



APS is strong



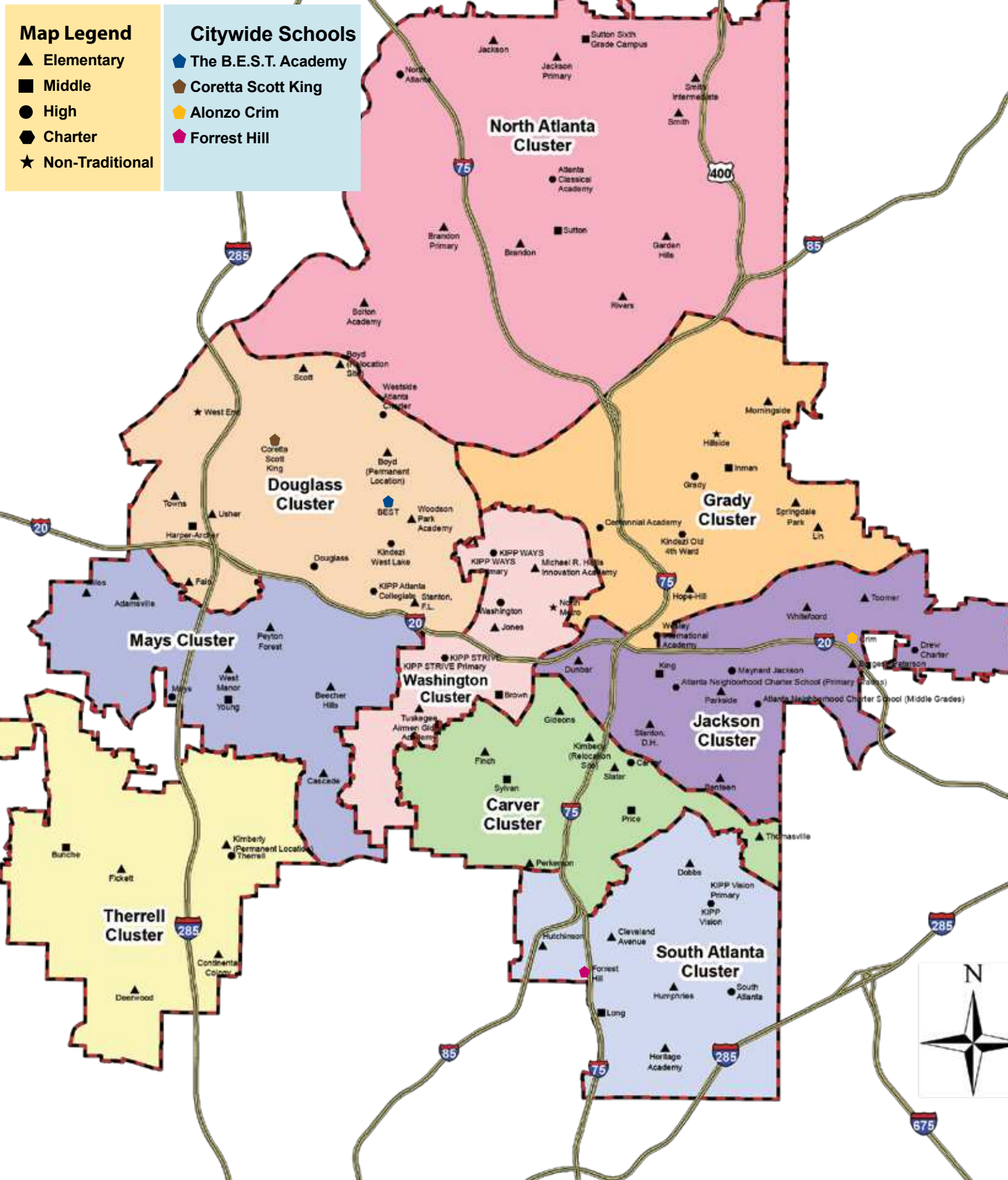
[www.atlantapublicschools.us](http://www.atlantapublicschools.us)

## 2016/17 Student Handbook

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

*Featured Image: Carver High School*

## Map of Schools



Dear Students and Families of Atlanta Public Schools,

For the 2016-2017 school year, you join Atlanta Public Schools (APS) as we continue on the district's journey of transformation into a culture with a child-centered mission and vision.

Over this journey, APS is striving for equity and transparency.

APS is working towards autonomy and flexibility.

APS is focused on improving quality while increasing efficiency.

Most of all, APS is determined to provide students with choice-filled lives.

Because of this, you will experience this school year a heightened level of energy among teachers, principals and staff all focused on preparing every single student for college and career. Every APS employee – from bus drivers to cafeteria workers to educators – must strive for that mission, which starts with getting students to go to school on the first day and every day of the school year.

As APS families, you play a critical part in the journey.

In your hands is the 2016-2017 Atlanta Public Schools Student Handbook, a comprehensive guide that outlines student and parental rights, responsibilities and expectations for the upcoming school year. Please return the enclosed form within five days to acknowledge your receipt of this handbook.

And then ensure that your child attends school. Every day is a day of instruction, an opportunity to learn. Research is clear that absences hurt achievement. One report traces students' struggles to master reading in the third grade to missed days in kindergarten. Another shows students' chances of graduating high school are severely limited by days missed in middle school. Simply put, every school day counts.

Behavior also matters on the journey. Many of our students don't come to school with the skills to set goals, overcome obstacles, develop healthy relationships and self-monitor behavior – abilities necessary for success in school, work and life. By focusing on development of the whole child – with a focus on social emotional learning skills – our kids will not only have the smarts, but the hearts, to be better people than we can ever be.

Most importantly, the education of our children matters as they get the academics they need to remain on course and grade level to graduate with their class and on time.

For the journey, we have made school-based decision-making, flexibility and engagement a priority especially as we work within our new charter system operating model. And as we continue on this journey together, I pledge to continue to do my part to work diligently to foster a transparent, collaborative environment for our families and stakeholders. I will continue to visit schools to hear from students, teachers, parents and the school communities directly about their experiences and what we all can do to make APS better. I look forward to being your partner in helping to fulfill the hopes and dreams of our children.

Welcome back and have a great school year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Meria J. Carstarphen', with a stylized, flowing script.

Meria J. Carstarphen, Ed.D

Superintendent, Atlanta Public Schools



# Atlanta Public Schools

## STUDENT HANDBOOK

The APS Online Board Policy Manual can be accessed via  
<http://www.atlantapublicschools.us/site/Default.aspx?PageID=211>

Frequently Asked Policy Questions  
<http://www.atlantapublicschools.us/Page/18775>





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

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

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

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

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

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

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

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that

administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

- (5) The District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on displayed student work; when printed in school or district publications such as graduation programs, yearbooks or school playbills; in district communications for student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; colleges, universities and other postsecondary institutions; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee.

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

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

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

**Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Assistant Principal, no later than September 2, 2016, or within ten calendar days of the student's enrollment.**

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

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## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

## PARENTS' RIGHT TO KNOW

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

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

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

### APS NONDISCRIMINATION

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

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

Americans with Disabilities Act) to ensure that all students have an equal opportunity to benefit from and participate in all programs and activities of the school system. See Policy JAA. Additionally, sexual harassment is a form of sex discrimination prohibited by Title IX. APS is committed to upholding these laws and takes discriminatory behaviors seriously.

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.

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

**ELEMENTARY SCHOOLS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Adamsville	286 Wilson Mill Rd., SW 30331	802-4300
Beecher Hills	2257 Bollingbrook Dr., SW 30311	802-8300
Benteen	200 Cassanova St., SE 30315	802-7300
Bolton Academy	2268 Adams Dr., NW 30318	802-8350
Boyd	2250 Perry Blvd., NW 30318 ( <i>temporary location</i> )	802-8150
Brandon	2741 Howell Mill Rd., NW 30327	802-7250
<i>Brandon Primary</i>	<i>2845 Margaret Mitchell Dr.</i>	802-7280
Burgess– Peterson	480 Clifton St., SE 30316	802-3400
Cascade	2326 Venetian Dr., SW 30311	802-8100
Cleveland Avenue	2672 Old Hapeville Rd. 30315	802-8400
Continental Colony	3181 Hogan Road, SW 30331	802-8000
Deerwood	3070 Fairburn Rd., 30331	802-3300
Dobbs	2025 Jonesboro Rd., SE 30315	802-8050
Dunbar	500 Whitehall Terr., SW 30312	802-7950
Fain	101 Hemphill School Rd., NW 30331	802-8600
Fickett	3935 Rux Rd., SW 30331	802-7850
Finch	1114 Avon Ave., SW 30310	802-4000
Garden Hills	285 Sheridan Dr., NW 30305	802-7800
Gideons	897 Welch St., SW 30310	802-7700
Heritage Academy	3500 Villa Cir., SE 30354	802-8650
Hollis Innovation Academy	225 James P. Brawley Dr., NW 30314	802-8200
Hope Hill	112 Boulevard, NE 30312	802-7450
Humphries	3029 Humphries Dr., SE 30354	802-8750
Hutchinson	650 Cleveland Ave., SW 30315	802-7650
Jackson	1325 Mt. Paran Rd., NW 30327	802-8800
<i>Jackson Primary</i>	<i>4191 Northside Dr., NW 30342</i>	802-8810
Jones, M.A.	1040 Fair St., NW 30314	802-3900
Kimberly	1090 Windsor St., SW 30310 ( <i>temporary location</i> )	802-7600
Lin	586 Candler Park Dr., NE 30307	802-8850
Miles	4215 Bakers Ferry Rd., SW 30331	802-8900
Morningside	1053 E. Rock Springs Rd., NE 30306	802-8950
Parkside	685 Mercer Street, SE 30312	802-4100
Perkerson	2040 Brewer Blvd., SW 30315	802-3950
Peyton Forest	301 Peyton Rd., SW 30311	802-7100
Rivers	8 Peachtree Battle Ave., NW 30305	802-7050
Scott	1752 Hollywood Rd., NW 30318	802-7000
Slater	1320 Pryor Rd., SW 30315	802-4050
Smith Intermediate	4141 Wieuca Rd., NE 30342	802-3880
Smith Primary	370 Old Ivy Rd., NE 30342	802-3850
Springdale Park	1246 Ponce de Leon Ave., NE 30306	802-6050
Stanton, D.H.	970 Martin St., SE 30315	802-4200
Stanton, F.L.	1625 M. L. King Jr. Dr., SW 30314	802-7500
Thomasville Heights	1820 Henry Thomas Dr., SE 30315	802-5750
Toomer	65 Rogers St., NE 30317	802-3450
Towns	760 Bolton Rd., NW 30331	802-7400
Tuskegee Airmen Academy	1654 S. Alvarado Ter., SW 30331	802-8450
Usher	631 Harwell Rd., NW 30318	802-5700
West Manor	570 Lynhurst Dr., SW 30311	802-3350
Whitefoord	35 Whitefoord Ave., SE 30317	802-6900
Woodson Park	20 Evelyn Way, NW 30318	802-7750

**MIDDLE SCHOOLS**

SCHOOL	ADDRESS	TELEPHONE
Brown	225 James P. Brawley Dr., 30314 ( <i>temporary Location</i> )	802-6800
Bunche	1925 Niskey Lake Road, SW 30331	802-6700
Harper Archer	3399 Collier Dr., NW 30331	802-6500
Inman	774 Virginia Ave., NE 30306	802-3200
King	1550 Hosea Williams Dr., NE 30317 ( <i>temporary location</i> )	802-5400
Long	3200 Latona Dr. SW 30315	802-4800
Price	1670 B.W. Bickers Dr., SE 30315	802-6300
Sutton	2875 Northside Dr., NW 30305	802-5600
Sutton 6 <sup>th</sup> Acad	4360 Powers Ferry Rd., NW 30327	802-5600
Sylvan Hills	1461 Sylvan Rd., SW 30310	802-6200
Young	3116 Benjamin E. Mays Dr. 30311	802-5900

**HIGH SCHOOLS**

SCHOOL	ADDRESS	TELEPHONE
Carver	55 McDonough Blvd. 30315	802-4400
Carver Early College	55 McDonough Blvd. 30315	802-4405
Douglass	225 Hamilton E. Holmes Dr., NW 30318	802-3100
Grady	929 Charles Allen Dr., NE 30309	802-3001
Jackson	801 Glenwood Ave., SE 30316	802-5200
Mays	3450 Benjamin E. Mays Dr. SW 30331	802-5100
North Atlanta	4111 Northside Pkwy., NW 30327	802-4700
South Atlanta	800 Hutchins Rd., SE 30315	802-5025
Therrell	3099 Panther Trail, SW 30311	802-5300
Washington	45 Whitehouse Dr., NW 30314	802-4600

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

SCHOOL	ADDRESS	TELEPHONE
Coretta Scott King Young (6-12)	1190 Northwest Dr., NW 30318	
Women's Leadership Academy		802- 4900
B.E.S.T Academy (6-12)	1890 D.L. Hollowell Pkwy., NW 30318	802- 4950

**NON-TRADITIONAL PROGRAMS**

SCHOOL	ADDRESS	TELEPHONE
Adult Education Center	1757 Mary Dell Dr. SE, 30316	802-3560
Crim Evening School	256 Clifton St., SE 30317	802-5800
Forrest Hill Academy	2930 Forrest Hill Dr., SW 30315	802-6950
Hillside Conant	690 Courtenay Dr., NE 30306	875-4551
North Metro	601 Beckwith St, SW 30314	802-6070
West End Academy	1445 Maynard Rd., SW 30331	802-2900



**CHARTER SCHOOLS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Atlanta Classical Academy (K-9)	3260 Northside Dr. 30305	369-3500
Atlanta Neighborhood Charter Primary Grades (K-5)	688 Grant St., SE 30315	624-6226
Atlanta Neighborhood Charter Middle Grades (6-8)	820 Essie Ave., SE 30316	678-904-0051
Centennial Academy (K-7)	531 Luckie St., NW 30313	802-8550
Charles R. Drew Charter (K-5)	301 East Lake Blvd., 30317	687-0001
Charles R. Drew Charter (6-11)	300 East Lake Blvd., SE 30317	470-355-1200
Charles R. Drew Charter (Grades 6-11)	300 East Lake Blvd., 30317	687-0001
The Kindezi School Westlake (K-8)	1890 Detroit Ave, NW 30314	671-4910
The Kindezi School Old Fourth Ward (OFW) (K-5)	386 Pine St., NE 30308	719-4005
KIPP Atlanta Collegiate HS (9-12)	98 Anderson Ave., NW 30314	574-5126
KIPP STRIVE Academy (5-8)	1444 Lucille Ave., 30310	753-1530
KIPP Strive Primary Grades K-3	1448 Lucille Ave., 30310	585-4192
KIPP Vision Academy (5-8)	660 McWilliams Rd., SE 30315	537-5252
KIPP Vision Primary Academy K-2	660 McWilliams Rd., SE 30315	537-5252
KIPP West Atlanta Young Scholars (Ways) Academy (5 -8)	350 Temple St. NW 30314	475-1941
KIPP West Atlanta Young Scholars Primary (K-1)	350 Temple St. NW 30314	475-1941
Wesley International Academy ( K-8)	211 Memorial Drive 30312	678-904-9137
Westside Atlanta (K-4)	1903 Drew Drive, NW 30318	228-9678

## APS Frequently Called Numbers

Department	Phone Number
APS Operator	404-802-3500
Adult Education (GED)	404-802-3560
Administrative Services	404-802-2768
Athletics Department	404-802-5575
Atlanta Virtual Academy	404-802-2784
Behavior & Psychological Services	404-802-2675
Board of Education	404-802-2255
Counseling (K-8) & (9-12)	404-802-2645
Curriculum & Instruction	404-802-2700
Department of Innovation (Charter Schools)	404-802-2857
Diploma Recovery	404-802-2150
Evening (Night) School	404-802-5800
Family Engagement (Title I Schools)	404-802-2618
Gifted & Talented Program	404-802-7585
Health Services	404-802-2674
Homebound Services	404-802-2630
Homeless Education Services	404-802-2245
Homework Hotline	678-553-3029
Infinite Campus Support	404-802-1000
Learning Disabilities & Special Education	404-802-1699
Meal Pay	404-802-2540
Nutrition & Food Service	404-802-1599
Office of ESOL & World Languages	404-802-7580
Parents as Partners Academic Center	404-802-3673
Pre-Kindergarten Program (Pre-K)	404-802-3640
Pre-Kindergarten (Special Education)	404-802-1690
Records Center	404-802-2150
Residency Fraud Hotline	404-802-3540
Response to Intervention/SST/504	404-802-2665
Security	404-802-2522
School Choice	404-802-2233
School Detectives	404-802-2000
School Nutrition	404-802-1599
Social Work Services	404-802-2247
Special Needs Transportation	404-802-5511
Speech Testing (K-12)	404-802-2609
Student Discipline	404-802-2239
Student Relations	404-802-2204
Student Services	404-802-1699
Student Transfers	404-802-2202
Superintendent's Office	404-802-2820
Teaching & Learning	404-802-2780
Technology Support	404-802-1000
Transportation	404-802-5500
Truancy Intervention Center	404-802-3648
Zoning	404-802-2233

## **Atlanta Public Schools Calendar 2016 – 2017**

### **July 2016**

- 1 First day – Annual employees
- 4 Independence Day

### **August 2016**

- 3 First Day of School

### **September 2016**

- 5 Labor Day

### **October 2016**

- 6 Midpoint Semester 1
- 7 Teacher Professional Learning Day
- 10-11 Fall Break/Columbus Day

### **November 2016**

- 21-25 Thanksgiving Break

### **December 2016**

- 16 End 1<sup>st</sup> Semester
- 19-30 Semester Break

### **Progress Report Dates:**

- 9/7/2016
- 11/9/2016
- 2/8/2017
- 4/26/2017

### **January 2017**

- 1 New Year's Day
- 2-3 Semester Break
- 3 Teacher Professional Learning Day
- 4 Begin Semester 2
- 16 M.L. King, Jr. Birthday

### **February 2017**

- 17-21 Winter Break/Presidents' Day

### **March 2017**

- 14 Midpoint Semester 2
- 17 Teacher Professional Learning Day

### **April 2017**

- 3-7 Metro Area Spring Break

### **May 2017**

- 24 Last Day of School
- 29 Memorial Day

### **June 2016**

- 30 Last day – Annual employees

### **Report Card Dates:**

- 10/14/2016
- 1/6/2017
- 3/24/2017
- 6/2/2017

# ATTENDANCE INFORMATION

## ATTENDANCE

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

## COMPULSORY ATTENDANCE LAW

All children enrolled in APS for 20 school days or more are subject to compulsory school attendance, even if they are under 6 years of age. Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that has more than 5 unexcused absences, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

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

**Each day absent after 5 unexcused absences will constitute a separate offense.**

## EARLY CHECK-OUTS

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

## PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

## ABSENCES DUE TO PREGNANCY

As with all absences, documentation should be provided to substantiate absences related to medical visits and pregnancy conditions. Students are recommended to meet with the nurse or social worker prior to any pregnancy related extended absence. Students may be eligible for homebound services during the period when they are not able to attend school for medical reasons.

## MAKING UP MISSED ASSIGNMENTS OR TESTS

It is the student's and parent's responsibility to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an excused absence.

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

#### **DROP OUTS**

Unemancipated students who are between the ages of 16 to 18 who have not completed all requirements for a high school diploma who wish to "drop out" shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

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

#### **NO SHOWS**

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

### **ENROLLMENT, REGISTRATION AND TRANSFERS**

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

The Atlanta Public School System has established attendance zones for schools. Students must attend the school in their assigned attendance zone where their custodial parents or legal guardians (hereinafter "parents") reside unless they request and receive a transfer to enroll elsewhere. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident. **Parents who are contemplating moving should determine the zoned school for the new address.**

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

#### **CUSTODY**

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. APS personnel may request custody documentation should a question arise. Student enrollment forms, as well as other official documents of the school, should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all

information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such order exists, a copy must be presented to the principal.

### **CHANGE OF ADDRESS**

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form and a new general affidavit of residency accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Main Office or Registrar's Office of your child's school.

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

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

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

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

The General Administrative Transfer Application Window for the 2016-17 school year will be posted on the APS website.

### **VERIFICATION OF RESIDENCY**

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

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

### **GRADE PLACEMENT**

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

## **WITHDRAWAL FROM SCHOOL**

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

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

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

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

## **GENERAL INFORMATION**

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

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

### **FIELD TRIPS**

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

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

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

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

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



specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

### **BIRTHDAYS**

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

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

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

### **CANCELLATION OF SCHOOL**

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

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

### **CHILD ABUSE**

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

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

### **DRIVER'S LICENSE / CERTIFICATE OF ATTENDANCE**

The Teenage and Adult Driver Responsibility Act requires that students must satisfy school attendance requirements in order to receive and maintain a Georgia driver's permit or license. There is a \$5.00 fee for all Certificates of Enrollment. Students should submit their request for a Certificate of Enrollment at least two weeks prior to the date needed. For additional information, contact the school office. During

the summer months, Certificates of Enrollment are issued by the Department of Student Relations, 130 Trinity Avenue – 2<sup>nd</sup> Floor, Atlanta, Georgia 30303 (404-802-2233).

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

#### **EMERGENCY CONTACT INFORMATION**

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

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

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

#### **LOCKERS**

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

#### **LOST AND FOUND**

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

#### **LUNCH WITH STUDENTS**

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

## ILLNESS

If a student becomes too ill to remain in class, the student may contact their parent to make arrangements to be checked out of school. The principal should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment. Students should not return to school until fever- and/or vomit-free for 24 hours. **Except as permitted by Policy, medicine must be kept in the school office/clinic and dispensed by the principal or his/her designee.**

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

## MEDICINE

When students must take medicine at school, parents should bring medicine and related equipment to the principal or his/her designee and complete a Medication Authorization Form. Forms for medication self-administration can be obtained at your school.

## GENDER EQUITY IN SPORTS

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

1. Any complaint regarding this policy shall be submitted in writing to the Office of Employee Relations (OER) by a student or by a parent or guardian of a minor student. The complaint should contain (1) name the grievant and the affected student; (2) state the situation or conditions giving rise to the grievance; (3) identify the specific provisions of the law or the implementing regulations alleged to have been violated; and (4) indicate the specific relief sought
2. The Title IX Compliance Officer shall render a decision in writing no later than 30 days after receipt of the complaint. The decision shall set forth the essential facts and rationale for the decision.
3. A copy of the decision shall be provided to the complainant within five (5) days of the date of the decision.
4. A complainant shall have the right to appeal the decision to the Board within 35 days of the date of the decision.
5. A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-20-1160.

## PARENT-TEACHER CONFERENCES

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

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

### **REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS**

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

### **STUDENT USE OF DISTRICT TECHNOLOGY**

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

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in school disciplinary action and/or legal action.

For more information, visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) and review Student Code of Conduct, Regulation JCDA-(R)(1), as well as Board Policy IFBG, Internet Acceptable Use.

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Atlanta Public Schools provides the most appropriate instructional resources available and uses a rigorous selection process to ensure our textbooks and educational materials meet our goals. Instructional resources may include textbooks, software, online materials and programs, workbooks, and specialized formats, e.g., Braille, audio, digital, large print or other versions. All instructional resources are aligned with the Common Core Georgia Performance Standards and other standards for our course offerings. The number of materials available is based on the instructional requirements for the course. In some cases, students are assigned textbooks to take home; in other cases, the materials are available only during classroom time. In all cases, students should receive all materials needed to successfully complete the homework assigned by the teacher. **The APS Homework Helpline is available to assist your child in completing his/her homework if he or she needs extra help. The hotline can be accessed via phone Monday through Thursday, 4:00pm – 9:00 pm at 678-553-3029 or students can visit the website [www.myhomeworkhotline.org](http://www.myhomeworkhotline.org) for additional assistance.**

### **VISITORS/UNAUTHORIZED PERSONS ON SCHOOL GROUNDS**

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

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

**All visitors must sign in at the school office and obtain a visitor's badge that must be worn at all times while in the building or while on the school grounds. Visitors shall not distract the teacher from instruction or otherwise interrupt the instructional process.**

Student and adult spectators at school events that are open to the public are expected to model good sportsmanship and citizenship. A visitor to a school or school event who violates this policy may be asked to leave the event and may lose the privilege of coming on campus and attending future school events. *The presence of unauthorized visitors on school grounds or in facilities may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.*

## **REQUIREMENTS FOR GRADUATION**

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

## **GRADUATION CEREMONY**

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

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

## **VALEDICTORIAN / SALUTATORIAN**

The Atlanta Board of Education permits each high school to identify a senior as a valedictorian and one as a salutatorian. In the event of special circumstances as defined in the associated regulations, consideration may be given to shared valedictorian and salutatorian designations.

The valedictorian(s) and salutatorian(s) may be recognized in graduation ceremonies. Alternatively, non-traditional schools may recognize the top-ranked students in graduation ceremonies.

# **PARENT AND STUDENT RESOURCES**

## **CAMPUS PORTAL FOR PARENTS**

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

## **CHILD FIND**

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

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for

several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact the Department of Special Education or visit the District's website at [www.atlantapublicschools.us](http://www.atlantapublicschools.us).

### **HOMELESS CHILDREN AND YOUTH**

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:

1. Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings;
3. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
4. Migratory children are considered homeless when they are living in circumstances set forth in items 1, 2 and 3.
5. Unaccompanied Youth are students who are not in the physical custody of a parent/guardian and are living in a homeless situation.

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

To be considered eligible, to enroll, and for more information regarding homeless education services, contact the School Social Worker or the Homeless Liaison at 404-802-2245.

### **HOME SCHOOLING ATTENDANCE REPORTING**

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

To submit an online declaration of intent form or for more information regarding home school programs, contact the GaDOE at 404-656-3083 or visit <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>

### **HOMEWORK HOTLINE**

The Homework Hotline is a joint effort between Atlanta metro school districts and Public Broadcasting Atlanta's (PBA) E-Learning/Cyber Center. You are encouraged to call and ask questions about your homework problems. Homework Hotline teachers give one-on-one assistance and easy-to-understand

explanations. These teachers have access to current textbooks and school curricula when helping students understand and solve homework problems. They won't do your work, but they will guide you through a learning process.

Homework Hotline is available Monday through Thursday, 4:00 p.m. to 9:00 p.m., except during holiday and semester breaks. **The hotline telephone number is 678-553-3029 or students can visit the website [www.myhomeworkhotline.org](http://www.myhomeworkhotline.org) for additional assistance.** The Homework Hotline service is FREE. Support for the Homework Hotline has been made possible by local school districts and corporate and foundation contributions.

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

### HOSPITAL HOMEBOUND

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

### MY BACKPACK



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

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

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

### PARENT TEACHER ASSOCIATION (PTA)

Through PTA initiatives and activities, parents work with faculty to enhance the school environment and improve student achievement. At most schools, the PTA meets at least once a month, with membership



drives beginning a few weeks after the new school year begins. Contact your child's school to secure information on membership, meetings, dues and upcoming activities.

### **SCHOOL COUNSELORS**

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

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Middle and high school counselors also help with student advisement and focusing on career pathways. Parents, teachers, and students can initiate a referral to the school counselor. **For additional information, contact your school counselor or the Coordinator of School Counseling, 130 Trinity Avenue SW 2nd Floor, Atlanta, Georgia 30303, Phone (404) 802-2645.**

### **SCHOOL HEALTH SERVICES**

The School Health Services Program provides coordinated school-based nursing services for students. Services provided by school nurses require a referral and parental / guardian consent for individualized screenings (e.g. vision, hearing, dental, scoliosis). Referrals of individuals with health problems or suspected health problems are accepted from parents, school personnel, students and health care providers in the community and may be submitted to the school-based health services professional or the central health office personnel. **For additional information contact Health Services, 130 Trinity Avenue SW 2<sup>nd</sup> Floor, Atlanta, Georgia 30303, Phone (404) 802-2674.**

### **SCHOOL NUTRITION PROGRAM**

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

### **SCHOOL SOCIAL WORKERS**

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

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

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

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

have questions or need additional assistance, please contact the Atlanta Public School District's Section 504 Coordinator at the following:

**Deanna Rogers, Ed.S, NBCT RTI Coordinator (SST, 504, PBIS)**  
**Atlanta Public Schools | Office of Student Services | CLL Building**  
**Ph: 404.802.2665 | Fax: 404.802.1602 | Email: dtrogers@atlanta.k12.ga.us**

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

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

## **504 Procedural Safeguards**

### **1. Overview:**

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

### **2. Hearing Request:**

The Request for Hearing must include the following:

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

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

### **3. Mediation:**

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

### **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior

to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., a recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more APS representatives, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

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

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

# STUDENT CODE OF CONDUCT:

**ATLANTA PUBLIC SCHOOLS**  
**Student Code of Conduct**  
**2016-2017**

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## **EXPECTATIONS AND RESPONSIBILITIES**

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

**Elementary Level 1 Discipline Response:** Discipline responses range from local interventions and supports to three (3) days of Administrative Detention and local interventions and support.

**Middle and High School Level 1 Discipline Response:** Discipline responses range from local interventions and supports to three (3) days of In-School-Suspension (ISS) and/or local interventions and support.

- 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.

**Elementary Level 2 Discipline Response:** Discipline responses range from one (1) day of In-School Isolation (ISI) to five (5) days Out-of-School Suspension (OSS) and may include local interventions and support.

**Middle and High School Level 2 Discipline Response:** Discipline responses range from one (1) day of Saturday School or In-School Suspension (ISS) to five (5) days of Out-of-School Suspension (OSS) and may include local interventions and support.

- 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.

**Elementary Level 3 Discipline Response:** Discipline responses range from three (3) days of Out-of-School Suspension to ten (10) days of Out-of-School Suspension with a student disciplinary hearing referral. Student disciplinary hearing consequences can include long-term suspension, expulsion, or permanent expulsion, in addition to an opportunity to attend an alternative education program. A combination of local interventions, supports, and a disciplinary response may also be appropriate.

**Middle and High School Level 3 Discipline Response:** Discipline responses range from five (5) days of Out-of-School Suspension to ten (10) days of Out-of-School Suspension with a student disciplinary hearing referral. Student disciplinary hearing consequences can include long-term suspension, expulsion, or permanent expulsion, in addition to an opportunity to attend an alternative education program. A combination of local interventions, supports, and a disciplinary response may also be appropriate.

- 4.4. **Interventions and Supports:** Below is a suggested list, not all-inclusive, of interventions and supports that may be used as alternatives to suspension. A combination of these interventions and supports appropriate to the situation and student needs may be used in conjunction with a discipline response when students commit Levels 1-3 disciplinary offenses.
- 4.4.1. Classroom interventions (assigned seats, proximity control, nonverbal cues, etc.)
  - 4.4.2. Teacher/student conference
  - 4.4.3. School/parent contact
  - 4.4.4. School/parent conference
  - 4.4.5. Restorative practices (practices that repair harm, student circles, peace groups)
  - 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 service to the school
  - 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)
  - 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. Other school based discipline response

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

## 5. STUDENT OFFENSES

A student shall not violate any of the following rules of APS.

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

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

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

- 5.2.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.

5.2.a Level 2 – 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	1 day OSS / Local Interventions	3 days OSS	1 day OSS / Local Interventions	3 days OSS
2 <sup>nd</sup> Offense	1 day OSS / Local Interventions	5 days OSS	1 day OSS / Local Interventions	5 days OSS
3 <sup>rd</sup> Offense +	3 days OSS / Local Interventions	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	5 days OSS / Local Interventions	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
<b>SW Referral initiated after 1<sup>st</sup> offense – DFACS notification may be necessary</b> <b>Parent conference should occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				

**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.

5.2.b Level 2 – 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	1 days OSS	10 days OSS and a hearing referral	1 days OSS	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion	
<b>SW Referral initiated after 1<sup>st</sup> offense – DFACS notification may be necessary</b> <b>Parent conference should occur prior to student return to school</b> <b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				

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

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

5.2.1 /5.2.2 Level 2 – 3	Elementary		Middle/High	
	Minimum	Maximum	Minimum	Maximum
1 <sup>st</sup> Offense	1 days OSS	10 days OSS and a hearing referral	1 days OSS	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	3 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion	
SW Referral initiated after 1 <sup>st</sup> offense – DFACS 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 Selling/Distributing/Buying Drugs:** No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser 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.

5.2.3 Level 3	Elementary		Middle/High	
	Minimum	Maximum	Minimum	Maximum
1 <sup>st</sup> Offense	5 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	8 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
2 <sup>nd</sup> Offense	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) expulsion (1) calendar year – (max) permanent expulsion	
SW Referral initiated after 1 <sup>st</sup> offense – DFACS 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 Tardy/Skipping Class:** No student, without a valid excuse, shall be tardy for or miss a class or activity for which he/she is enrolled.

<b>5.3.1 Level 1</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	Administrative Conference		Administrative Conference	
2 <sup>nd</sup> Offense +	Administrative Conference/Local interventions	3 days detention	1 day ISS/Local interventions	3 days ISS
<b>Student Services/Response to Intervention (RTI) referral initiated after second offense</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				

**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.

<b>5.3.2 Level 1 - 2</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	Administrative Conference	3 days detention	Administrative Conference	3 days ISS
2 <sup>nd</sup> Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	5 days OSS
<b>Parent conference should occur</b> <b>Student Services/Response to Intervention (RTI) referral initiated after second offense</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				



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

5.4 Level 2 – 3	Elementary		Middle/High	
	Minimum	Maximum	Minimum	Maximum
1 <sup>st</sup> Offense	1 day ISI	5 days OSS	Saturday school / 3 days ISS	10 days OSS and a hearing referral
2 <sup>nd</sup> Offense	10 days OSS and a hearing referral recommendation of long-term suspension/expulsion		10 days OSS and a hearing referral recommendation of long-term suspension/expulsion	
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year		10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	
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.

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

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

- 5.6.1 Bus Personal Safety:** Students must keep all body parts inside the bus at all times. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.2, 4.4).**
- 5.6.2 Bus Safety Hazard:** Nothing may be thrown into, within, out of, or at the bus. **Depending on age**

of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.2 - 4.4).

- 5.6.3 **Bus Disruptions:** 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. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).**
- 5.6.4 **Emergency Exits:** Emergency doors and windows are to be used only at the direction of the driver. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).**
- 5.6.5 **Unauthorized Bus or Exit:** Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).**
- 5.6.6 **Cell Phone /Electronic Devices on Buses:** Students shall not use any electronic device during the operation of a school bus without the use of headphones or ear buds. Any electronic device that is distracting to the bus operator or may interfere with the bus' communication equipment is prohibited. Electronic device includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.2, 4.4).**
- 5.6.7 **Distracting the Bus Operators:** Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense, and/or the student may be suspended from the bus for a specified time (See sections 4.1 - 4.4).**
- 5.7 **PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:** All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parental Consent & Acknowledgement Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property.

Unless otherwise directed by school administration or school staff, the use of cellular telephones

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

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

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

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

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

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

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

- **First violation:** The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental

Consent & Acknowledgment Form at the first conference. Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.

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

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

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

## **5.8 STUDENT INCIVILITY**

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

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

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

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

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

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

5.8.1 – 5.8.5 Level 1 - 2	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	Administrative Conference	3 days detention	Administrative Conference	3 days ISS
2 <sup>nd</sup> Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	5 days OSS
Combination of local interventions, supports, and disciplinary response may be appropriate				

**5.9 DISRUPTION OF SCHOOL:**

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

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

**5.9.2 Trespassing:** Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. Students may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Students who have been 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. (See sections 4.1 – 4.4).**

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

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

## 5.10 FALSE REPORTS

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

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

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

5.10.2 - 5.10.3 Level 2	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	1 days OSS	3 days OSS	1 days OSS	5 days OSS
2 <sup>nd</sup> Offense +	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
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).

5.11 Level 1 - 2	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	Administrative Conference	3 days detention	Administrative Conference	3 days ISS
2 <sup>nd</sup> Offense +	3 days detention	3 days OSS	Saturday school and/or 3 days ISS	5 days OSS
Combination of 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 Engaging in Gang Activity:** No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**

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

**5.12.3 Recruiting/Soliciting:** No student shall recruit or solicit membership in any gang or gang-related organization. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**

**5.13 HARASSMENT, INTIMIDATION, THREATS, AND BULLYING BEHAVIOR**

**5.13.1 Harassment:** Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **5.9.2 Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).**

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

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

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

**a) Cyberbullying/Electronic Bullying:** Bullying can occur on school property or through school technology resources, but can also occur 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.

5.13.4 Level 2 – 3	Elementary		Middle/High	
	Minimum	Maximum	Minimum	Maximum
1 <sup>st</sup> Offense	1 days OSS	3 days OSS	1 days OSS	5 days OSS
2 <sup>nd</sup> Offense	3 days OSS	10 days OSS and a hearing referral	5 days OSS	10 days OSS and a hearing referral
*3 <sup>rd</sup> Offense	10 days OSS	10 days OSS and a hearing referral	10 days OSS and a hearing referral	
<p>Contact Safety and Security – Criminal charges may apply</p> <p>Parent conference mandatory</p> <p>Combination of local interventions, supports, and disciplinary response may be appropriate</p> <p><i>*If a 3<sup>rd</sup> and subsequent offense of Bullying/Cyberbullying/Electronic occurs within one school year, as determined by a hearing officer, a student in grades 6-12 shall be expelled for at least one calendar year, with an option for the student to attend the alternative school during this discipline.</i></p>				

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

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

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



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

#### **5.14 SCHOOL HAZARD OFFENSES**

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

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

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

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

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

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

## 5.18 PHYSICAL OFFENSES

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

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

These physical offenses include:

- a) **Battery:** Intentionally making physical contact of an insulting or provoking nature with another person. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**
- b) **Fighting:** 1-2 individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**
- c) **Group fighting:** 3 or more individuals mutually participating in a physical altercation. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4).**
- d) **Assault:** Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).**
- e) **Consensual bodily harm:** Participation in any activity that results in consensual bodily harm or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 – 4.3, 4.4).**

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

students may be charged and disciplined in accordance with Code 5.18.4, below. **MANDATORY DISCIPLINE HEARING**

5.18.3 Level 3	Elementary		Middle/High	
	Minimum	Maximum	Minimum	Maximum
1 <sup>st</sup> Offense +	5 days OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral recommendation of permanent expulsion. 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, he/she may be permitted by the hearing officer to reenroll in the regular public school program grades 9-12.	
Notify the appropriate Associate Superintendent Contact Safety and Security – Criminal charges may apply				

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

5.18.4 Level 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense+	3 days OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
<b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				

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

5.18.5 Level 2- 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense +	1 day OSS and a hearing referral	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	5 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of long-term suspension/ expulsion
<b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b> <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b>				

**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.

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

**NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.b, 5.2.3), and shall be disciplined according to that Section.

## **5.20 PROPERTY RELATED OFFENSES**

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

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

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

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

## SEXUAL OFFENSES

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

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

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

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

Examples of Sexual harassment 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 educational status;
- Employees dating students and/or otherwise being romantically involved with a student; or
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

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

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

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

5.21.6 Level 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	3 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	8 days OSS	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion
2 <sup>nd</sup> Offense	10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion		10 days OSS and a hearing referral with a recommendation of (min) long term suspension/expulsion (max) permanent expulsion	
3 <sup>rd</sup> Offense +	10 days OSS and a hearing referral with a recommendation of permanent expulsion		10 days OSS and a hearing referral with recommendation of permanent expulsion	
SW Referral – DFACS 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				

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

**NOTE:** If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (5.2.b, 5.2.3), and shall be disciplined according to that Section.

## 5.23 TECHNOLOGY OFFENSES

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

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

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

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

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

- 5.24 **TOBACCO:** Student possession or use of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs) is prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-2 disciplinary responses for this offense. (See sections 4.1 – 4.2, 4.4).**

- 5.25 **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.

**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.

**Note:** The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

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

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

5.25.1 Level 3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense +	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of permanent expulsion
<b>Notify the appropriate Associate Superintendent</b> <b>Contact Safety and Security – Criminal charges may apply</b>				



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

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

5.25.2 Level 2-3	Elementary		Middle/High	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1 <sup>st</sup> Offense	1 day OSS	10 days OSS and a disciplinary hearing referral with a recommendation of long-term suspension/expulsion	1 days OSS	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion
2 <sup>nd</sup> Offense +	3 days OSS	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year	10 days OSS and a hearing referral with a recommendation of long-term suspension/expulsion	10 days OSS and a hearing referral with a recommendation of expulsion for 1 calendar year
<p><b>Notify the appropriate Associate Superintendent</b>  <b>Contact Safety and Security – Criminal charges may apply</b>  <b>Combination of local interventions, supports, and disciplinary response may be appropriate</b></p> <p><b>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.</b></p>				

**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**

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 for events without permission of the Principal, except when the student is competing/participating in an official event as a member of a team or club. 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. A teacher may remove from class a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

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

### ***Conference***

When a student is removed from the regular classroom, a conference will be scheduled within three school days with the student's parent/guardian, the teacher, and the student. Pending the conference, the principal or other appropriate administrator may place a student:

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

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

During the conference the administrator will explain the grounds for the student's removal from class and give the student the opportunity to explain his/her behavior. After the conference, the principal will notify the student and parent(s) of the consequences of the *Student Code of Conduct* violation.

When a student has been formally removed from class, the principal or other administrator may not return the student to the teacher's class without the appropriate teacher's consent unless

the Placement Review Committee determines that the teacher's class is the best or only alternative.

***Placement Review Committee (PRC)***

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

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

- placement in another appropriate classroom,
- in-school suspension
- out-of-school suspension of not more than ten (10) days following an informal hearing,
- an alternative education program with an appropriate disciplinary hearing,
- another placement consistent with local board policy and regulations,
- return the student to the class from which he/she was removed upon completion of any disciplinary or placement action taken, or
- any combination of these.

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

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."

12.1 Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.

- 12.2 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.
- 12.3 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.



# STUDENT FORMS:

Parents & Students,

Please review the following Parent Acknowledgement and Student Forms and sign and return the signature page within three (3) days of receipt of the Student Handbook.

---

### **HANDBOOK ACKNOWLEDGEMENT**

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

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

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

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

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

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

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

### **PUBLICITY RELEASE**

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

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

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



### CELLULAR TELEPHONE/PERSONAL ELECTRONIC DEVICE

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

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

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

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

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

## SCHOOL BUS CONDUCT

The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Students who violate the Student rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school. Students are to ride their assigned bus unless the driver is provided a written note signed by a parent/guardian and school principal before he/she is allowed to ride a different bus or to go home with another student.

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

### STUDENT BULLYING INCIDENT FORM

**Name of Reporter/Person Filing the Report:** \_\_\_\_\_  
 Check whether you are the: \_\_\_\_\_ Target of the behavior or \_\_\_\_\_ Reporter (not the target)  
**Check whether you are a:** \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Administrator \_\_\_\_\_ Staff member (specify role): \_\_\_\_\_  
 \_\_\_\_\_ Other (specify): \_\_\_\_\_ **Your contact**  
**information/telephone number:** \_\_\_\_\_  
**If student, state your school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**If staff member, state your school or work site:** \_\_\_\_\_

#### Information about the Incident

**Name of Target** (of behavior): \_\_\_\_\_  
**Name of Aggressor** (Person who engaged in the behavior): \_\_\_\_\_  
**Date(s) of Incident(s):** \_\_\_\_\_ **Time When Incident(s) Occurred:** \_\_\_\_\_  
**Where did the incident happen (choose all that apply)?**  
 \_\_\_\_\_ On school property \_\_\_\_\_ At a school-sponsored activity or event off school property \_\_\_\_\_ On a school bus  
 \_\_\_\_\_ On the way to/from school \_\_\_\_\_ Electronic/Cyber Bullying  
**Location of Incident(s)** (Be as specific as possible): \_\_\_\_\_  
**Witnesses** (List people who saw the incident or have information about it):

**Name:** \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other: \_\_\_\_\_  
**Name:** \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other: \_\_\_\_\_  
**Name:** \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other: \_\_\_\_\_  
**Name:** \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Other: \_\_\_\_\_

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

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

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

- ☐ Taunting and Insults ☐ Threat ☐ Stalking ☐ Theft ☐ Social Isolation/Exclusion ☐ Verbal Intimidation ☐ Retaliation  
☐ Physical Intimidation ☐ Public humiliation ☐ Rumor-spreading ☐ Name Calling ☐ Mean Comments  
☐ Physical violence - Hitting, kicking, shoving, spitting, hair pulling, or throwing something ☐ Getting another person to hit or harm the student ☐ Demeaning and making the victim of jokes ☐ Making rude and/or threatening gestures

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

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

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

**Has this incident been reported to anyone before?** ☐ NO ☐ YES If yes, to whom? \_\_\_\_\_

When: \_\_\_\_\_

**Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form may be given to any APS staff member. APS staff members are required to submit this form to the principal or designee within 24 hours of receipt. This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.*

\_\_\_\_\_  
 Print Student Name

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Homeroom Teacher/Advisor

\_\_\_\_\_  
 Grade:





**STUDENT PERMISSION FORMS & ACKNOWLEDGEMENT SIGNATURE PAGE**  
(This signature page will be kept on file in the student's cumulative folder.)

**STUDENT CODE OF CONDUCT**

***Student Agreement***

I, \_\_\_\_\_ (print student's name) have received and read the Student Code of Conduct for the Atlanta Public Schools. I am aware of my responsibilities under the Student Code of Conduct. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated under the Student Code of Conduct.

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

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

\*\*\*\*\*

***Parent/Guardian Agreement***

Dear Parent or Guardian:

Atlanta Public Schools believes that you should be informed regarding our effort to create and maintain a productive learning environment for all students. I have read the Student Code of Conduct and my signature below acknowledges my receipt and understanding of the Code of Conduct.

I am the parent or guardian of the above named student. I have received and read the Student Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of the Student Code of Conduct and make every effort to work with the school in resolving all disciplinary matters.

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

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

**We understand that each student will be provided one copy of this Student Handbook. Anyone requiring an additional copy should contact their local school or visit the District website.**

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

\*\*\*\*\*

**SCHOOL BUS CONDUCT**

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

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

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

\_\_\_\_\_  
**Student's signature**

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\*\*\*\*\*

### **PUBLICITY RELEASE**

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

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

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

\_\_\_\_\_  
Date

\*\*\*\*\*

### **CLUBS/ORGANIZATIONS**

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

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

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

\_\_\_\_\_  
Date

# Atlanta Board of Education | 404-802-2200

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

**Leslie Grant**  
District 1  
[lgrant@atlanta.k12.ga.us](mailto:lgrant@atlanta.k12.ga.us)

**Nancy M. Meister, Vice Chair**  
District 4  
[nmeister@atlanta.k12.ga.us](mailto:nmeister@atlanta.k12.ga.us)

**Courtney D. English, Chair**  
At-Large Seat 7, Districts 1 & 2  
[cenglish@atlanta.k12.ga.us](mailto:cenglish@atlanta.k12.ga.us)

**Byron D. Amos**  
District 2  
[bamos@atlanta.k12.ga.us](mailto:bamos@atlanta.k12.ga.us)

**Steven D. Lee**  
District 5  
[slee@atlanta.k12.ga.us](mailto:slee@atlanta.k12.ga.us)

**Cynthia Briscoe Brown**  
At-Large Seat 8, Districts 3 & 4  
[cbriscoe\\_brown@atlanta.k12.ga.us](mailto:cbriscoe_brown@atlanta.k12.ga.us)



**Matt Westmoreland**  
District 3  
[mwestmoreland@atlanta.k12.ga.us](mailto:mwestmoreland@atlanta.k12.ga.us)

**Eshé P. Collins**  
District 6  
[epcollins@atlanta.k12.ga.us](mailto:epcollins@atlanta.k12.ga.us)

**Jason F. Esteves**  
At-Large Seat 9, Districts 5 & 6  
[jesteves@atlanta.k12.ga.us](mailto:jesteves@atlanta.k12.ga.us)

DISTRICT	ELEMENTARY SCHOOLS	MIDDLE SCHOOLS	HIGH SCHOOLS
District 1	Benteen, D.H. Stanton, Dobbs, Hope-Hill, Lin, Parkside, Slater, Thomasville Heights, Wesley International Academy, Atlanta Neighborhood Charter, KIPP Vision Academy, KIPP Vision Primary, The Kindezi School (OFW)	King, Price, Atlanta Neighborhood Charter, KIPP Vision Academy, Wesley International Academy, The Kindezi School (OFW)	Carver, Carver Early College, Carver Technology, Grady, M.H. Jackson
District 2	Dunbar, F.L. Stanton, Finch, M.R. Hollis Innovation Academy, M.A. Jones, Centennial Academy Charter, KIPP Strive Academy, KIPP Strive Primary, KIPP WAYS Academy, KIPP WAYS Primary, The Kindezi School (Westlake)	Brown, KIPP Strive Academy, KIPP WAYS Academy, The Kindezi School (Westlake)	Douglass, Washington, KIPP Atlanta Collegiate, North Metro
District 3	Burgess-Peterson Academy, Morningside, Springdale Park, Toomer, Whiteford, Drew Charter	Inman, Drew Charter	Crim, Drew Charter, Adult Education, Hillside Conant (Residential Program 2-12)
District 4	Brandon, Brandon Primary, Garden Hills, Jackson, Jackson Primary, Rivers, Smith, Smith Primary, Atlanta Classical Academy	Sutton, Sutton (6th Grade), Atlanta Classical Academy	North Atlanta
District 5	Adamsville Primary, Beecher Hills, Bolton Academy, Boyd, Fain, Miles Intermediate, Peyton Forest, Scott, Towns, Tuskegee Airmen Global Academy, Usher-Collier Heights, West Manor, Woodson Park, Westside Atlanta Charter	Harper-Archer, Young, The B.E.S.T. Academy, Coretta Scott King YWLA	Mays, West End Academy, The B.E.S.T. Academy, Coretta Scott King YWLA
District 6	Cascade, Cleveland Avenue, Continental Colony, Deerwood Academy, Fickett, Gideons, Heritage Academy, Humphries, Hutchinson, Kimberly, Perkerson	Bunche, Long, Forrest Hill Academy, Sylvan Hills	South Atlanta, Therrell, Forrest Hill Academy



## Our Superintendent

**Meria Joel Carstarphen, Ed.D**

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

**Email:** [suptoffice@atlanta.k12.ga.us](mailto:suptoffice@atlanta.k12.ga.us)

**Follow Dr. Carstarphen on Twitter:** @ATLsuper





Harper-Archer Middle School

Atlanta Public Schools is on a mission to ensure that with a caring culture of trust and collaboration, every student will graduate ready for college and career.

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

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

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

- Visit [atlantapublicschools.us](http://atlantapublicschools.us), [wabe.org](http://wabe.org), [pba.org/education/aps](http://pba.org/education/aps) and [talkupaps.com](http://talkupaps.com)
- Listen to **WABE 90.1 FM**
- Watch **APS Cable Channel 22, PBA 30** and online with **Livestream**
- Follow **@apsupdate** on **Twitter** and **YouTube**
- Follow **Atlanta Public Schools** on **Facebook**
- Read and subscribe to [atlsuper.com](http://atlsuper.com) and **TalkUp APS**



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

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

## Student Calendar

Students at all APS schools follow the school calendar below.

**August 3, 2016**

First Day of School

**September 5, 2016**

Labor Day Holiday

**October 7, 2016**

Teacher Professional Learning Day

**October 10 & 11, 2016**

Fall Break & Columbus Day Holiday

**November 8, 2016**

Election Day & Teacher Professional Learning Day

**November 21-25, 2016**

Thanksgiving Break

**December 19, 2016 – January 2, 2017**

Semester Break

**January 3, 2017**

Teacher Professional Learning Day

**January 16, 2017**

Martin Luther King, Jr. Birthday

**February 17, 2017**

Teacher Professional Learning Day

**February 20 & 21, 2017**

Winter Break & George Washington's Birthday

**March 17, 2017**

Teacher Professional Learning Day

**April 3-7, 2017**

Spring Break

**May 25, 2017**

Last Day of School



Ralph J. Bunche Middle School