Days:</strong> 15 (120)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2018</th>
<th>MARCH 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Labor Day</td>
<td>15 End of Quarter 3</td>
</tr>
<tr>
<td>14 Half Day</td>
<td>18 Staff Planning/Data Days</td>
</tr>
<tr>
<td>28 End of Quarter 1</td>
<td><strong>Instructional Days:</strong> 20 (145)</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 19 (144)</td>
<td><strong>Instructional Days:</strong> 19 (144)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2018</th>
<th>APRIL 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-8 Staff Planning Days</td>
<td>1-5 Spring Break</td>
</tr>
<tr>
<td>10-12 Fall Break</td>
<td><strong>Instructional Days:</strong> 17 (162)</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 18 (152)</td>
<td><strong>Instructional Days:</strong> 18 (152)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER 2018</th>
<th>MAY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 End of Trimester 1</td>
<td>24 End of Trimester 3</td>
</tr>
<tr>
<td>6 Staff Planning Day (Election Day)</td>
<td>24 End of Trimester 4</td>
</tr>
<tr>
<td>19-23 Thanksgiving Break</td>
<td>24 Traditional School Year Ends (12:40 p.m. Dismissal)</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 17 (151)</td>
<td>27 Memorial Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2018</th>
<th>JUNE 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 &amp; 21 Half Days</td>
<td>24 End of Trimester 3</td>
</tr>
<tr>
<td>21 End of Quarter 2</td>
<td>24 End of Quarter 3</td>
</tr>
<tr>
<td>24-31 Winter Break</td>
<td>24 Traditional School Year Ends (12:40 p.m. Dismissal)</td>
</tr>
<tr>
<td><strong>Instructional Days:</strong> 15 (114)</td>
<td>27 Memorial Day</td>
</tr>
</tbody>
</table>

- Traditional School Year Begins/Ends
- New Scholar Orientation (1:40 p.m. Dismissal)
- Break
- Staff Planning/Data Day (No School)
- Half Day (12:40 p.m. Dismissal)
- End of Quarter (MSAS)
- End of Trimester (PS)

*All Fridays are Early Dismissal (2:40 p.m.)*
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT NOTICE

Rights under the Family Educational Rights and Privacy Act (FERPA):
(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask APS (District) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
The District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on displayed student work; when printed in school or district publications such as graduation programs, yearbooks or school playbills; in district communications for student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; colleges, universities and other postsecondary institutions; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee.

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

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

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

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student’s Assistant Principal, no later than August 31, 2018, or within ten calendar days of the student’s enrollment.

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

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

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of** –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- **Inspect, upon request and before administration or use** –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

**PARENTS’ RIGHT TO KNOW**

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

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

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

**APS NONDISCRIMINATION**


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

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

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

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

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

TRANSGENDER STUDENTS
Atlanta Public Schools’ current policy prohibits discrimination based on gender identity and expression. (See Policy JAA Equal Educational Opportunities.) The district values the uniqueness of every student; therefore, whenever a student identifies himself or herself as being transgender, if the family desires to do so, the school will collaborate with the student and family to develop a plan for the student.

NUMBERS YOU NEED TO KNOW

SCHOOL SAFETY HOTLINE – 1-877-SAY-STOP - 24 HOURS A DAY/7 DAYS A WEEK
Anonymous/Confidential report of drugs, weapons, bullying, threats, or other safety issues
Co-sponsored by the Georgia Department of Education and Georgia Department of Public Safety

NATIONAL HUMAN TRAFFICKING HOTLINE - 1-888-373-7888 – 24 HOURS A DAY/7 DAYS A WEEK
Toll free/Confidential – Assistance, safety planning, emotional support, and connections to local resources to victims in crisis

GEORGIA CARES - 1-844-8GA-DMST
Support and crisis planning for victims of domestic minor sex trafficking
NOTICE OF RIGHTS OF STUDENTS & PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, please contact your child’s school Section 504 coordinator. If you need additional assistance, please contact KIPP Metro Atlanta Schools Section 504 Coordinator at the following address:

KIPP Metro Atlanta Schools  
Attn: Section 504 Coordinator  
504 Fair Street, SW, Suite 300  
Atlanta, GA 30313  
Phone: (404) 924-6310 | Fax: (404) 924-6315

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

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

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.

3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.

5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations.
and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child’s educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system’s actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education’s Office for Civil Rights.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTICE

This is to give “Annual Notice” that KIPP Metro Atlanta Schools has updated the AHERA asbestos management plan as required by the Environmental Protection Agency (EPA) of all public and private elementary and secondary schools in the United States, under Federal Law 40 CFR 763, Subpart E. KIPP Metro Atlanta Schools has met all AHERA requirements including this Annual Notice. The management plan is available for your review in the main office of each school as well as KIPP Metro Atlanta Schools’ regional office.

KIPP Metro Atlanta Schools’ AHERA designated contact person is Bryan Brownlow, the director of facilities, and he is located in KIPP Metro Atlanta Schools Schools’ regional office. He may be contacted at (404) 924-6310, ext. 303.
POLICIES

COMPULSORY ATTENDANCE

Pursuant to state law O.C.G.A § 20-2-690.1, each parent and student shall receive notice of the COMPULSORY SCHOOL ATTENDANCE LAW. Each parent, guardian or person having control or charge of any child between the ages of 6 and 16 are required to enroll and send said child to a public school, private school or any home study program that meets the requirements for public school, private school or any home study program.

Consequences & Penalties for Failure to Comply with the Compulsory School Attendance Law

Any parent, guardian or person who has control or charge of children and violates the Compulsory Attendance Law shall be guilty of a misdemeanor. Upon conviction, the parent, guardian or person having control or charge of a child or children shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service or any combination of the penalties at the discretion of the Court.

Each day absence from school in excess of five (5) unexcused days of absence after notice has been given to the parent, guardian or person having control or charge of a child or children, shall constitute a separate offense of Georgia’s Compulsory School Attendance Law.

After two reasonable attempts to notify the parent, guardian or person having control or charge of a child or children of five (5) unexcused absences without response, the school system shall send a notice to the parent, guardian or person having control or charge of child or children by certified mail, return receipt requested.

Violation of Georgia’s Compulsory School Attendance Law shall be referred to the Juvenile Court of competent jurisdiction.

ATTENDANCE POLICY

The following guidelines have been established to minimize absenteeism. The Georgia Board of Education allows for excused 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 (10) days, formal inquiries will be made and reported to the appropriate law enforcement agency. In addition, students absent more than fifteen (15) 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 will be marked as such on their attendance records. Every three (3) 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 8:30 a.m. Students who arrive after 8:30 a.m. are considered tardy and will be marked as such on their attendance records.

**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 Schools commit to work long hours to ensure a helpful, successful school. We appreciate that students not riding a bus are picked up within ten (10) minutes after school, field trips, extracurricular activities, and other events.

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 Schools. 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 also will 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.

**STUDENT ABANDONMENT PROCEDURE**

KIPP Metro Atlanta is committed to ensuring the safety of all students. In the event that a student is abandoned at a school or at a KIPP Metro Atlanta-sanctioned activity, and a parent or guardian cannot be reached at the close of the day or event, the following steps should be implemented.

Procedure
Parents are expected to pick up their child from school or school-sanctioned events at the stated end time. Per each school’s late pick-up procedure, parents may be given a grace period. Refer to the school’s Family Handbook.

If a student is not picked up by the designated end time, the school will make every effort to contact the parent or guardian. In the event that a student has not been picked up after all attempts have been made to reach a parent, guardian and emergency contacts, the following measures will be taken:
## INCLEMENT WEATHER PROCEDURE

Student safety is KIPP Metro Atlanta Schools’ first priority in determining whether to close or delay schools. In the event of inclement weather, weather conditions are monitored closely and decisions are made to ensure that students can be safely transported to and from school.

### Communication of Inclement Weather Decisions before School Begins (including Saturday activities)

In the event of inclement weather risk before the school day begins, KIPP Metro Atlanta Schools’ executive director will decide as soon as possible, but no later than 5:00 a.m. of the day on which school may be delayed or closed. Please note that KIPP Metro Atlanta Schools may not follow the local school district’s decision to close or delay schools.

Notification of KIPP Metro Atlanta Schools’ closures or delays will be made to several media outlets (including radio and television), social media, calling posts to parents, etc., by 5:30 a.m.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Every effort will be made to contact the parent or guardian and all emergency contacts.</td>
<td>Staff member should leave a message advising the guardian that the School Counselor or Social Worker and Principal will be notified in order to further manage the situation.</td>
</tr>
<tr>
<td>2</td>
<td>Principal and school Social Worker will be notified. Principal will notify the appropriate Chief Schools Officer.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Principal, Social Worker, or other reporting staff member will contact the police department and Department of Family and Children Services (DFCS).</td>
<td>Staff member is required to remain with the student until the police arrives or until student has been released to a guardian or local authority. Staff member will provide details of the event, and parent contact information to the officer and/or case manager. Staff member will record all contact information of the police officer and case manager if necessary. Staff member will document the event using the Student Incident Report Form. A copy will be maintained with the school Social Worker and placed in the student’s permanent record folder.</td>
</tr>
<tr>
<td>4</td>
<td>The police department and DFCS will follow their internal protocols, which may include a visit to the child’s home for further investigation.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Should any one of the above steps occur, the Principal or Social Worker will follow-up with the family, police department, and/or DFCS.</td>
<td>The Principal or Social Worker will follow the incident through to resolution and maintain all relative records.</td>
</tr>
</tbody>
</table>
The decision to delay or cancel Saturday school activities will be made by the Executive Director in consultation with the Principal. Principals will notify parents no later than 6:00 a.m. on Saturday.

**Three-Hour Delayed Opening**

**Student Report Time**
KIPP Metro Atlanta Schools’ students will begin school at 10:30 a.m.
Doors open at 10:15 a.m., or per school procedures

**School Schedule**
Classes will begin three hours later and conclude at the normal dismissal time
Schools will establish a three-hour delayed opening schedule with the option to:
Create an adjusted schedule that offers all classes
Resume/pick-up the day as normal

**Transportation**
Buses will run the same routes three hours later in the morning
Regular evening bus services will be provided

**Meals**
No breakfast program will be offered
Adjustments to the lunch schedule/lunch time may be required depending on the school’s schedule

**Inclement Weather During the School Day – Unplanned Early Release**

In the event of inclement weather during the school day which may impact the safe travel of students home, the Executive Director will make a decision to release school early with at least two hours’ notice (e.g. a decision made at 11:00 a.m. would result in an early release of 1:00 p.m.).

**School Schedule**
Schools will follow their internal dismissal process

**Transportation**
Transportation for early release will be provided, however, buses will be cleared for departure by the Director of Transportation and transportation provider
The transportation company will be notified at the time of determination to mobilize buses/drivers and allow travel time for drivers to arrive at the bus depot and schools; adjustments will be made as needed
Parents may pick up students upon receiving notification

**Meals**
Schools will establish a schedule that will allow all students to each lunch or snack
Communication
Schools will manage parent communication
Parents will be notified of early dismissal at the time of determination

Inclement Weather During the School Day – Delayed Dismissal

In the event that inclement weather persists at or beyond dismissal, the Executive Director will make the decision to delay dismissal to ensure the safety of students while being transported home from school.

Transportation
Walkers and MARTA riders will be release when it is deemed safe by the Principal
The Director of Transportation will mobilize buses and release them onto their routes when it is deemed safe for travel

Communication
Schools will manage parent communication
Parents will be notified of delayed dismissal at the time of determination

Parent Discretion

In the event of delay or closure, KIPP Metro Atlanta Schools will make every effort to provide rigorous instruction and maintain as many regular school day activities as possible. We respect a parent’s right to keep their child at home if they believe weather conditions are a risk to their child’s safety. Parents must notify the school of a student’s absence, and these absences or late arrivals may be excused.

HEALTH POLICY

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. 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.

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.

KIPP Metro Atlanta will only administer medicine to a student who has an official note from his or her doctor on file, describing the prescribed medicine, the required dosage, and the required frequency. Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept at the main office and administered by the school’s designated individual. Students are responsible for ensuring that they receive their medicine at the regularly scheduled time.

It is the parent’s responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.

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.

**MANDATED REPORTING OF ABUSE/NEGLECT**

All school personnel and volunteers are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is under years of age or younger and known to them in a professional or official capacity has been from harm.” After a report has been filed, school personnel and volunteers are prohibited from discussing the details of the report with parents or any other party. The school will not receive feedback or follow-up from the reporting agency once a report has been filed.

No one, not 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. Falsely reporting information is also a misdemeanor.

**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

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 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.

**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>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>Above average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>B</td>
<td>82 – 87</td>
<td>Average achievement 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>
<tr>
<td>F</td>
<td>0 – 69</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:

<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>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>Above average achievement at the assigned performance level.</td>
</tr>
<tr>
<td>B</td>
<td>82 – 87</td>
<td>Average achievement 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>
<tr>
<td>F</td>
<td>0 – 69</td>
<td>Failure to achieve at the assigned performance level.</td>
</tr>
</tbody>
</table>

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>97 - 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>93 - 96</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
<td>Although students receiving a B 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>B</td>
<td>83 - 86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
<td>Students receiving a C have several skill deficits that result in incomplete knowledge. The quality of their work meets average requirements.</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</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>
</tbody>
</table>

**GPA Conversion**

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></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>Total</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 Lit/Comp</td>
<td>World Lit/Comp</td>
<td>AP Language/Comp</td>
<td>AP Literature/Comp</td>
</tr>
<tr>
<td>GSE Algebra I</td>
<td>Spanish 1</td>
<td>Physics I</td>
<td>Economics</td>
</tr>
<tr>
<td>World Area Studies</td>
<td>AP World History</td>
<td>GSE Algebra II</td>
<td>American Govt. /Civics</td>
</tr>
<tr>
<td>Biology General</td>
<td>Chemistry</td>
<td>AP US History</td>
<td>AP Statistics or AP</td>
</tr>
<tr>
<td>PE / Health</td>
<td>GSE Geometry</td>
<td>Junior Seminar</td>
<td>Calculus AB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>College Success</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Personal Fitness</td>
</tr>
<tr>
<td></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 guardian the graduation dates. The graduation dates are subject to change. (e.g. schools are closed due to inclement weather, emergency on a regular school day, etc.) Students’ participation in the graduation ceremony is a privilege and not a right. Therefore, the principal has the right to prohibit a student’s participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is 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 graduating class and who has met the eligibility requirements specified below.
c. The valedictorian(s) and salutatorian(s) will be recognized in graduation ceremonies.

*Eligibility*

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.

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.

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

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.

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.

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.

Acceptable Use
1.1 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.
1.2 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.
Privileges

1.1 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.

1.2 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.

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.

Content

1.1 Content should be appropriate, in good taste, and not harmful to any individual or group.

1.2 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.

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

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

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.
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.

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.

Safety
Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.
1.1 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."
1.2 Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.
1.3 Safety includes monitoring the online activities of minors.

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.
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 school administration is uncertain as to the interpretation of the Student Code of Conduct they should contact The Office of Student Discipline at 404-802-2239.

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

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

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

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

1.1. School property includes, but is not limited to:
1.1.1. The land and improvements which constitute the school;
1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event or activity is conducted;
1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by APS and privately owned vehicles used for transportation to and from school activities;
1.1.4. Personal belongings, automobiles or other vehicles which are located on school property;
1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school; 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, 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>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 OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(1) day of In-School Suspension/Success Center Interventions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local interventions and support</td>
<td>(3) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>Alternatives to suspension</td>
<td>Local interventions and support</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle/High</td>
<td>(1) day of Saturday School OR</td>
<td>(3) days of Out-of-School Suspension</td>
</tr>
<tr>
<td></td>
<td>(1) day of In-School Suspension/Success Center Interventions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local interventions and support</td>
<td>Local interventions and support</td>
</tr>
<tr>
<td></td>
<td>Alternatives to suspension</td>
<td></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.
### Level 3 Discipline

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM Discipline</th>
<th>MAXIMUM Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>(3) days of Out-of-School Suspension Local interventions and support</td>
<td>(10) days of Out-of-School Suspension Local interventions and support</td>
</tr>
<tr>
<td>Middle/High</td>
<td>(3) days of Out-of-School Suspension Local interventions and support</td>
<td>(10) days of Out-of-School Suspension Local interventions and support</td>
</tr>
</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 local interventions and supports may also be appropriate.

4.4. 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. 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
4.4.47. Mindfulness Practices (meditation, relaxation techniques, peace corner)
4.4.48. Community Service as approved by the Office of Student Discipline.

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.

<table>
<thead>
<tr>
<th>5.1 &amp; 5.1.2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td>3 days of Detention</td>
<td>3 days of Detention OR ISS</td>
</tr>
<tr>
<td>Level 1</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>1 day of Saturday School OR ISS &amp; Local Interventions</td>
</tr>
<tr>
<td>Level 2</td>
<td>3 days OSS and Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

Combination of local 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, 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>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 day OSS / Local Interventions</td>
<td>1 day OSS / Local Interventions</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 days OSS / Local Interventions</td>
<td>5 days OSS / Local Interventions</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>3 days OSS / Local Interventions</td>
<td>5 days OSS / Local Interventions</td>
</tr>
</tbody>
</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 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.
<table>
<thead>
<tr>
<th>5.2.b</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td><strong>1st Offense</strong></td>
<td>1 days OSS</td>
<td>10 days OSS and a hearing referral</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 long-term suspension/expulsion</td>
</tr>
<tr>
<td><strong>3rd Offense +</strong></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>
</tr>
</tbody>
</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 local 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, 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.
<table>
<thead>
<tr>
<th>Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 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>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 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>
</tr>
</tbody>
</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 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. 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.
5.2.1 / 5.2.2
Level 2 - 3

<table>
<thead>
<tr>
<th>Offense</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 day ISS and local interventions and supports</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1 day ISS and local interventions and supports</td>
<td>10 days OSS and a hearing referral</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 local 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>Level 1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
<td>3 days of Detention OR ISS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

Parent conference may occur prior to student return to school Combination of local interventions, supports, and disciplinary response may be appropriate
5.2.3c Selling/Distributing/Buying Over-The-Counter Medication: A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over-the-counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. 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.

<table>
<thead>
<tr>
<th>5.2.3.c</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</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 local 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.c Selling/Distributing/Buying Prescription Drugs: No student shall buy, receive, sell, distribute, or possess with intent to distribute any prescribed medication on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 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>
<thead>
<tr>
<th>5.2.4 &amp; 5.2.4.c</th>
<th><strong>Elementary</strong></th>
<th><strong>Middle/High</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</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 local 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.
### 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), 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.

<table>
<thead>
<tr>
<th>5.2.5 &amp; 5.2.5.c</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</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.
5.3 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 Level 1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Administrative Conference/local interventions</td>
<td>Administrative Conference/local interventions</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Administrative Conference/Local interventions</td>
<td>3 days detention</td>
</tr>
</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 Level 1 - 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Administrative Conference</td>
<td>3 days detention</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Local interventions</td>
<td>1 days OSS</td>
</tr>
</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.
<table>
<thead>
<tr>
<th>5.4 Level 2 – 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>1 day ISS and Local interventions</td>
<td>10 days OSS and a hearing referral</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</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 or assignment to the alternative school</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; 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 long-term suspension/expulsion for 1 calendar year, or assignment to the alternative school for 1 calendar year</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm. 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.

<table>
<thead>
<tr>
<th>5.5 Level 1 - 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Administrative Conference</td>
<td>3 days detention</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 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.

5.6 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 uncivil conduct. Students who commit sexual offenses, physical offenses against students, or physical offenses against APS employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in the Code of Conduct, and may also be suspended from the bus for a specified amount of time. Violations of the Code of Conduct on the school bus may result in a student losing bus privileges and being temporarily or permanently removed from the school bus. If a student loses bus privileges due to student misconduct, the parent is responsible for transportation.

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.
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.

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.

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.

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.

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.
<table>
<thead>
<tr>
<th>5.6.1-5.6.6</th>
<th><strong>Elementary</strong></th>
<th><strong>Middle/High</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

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 school procedures. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee. Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs.
Violations are cumulative across the student’s school career in the Atlanta Public Schools. A transfer to another school does not entitle the student to a “fresh start.”

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

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

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

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

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

- First violation: The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental Consent & Acknowledgment Form at the first conference. Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.
- Second violation: The phone or device will be confiscated and will result in the student’s loss of privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone PED will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- Third violation: The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
5.7.3 Audio or Video Recording: Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student’s loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 - 4.4).

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

5.8.1b 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.

5.8.2 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

5.8.4 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. See Code 5.8.6 for 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>Local school interventions</td>
<td>3 days detention</td>
</tr>
<tr>
<td>2nd Offense +</td>
<td>Local school interventions</td>
<td>1 days OSS</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Combination of local interventions, supports, and disciplinary response may be appropriate

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

1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.

2. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.

3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.

5. Appropriate undergarments must be worn at all times and must not be visible. Pants that sit below the waistline are not allowed. Students are only allowed to wear pajamas on school-sanctioned special days.

6. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.

7. Appropriate shoes, those that fit and allow for safe movement throughout the school, must be worn at all times at school and school-sponsored activities.

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

<table>
<thead>
<tr>
<th>5.8.6 Level 1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Local interventions and supports</td>
<td>Local interventions and supports</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Local interventions and supports</td>
<td>1 day detention</td>
</tr>
<tr>
<td>3rd Offense +</td>
<td>Local interventions and supports</td>
<td>3 days detention</td>
</tr>
</tbody>
</table>

Parent may be contacted to provide a change of clothes
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.
### 5.9.1

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1 day of ISS &amp; Local</td>
<td>3 days OSS and Local Interventions</td>
<td>1 day of Saturday School OR ISS &amp; Local Interventions</td>
</tr>
<tr>
<td>Interventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
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

### 5.9.2

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.
<table>
<thead>
<tr>
<th>5.9.2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Parent conference may occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of local interventions, supports, and disciplinary response may be appropriate

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

<table>
<thead>
<tr>
<th>5.9.3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

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

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.
5.9.4 | **Elementary** | **Middle/High**  
--- | --- | ---  
**MINIMUM** | **MAXIMUM** | **MINIMUM** | **MAXIMUM**  
Level 1 | Local Interventions & Alternatives to Suspension | 3 days of Detention | Local Interventions & Alternatives to Suspension | 3 days of Detention OR ISS  
Parent conference may occur prior to student return to school  
Combination of local interventions, supports, and disciplinary response may be appropriate

5.10 FALSE REPORTS

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

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

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

5.10.3 False Fire Alarms: No student shall knowingly give or cause a false fire alarm to be given.
<table>
<thead>
<tr>
<th>5.10.2 - 5.10.3 Level 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>Local interventions</td>
<td>1 day 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>

Restorative practices are recommended to repair harm 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).

<table>
<thead>
<tr>
<th>5.11 Level 1 - 2</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>1st Offense</td>
<td>Local school interventions</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.

5.12.1 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.

<table>
<thead>
<tr>
<th>5.12.1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply Combination of local interventions, supports, and disciplinary response may be appropriate.
5.12.2 Engaging in Gang Activity: No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

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

<table>
<thead>
<tr>
<th>5.12.2 - 5.12.3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Minimum: 1 day of ISS &amp; Local Interventions</td>
<td>Maximum: 3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>Minimum: 3 days OSS and Local Interventions</td>
<td>Maximum: 10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

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.

<table>
<thead>
<tr>
<th>5.13.1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Minimum: Local Interventions &amp; Alternatives to Suspension</td>
<td>Maximum: 3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>Minimum: 1 day of ISS &amp; Local Interventions</td>
<td>Maximum: 3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Combination of local interventions, supports, and disciplinary response may be appropriate
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.

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.

<table>
<thead>
<tr>
<th>5.13.2 &amp; 5.13.3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm. Contact Safety and Security – Criminal charges may apply. Combination of local interventions, supports, and disciplinary response may be appropriate.

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 through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:
   1. is directed specifically at students or school personnel, AND
   2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, AND
   3. creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.
Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

b) Bullying: Bullying behavior is defined as:
1. willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so, or;
2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
   - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts; or
   - Has the effect of substantially interfering with the victim student’s education;
   - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
   - Has the effect of substantially disrupting the orderly operation of the school.

<table>
<thead>
<tr>
<th>5.13.4</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 – 3</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 with a recommendation of long-term suspension/expulsion</td>
</tr>
<tr>
<td>*3rd Offense</td>
<td>10 days OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
</tr>
</tbody>
</table>

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

*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.

<table>
<thead>
<tr>
<th>5.14.1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate
5.14.2a Arson with Damage: No student shall use fire, explosive, or the equivalent thereof, to damage or knowingly cause, aid, abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on school grounds. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

5.14.2b Arson without Damage: No student shall use fire, explosive, or the equivalent thereof, to take part in an act that could result in damage, aid abet, advise, attempt or encourage damage to school building, school property, personal property, school structure, or vehicle on grounds. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

<table>
<thead>
<tr>
<th>5.14.2a-5.14.2b</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

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

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.
### 5.15

<table>
<thead>
<tr>
<th>Level</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension/expulsion</td>
</tr>
</tbody>
</table>

**Contact Safety and Security**

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

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

**5.17 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.

<table>
<thead>
<tr>
<th>5.17</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm. Combination of local interventions, supports, and disciplinary response may be appropriate.
5.18  PHYSICAL OFFENSES
5.18.1  Horseplay/Class Disruption: Students shall not engage in rough, boisterous or horseplay activities that disrupt any aspect of the school environment. The administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>MAXIMUM</td>
<td>3 days of Detention</td>
<td>1 day of ISS and Local interventions</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm. Combination of local interventions, supports, and disciplinary response may be appropriate.

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

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.

b)  Fighting: 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.

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.
<table>
<thead>
<tr>
<th>5.18.2a-5.18.2c Level 1-3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

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

<table>
<thead>
<tr>
<th>5.18.2d</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Combination of local interventions, supports, and disciplinary response may be appropriate

e) Consensual bodily harm: Consensual participation in any activity that could cause or results in harm to the body, or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations, and participation in challenges that may include the ingestion of chemicals, foreign substances, or objects that may cause harm. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.
### 5.18.2e

<table>
<thead>
<tr>
<th>Level 2</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
<td>1 day of Saturday School OR ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school.</td>
</tr>
</tbody>
</table>

**5W Referral initiated after 1st offense – DFCS notification is necessary for any student 16 and under who has a tattoo, brand or piercing.**

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

### 5.18.3 Physical Harm to Employee:

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

<table>
<thead>
<tr>
<th>Level 3</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense +</td>
<td>Local Interventions &amp; Alternatives to Suspension</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 recommendation of permanent expulsion for the remainder of the student’s eligibility to attend public school pursuant to O.C.G.A. § 20-2-751.6. The hearing officer may permit the student to attend the alternative education program for the period of the student's expulsion. If the student is in middle school at the time of the offense, he/she may be permitted by the hearing officer to reenroll in the regular public school program during grades 9-12.</td>
<td>Restorative practices are recommended to repair harm Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply</td>
</tr>
</tbody>
</table>
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>5.18.4</th>
<th>Level 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></td>
<td>Local Interventions &amp; Alternatives to Suspension</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>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm 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>5.18.5</th>
<th>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></td>
<td>1 day OSS and a hearing referral</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion</td>
<td>5 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply Combination of local interventions, supports, and disciplinary response may be appropriate
NOTE: For codes in which a Physical Offense is committed against a school employee (5.18.3, 5.18.4, 5.18.5) a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless the disciplinary hearing is waived. The disciplinary hearing may only be waived by agreement of the employee and the student’s parent/guardian/student age 18 or older. If the employee is not available in the opinion of the Office of Student Discipline, the school principal may waive the hearing on the employee’s behalf.

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

5.20 PROPERTY RELATED OFFENSES
5.20.1 Vandalism: No student shall intentionally damage property belonging to the school district or another person/organization. This can include, but is not limited to, the spraying of a fire extinguisher. 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.

5.20.2 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.

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.

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.

NOTE: Criminal charges may be filed against any student who commits Property Related Offenses.
<table>
<thead>
<tr>
<th>5.20.1-5.20.4</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm
Parent conference should occur prior to student return to school Contact Safety and Security – Criminal charges may apply
Combination of local interventions, supports, and disciplinary response may be appropriate

SEXY OFFENSES
5.21.1 Inappropriate Activity: No student shall consent to and participate in any form of sexual activity with another student. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.

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.

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.

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.

<table>
<thead>
<tr>
<th>5.21.1 – 5.21.4</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
</tr>
<tr>
<td></td>
<td>3 days of Detention</td>
<td>3 days of Detention OR ISS</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>1 day of Saturday School OR ISS &amp; Local Interventions</td>
</tr>
<tr>
<td></td>
<td>3 days OSS and Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>3 days OSS and Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td></td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension, expulsion, or assignment to alternative school</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm SW Referral – DFCS notification may be necessary
Parent conference should occur prior to student return to school
Combination of local interventions, supports, and disciplinary response may be appropriate

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.
<table>
<thead>
<tr>
<th>Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>3 days OSS</td>
<td>10 days OSS and a hearing Referral</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 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>3&lt;sup&gt;rd&lt;/sup&gt; 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>

Restorative practices are recommended to repair harm SW Referral – DFCS notification may be necessary

Parent conference should occur prior to student return to school Notify the appropriate Associate Superintendent

Notify resource officer and contact Safety and Security – Criminal charges may apply

Combination of 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></th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1st Offense</strong></td>
<td><strong>MINIMUM</strong> 3 days OSS</td>
<td><strong>MAXIMUM</strong> 10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</td>
</tr>
<tr>
<td></td>
<td><strong>MINIMUM</strong> 8 days OSS</td>
<td><strong>MAXIMUM</strong> 10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</td>
</tr>
<tr>
<td><strong>2nd Offense</strong></td>
<td>10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion</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><strong>3rd Offense +</strong></td>
<td>10 days OSS and a hearing referral with a recommendation of permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of permanent expulsion</td>
</tr>
<tr>
<td><strong>SW Referral</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.

#### 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.

#### 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. 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

<table>
<thead>
<tr>
<th>5.23.1 – 5.23.3</th>
<th><strong>Elementary</strong></th>
<th><strong>Middle/High</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM</strong></td>
<td><strong>MAXIMUM</strong></td>
<td><strong>MINIMUM</strong></td>
</tr>
<tr>
<td>Level 1</td>
<td>Local Interventions &amp; Alternatives to Suspension</td>
<td>3 days of Detention</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 day of ISS &amp; Local Interventions</td>
<td>3 days OSS and Local Interventions</td>
</tr>
<tr>
<td>Level 3</td>
<td>3 days OSS and Local Interventions</td>
<td>10 days OSS and Local Interventions; hearing referral/recommendation of long-term suspension</td>
</tr>
</tbody>
</table>

Restorative practices are recommended to repair harm. Combination of local interventions, supports, and disciplinary response may be appropriate.

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

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

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

<table>
<thead>
<tr>
<th>5.25.1</th>
<th>Level 3</th>
<th>Elementary</th>
<th>Middle/High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense +</td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
<td>MINIMUM</td>
</tr>
<tr>
<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 permanent expulsion</td>
<td>10 days OSS and a hearing referral with a recommendation of assignment to the alternative school for one calendar year or expulsion for 1 calendar year</td>
<td>10 days OSS and a hearing referral with a 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).
<table>
<thead>
<tr>
<th>5.25.2 Level 2-3</th>
<th>Elementary MINIMUM</th>
<th>Elementary MAXIMUM</th>
<th>Middle/High MINIMUM</th>
<th>Middle/High MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>1 day OSS</td>
<td>10 days OSS and a disciplinary hearing referral with a recommendation of long-term suspension/expulsion</td>
<td>1 day OSS</td>
<td>10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion or assignment to the alternative school</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense +</td>
<td>3 days OSS</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 long-term suspension/expulsion or assignment to the alternative school</td>
<td>10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year or assignment to the alternative school</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 campus.

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

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

7. ALTERNATIVE SCHOOL: If a student is in violation of the Student Code of Conduct and found guilty by official student disciplinary hearing action, the student may receive a disciplinary response inclusive of long-term suspension 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 of Disruptive Student

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

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

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

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

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

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

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than $25.00 and not greater than $100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”
13.1 Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
13.2 Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
13.3 Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

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

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

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

If such student is receiving or has received a multi-tiered system of supports, the school has met these requirements. This requirement does not apply if:
• the student possessed a weapon/ dangerous instrument (including Rule 5.25) or illegal drugs (including Rule 5.2); and/or
• the student's behavior endangers the physical safety of other students or school personnel.

In addition, if a student has an Individualized Education Program (IEP) or a Section 504 plan, prior to assigning the student in Pre-K through 3rd grade out-of-school suspension for more than five consecutive or cumulative days during a school year, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of the IEP or Section 504 plan.
BOARD MEETING PARTICIPATION POLICY
All KIPP Metro Atlanta Schools 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 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 (3) minutes each and must stop speaking promptly when signaled.
- The board reserves the right to cap the public comment period to the first seven (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.
PARENTAL DISCRETION
In the event of delay or closure, KIPP Metro Atlanta Schools will make every effort to provide rigorous instruction and maintain as many regular school day activities as possible. We respect a parent’s right to keep their child at home if they believe weather conditions are a risk to their child’s safety. Parents must notify the school of a student’s absence, and these absences or late arrivals may be excused.

PARENT/GUARDIAN COMPLAINT PROCEDURE
KIPP Metro Atlanta Schools is committed to keeping the line of communication open between parents, school staff, and central office staff. However, should the parent/guardian of a KIPP Metro Atlanta Schools’ student feel that an issue has not been adequately addressed or resolved at his/her child’s school, we encourage direct communication with the Chief Schools Officer:

Mini’imah Shaheed                      Jondre’ Pryor
Primary Schools                       Middle Schools and High Schools
mshaheed@kippmetroatlanta.org          jpryor@kippmetroatlanta.org

or call KIPP Metro Atlanta Schools main office at (404) 924-6310.
KIPP METRO ATLANTA SCHOOLS

KIPP ATLANTA COLLEGIATE  KIPP SOUL PRIMARY SCHOOL
KIPP SOUTH FULTON ACADEMY  KIPP WAYS PRIMARY SCHOOL
KIPP WAYS ACADEMY  KIPP STRIVE PRIMARY SCHOOL
KIPP STRIVE ACADEMY  KIPP VISION PRIMARY SCHOOL
KIPP VISION ACADEMY

OUR MISSION

KIPP Metro Atlanta Schools is part of the growing network of KIPP (Knowledge is Power Program) schools across the nation. KIPP Metro Atlanta Schools operates free, open enrollment, public charter schools. The mission of KIPP Metro Atlanta Schools is to equip students with the academic skills, scholarly habits, and character traits necessary to be successful in top-quality colleges and the competitive world beyond.

www.KIPPMetroAtlanta.org