



**2024-2025**  
**Elementary Academy**  
**Student/Parent Handbook**

Approved 2/12/2024

## Charles R. Drew Charter School | 2024-2025 | Student Calendar

17-23 Pre-planning Days  
24 First Day for Students

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Semester Break  
6 Start of Quarter 3 (Students Return)  
20 MLK Day

30 Asynchronous/Conference Day

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17-21 Winter Break

2 Labor Day  
23 Start of Quarter 2

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Asynchronous Day  
17 Start of Quarter 4

14-18 Fall Break

OCTOBER 2024						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-11 Spring Break

5 Election Day (HALF DAY)  
25-29 Thanksgiving Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22 Last Day for Students  
26 Memorial Day

20 Early Release Day  
23-31 Semester Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 Juneteenth

	Planning Day
	Asynchronous Day or Half Day
	Start/End of Quarter
	No School

\*Click [here](#) to view the Faculty and Staff Directory.

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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 school 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 Drew 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 Drew decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

(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 school 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 approved volunteer; a person or company that is under the direct control of Drew with respect to the use and maintenance of education records and with whom Drew has contracted or who volunteers to perform a service or function for which the school 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 school 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 school 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 school may disclose appropriately designated "directory information" without written consent unless you have advised the school to the contrary in accordance with school 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 publications such as graduation programs, yearbooks or school playbills; in school 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 at Drew; enrollment status; most recent educational agency or institution attended; and degrees, honors, and awards received.

The school 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 websites and 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 activities. School 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 school or school rule, procedure, or policy. The school 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 Principal, no later than September 2 (of the current year), or within ten calendar days of the student's enrollment.**

Each school is to keep any opt out provided in the student's permanent record folder.

## 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.

Drew Charter School 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. Drew will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Drew will also directly notify, such as through U.S. Mail or email, parents of students who are 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. Drew will make this notification to parents at the beginning of the school year if the school 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, Drew Charter School 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.

## **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. To report suspected child abuse, you may contact Drew's school social worker, school administrator, staff member, or DFCS Child Protective Center at 1-855-GACHILD / 1-855-422-4453 where reports are taken 24 hours a day, 7 days a week.

## **DREW NONDISCRIMINATION**

Drew Charter School 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).

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

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

Drew Charter School 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 the academy principal or Dean of Students. The school administrator 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 (except in extenuating circumstances) are confidential to the fullest extent possible. Confidentiality also applies to the investigative process of all investigations conducted by the school administration. 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 Dean of Students.

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:** Drew Charter School's current policy prohibits discrimination based on gender identity and expression. The school 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.

## ABOUT US

Elementary Academy (Grades PK-5) <b>Lower Campus</b> 301 Eva Davis Way, SE Atlanta, GA 30317 Main Office: 404-687-0001 Fax: (404) 687-0480	Junior and Senior Academies (Grades 6-12) <b>Yates Upper Campus</b> 300 Eva Davis Way, SE Atlanta, GA 30317 Main Office: 470-355-1200 Fax: (404) 373-9207
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### School History

Recognizing a quality school is the key to a healthy, revitalized neighborhood, the East Lake Foundation, in partnership with the Atlanta Board of Education and parents in the community of East Lake, opened Charles R. Drew Charter School -- the city of Atlanta's first charter school-- in August 2000. Drew Charter School started with 240 children in grades K-5 and now serves approximately 1,900 students in grades Pre-K-12.

The school is named after Dr. Charles Richard Drew (1904 -1948), an African American physician who is largely responsible for developing techniques used today for storing and transfusing blood and plasma.

### Purpose

Drew Charter School serves as a key component of the cradle-to-college pipeline within the holistic East Lake neighborhood revitalization. Appreciating our unique status as a mixed-income school, Drew Charter School's primary purpose is to provide an excellent education to all children living in the Villages of East Lake so that each student reaches his or her full potential and is launched on a pathway to health, impact, and prosperity.

### Vision

Drew students are equipped with the knowledge, skills, and passion to create positive change in the world.

### Mission

Drew is an exemplary, innovative, education community that empowers all students to achieve their full potential.

### Philosophy

Drew's approach is based on the belief that every child has gifts and talents that must be discovered and nurtured. All students are consistently encouraged to strive to do their best so they may reach their highest potential. A Drew education is one that supports strong intellectual, physical, social, and emotional growth.

### Diversity, Equity, & Inclusion

The school's commitment to equity is anchored by support from Drew's Board of Directors who in the fall of 2019 adopted the following equity statement formalizing their commitment to equity at Drew. At Drew Charter School, we are committed to seeing and embracing the entirety of each child, creating a culture that is inclusive of all students and their families, and providing a rich educational experience rooted in equity and compassion.

### Drew's Core Values

Wisdom, justice, courage, compassion, hope, respect, responsibility, friendship, leadership, and integrity are taught directly to students, reflected in the school code of conduct, and modeled in all interactions among members of the school community. Building strong character is fundamental to creating a positive learning environment and a hallmark of Drew Charter School.

## **What Is a Charter School?**

Charter schools are public schools of choice that have greater flexibility in implementing teaching methods and philosophies. A charter school operates according to the terms of a charter, or contract, that has been approved by a local and state board of education. The charter school may request waivers from certain provisions of Georgia state law and any state or local rule, regulation, policy, or procedure relating to schools in the school district. In exchange for this flexibility, the charter school is bound by contract to be held accountable for meeting the performance-based objectives specified in the charter. The State Board of Education and Atlanta Public Schools Board of Education recently approved the renewal of Charles R. Drew Charter School's charter contract for a five-year term beginning July 1, 2022, through June 30, 2027.

## **Educational Approach**

Made up of small, flexible, schools within schools, Drew is organized into academies where students are taught by a team of teachers. The Elementary Academy serves students in grades Pre-K-5; the Junior Academy serves students in grades 6-8 and the Senior Academy serves students in grades 9-12.

Drew works with several partners (i.e., Rollins Center at the Atlanta Speech School, Westminster Center for Teaching, Georgia Institute of Technology, Georgia State School of Music) that are focused on raising student achievement. These partnerships also help promote our STEAM theme, which integrates Science, Technology, Engineering, Arts, and Mathematics with each other and with the Humanities. Our instructional approach is Project-Based Learning (PBL), which provides students with a meaningful and authentic approach to learning the content and skills necessary to be successful in college, career, and civic life.

Drew's mission of high academic achievement is supported by an extended day (8:00 a.m. – 4:00 p.m.) and school year. Many students take advantage of the school's before and after school programs – one of the most comprehensive in the city – including the Drew After School Program, athletic teams, and extracurricular clubs.

Drew Charter School's Primary and Elementary Academies operate in Drew's original building that is attached to the East Lake Family YMCA. The Junior and Senior Academies are housed in a state-of-the-art facility across the street at the Yates Upper Campus. In addition, the school is surrounded by the Charlie Yates public golf course and the Villages of East Lake apartment home community.

## **Science, Technology, Engineering, Arts, and Mathematics (STEAM)**

Drew's STEAM model adds creativity and design-thinking, associated with the arts, to the traditional STEM disciplines. This focus begins in the Elementary Academy, continues throughout the Junior Academy, and guides our selection of career pathways at the Senior Academy level (Engineering/Design and Business Technology). This model also assists with the creation of projects, the integration of courses and the planning of special events (e.g. – STEAM Career Day, DESIGNORAMA, and STEAM Day). We believe that this focus will help students develop 21st Century skills and experiences in order to be successful in a rapidly changing and technologically advancing world. In 2017, Drew's Elementary Academy became the first charter school in the state of Georgia to earn the GADOE STEAM Certification. We will participate in the re-certification process with the GADOE during the 2024-2025 school year. Drew's Junior Academy earned this designation in 2019 and the Senior Academy earned this designation in 2022. It is important to note that in addition to a focus on STEAM, students receive a strong foundation in literacy and mathematics, all under the umbrella of Project-Based Learning.

## **Project Based Learning**

Project Based Learning (PBL) is an instructional approach that engages students in authentic learning designed to answer a question or solve a problem. Students learn 21st Century skills as they learn core content through rigorous, hands-on experiences. Unlike projects that are sent home in addition to the "real" work, in a PBL

environment, projects are the centerpieces of the lesson. Teaching occurs through the project, rather than teaching and then doing a project. PBL is the main course, not the dessert. Students use technology tools in ways that professionals do- to communicate, collaborate, research, analyze, create, and publish their work for authentic audiences. Evidence of student work is visible throughout the school and is shared publicly with the community via quarterly PBL Showcase events. PBL Showcases will occur both virtually and in-person at various times throughout the 2024-2025 school year.

### **Enrichment**

As a STEAM school, Enrichment classes are an important component of Drew's educational approach. At the Elementary Academy, students have the opportunity to experience a variety of Enrichment courses, including Band, Chorus, Dance, General Music, Engineering and Design, Environmental Science, Media Arts, Orchestra, Orff Ensemble, Photography, Physical Education, Robotics, Spanish, STEAM Careers, Theater Arts, and Visual Arts. Drew prescribes to an exposure approach in kindergarten through grade 3, meaning students will experience classes from all Enrichment areas. In grades 4 and 5, students participate in a course selection process and commit to taking either semester- and/or year-long Enrichment classes. This process allows students to explore areas of interest and hone in on their strengths and talents. Kindergarten through grade 3 students attend two, 40 minute courses daily, while grade 4 and 5 students attend 80-minute Enrichment classes on an A/B Day schedule.

## ENROLLMENT AND REGISTRATION

### **Admissions and Enrollment**

Drew Charter School's enrollment policies and priorities are determined by its charter agreement with Atlanta Public Schools and the Georgia Department of Education. Drew's current charter is for the school years 2022-2023 through 2026-2027. Enrollment policies can be found [here](#), and enrollment priorities can be found [here](#).

### **Verification of Residency**

Drew Charter School is part of the Atlanta Public Schools (APS) system. According to its charter agreement, a student must live within the APS district (the City of Atlanta) or be the child of a current fulltime employee or Board Member of Drew Charter School in order to attend Drew Charter School. A student's address will be determined based on the bona fide primary residence of the custodial parent/legal guardian. The address of residence is subject to verification via phone, U.S. mail, home visits, and all other legal means by the school administration or their designee at any time while a student is enrolled at Drew Charter School. Except as provided for above, children who do not live in the APS district are not eligible to attend Drew Charter School. If you move out of the APS district, your child will no longer be eligible to attend Drew and must be withdrawn. A student admitted under false information is illegally enrolled and will be dismissed from Drew Charter School upon discovery, with the student's parent/legal guardian subject to criminal charges and civil liability. Notwithstanding the foregoing, children of current full-time employees or board members of Drew Charter School are eligible to attend Drew Charter School as provided for in the charter agreement.

### **Custody**

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. Drew Charter School 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. Updated custody agreement forms should be on file with Drew at all times, Restricted pick-up of any parent or guardian will only be adhered to with evidence of court ordered documents or a current custody agreement stating pick-up or visitation are restricted.

### **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 [this online change of address form](#), which includes a place to upload new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address.

### **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.

### **Current Student Re-enrollment**

A student enrolled in kindergarten through 11<sup>th</sup> grade at Drew Charter school at the end of the academic school year shall automatically be enrolled in the school for the following academic school year provided that (1) the student continues to reside in the City of Atlanta (or the student's parent continues to be a teacher, staff member or board member of Drew Charter School) and (2) the student has reenrolled by the date established annually by the Mission Committee. Students who have been withdrawn or students who do not maintain an active enrollment at Drew may only return if they are seated through the annual lottery and complete the required enrollment process. Any exception to this (ex: returning after expulsion or independent study abroad) must be reviewed and approved by the Mission Committee on a case-by-case basis. Students who are enrolled in Drew's Cox Pre-K Program must enter the lottery for kindergarten placement and do not participate in re-enrollment.

## **Withdrawal From School**

At the time of withdrawal, students must pay the remaining cafeteria balances, and 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, 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. When students transfer or withdraw from school, parent(s)/guardian(s) are required to complete the online withdrawal form for their student's Academy. The Elementary Academy withdrawal form is available [here](#), and the Junior/Senior Academy withdrawal form is available [here](#). A 48-hour period is necessary to process all withdrawal paperwork. Students' grades and transcripts will not be released until all accounts are cleared. 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 parents who enrolled the child in school may give certified written permission to the school to allow a non-custodial parent to complete withdrawal procedures. Drew Charter School may withdraw a student without parent/guardian permission as required and permitted by the Georgia State Board of Education Rules.

## ATTENDANCE

### Attendance Policy

Drew Charter School maintains attendance regulations that follow guidelines of the Atlanta Public Schools Attendance Policy. Students are expected to be in school except in cases of illness or emergency (see list of Excused Absences and Tardies below). Only when attendance is regular and punctual can students fully capitalize on the many opportunities for successful learning that this school offers. The school and its families must work together to ensure regular attendance of all students. While the school recognizes the value of family trips, it is strongly recommended that such trips correspond with the generous vacations already built into the school calendar to avoid the loss of valuable class time. Students are responsible for any work missed due to an absence, whether excused or unexcused. Parents are required to notify the school of a child's absence as soon as possible and preferably before the start of the day on which the student will be absent. If the school has not been notified about an absence in a timely manner, the school will attempt to contact the family by phone, email, or text message to inform them about the student's absence via our automated school system, but you must be registered in Infinite Campus Parent Portal to receive these notifications. Parents can also verify their child's attendance via the Infinite Campus Parent Portal. **\*NOTE: Students who arrive at school after 11:30 a.m. will be counted as absent for the day and will not be allowed to attend school without a doctor's notice.**

### Truancy

The Compulsory Attendance Law requires all minor students to attend school on a regular basis. 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 between their 6<sup>th</sup> and 16<sup>th</sup> birthday 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 or not less than \$25.00 and no 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".

Drew will notify parents/ guardians when a student has accumulated five (5) unexcused absences. Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. 15-11-67

### Absence Policy

Please refer to the ladder of interventions regarding the school's absence policy:

1. After three (3) unexcused absences the counselor will contact the parent by email, phone, or in person and remind them of the school's attendance policy. The school will document the contact with a parent. Contact will be made with the information listed in Infinite Campus.
2. After five (5) unexcused absences the attendance specialist will send an email and/or letter of notice to the parent/guardian reminding them of the school's attendance policy and intervene to support if necessary. Notices will be emailed and/or mailed to the email/ address listed in Infinite Campus.
3. If the scholar accumulates eight (8) unexcused absences, a referral will be made to the Administrative Staff to schedule a meeting with the parent(s)/guardian(s), and the student in person, or via Zoom. The purpose of this meeting is to determine the student's continued enrollment at Drew Charter School and place the scholar on an Attendance Contract in hopes of improving their attendance concerns.
4. If the scholar accumulates ten (10) unexcused absences, a referral will be made to the School Social Worker. The School Social Worker will send an Intent to File Letter via certified mail to meet with the parent(s)/guardian to intervene/set parameters for withdrawal. The School Social Worker may also refer this case to the Department of Family and Children Services (DFACS.) A student can be withdrawn



from school if they accumulate more than ten (10) consecutive, unexcused absences for the year. Drew's social worker will indicate to administrator's which students have not improved.

5. Residency verification documents may be requested.

#### *Following Each Full Day of Unexcused Absences*

Parent Contact via Robocall and automated email responses. However, you must be registered on Infinite Campus Parent Portal to receive these notifications. These notifications will advise the time your student arrived at school and the reason for absence.

Excuse note requested parent/student must be provided within three (3) days of the student's return to school, or the absences will be marked as unexcused.

#### **Excused/Unexcused Absences**

When verified by the parent or guardian, excusable absences will be recorded in the student's permanent record as an "excused absence". The school does not excuse absences for assisting at home, babysitting, family vacations, shopping or for other reasons deemed capricious by the school authorities. In addition, teachers are not responsible for providing private instruction for work missed through absences for the aforementioned reasons. Such absences must always be reported to the school and will be recorded on the child's permanent record as "unexcused absences". Continued or chronic absence/ tardiness for illegal reasons may result in referral to the Student Support Team (SST), or the Department of Family and Children Services (DFCS), and excessive illegal absence/ tardiness may result in the retention of a student at grade level and referral to the juvenile authorities.

#### **Excused Absences and Tardies**

Excusable absences permitted by Georgia Board of Education attendance rules:

- Illness
- School Sponsored Educational Opportunity
- Quarantine
- Suspension
- Death in Family
- Expulsion
- Medical (or dental) appointments
- Court Proceedings (one-day limit)
- Religious Proceedings
- Serve as a Page in the Georgia Assembly

#### **Violation of Drew Attention Policies**

Students with excessive unexcused absences and/or tardiness are in violation of our attendance policy. Students who have exhibited a pattern of poor attendance from the previous school year and/or have exceeded the current school year maximum number of unexcused absences and or/tardies may be placed on attendance probation. Students on probation can be withdrawn when 2 absences and 5 tardies are reached. A due process model will be implemented to address continued and repeated tardiness. Continued and repeated tardiness will jeopardize the student's continued enrollment at Charles R. Drew Charter School.

#### **Absence Documentation Requirement**

##### *Parent's Notes*

All absences require a written note from the parent/guardian explaining the absence(s). The note and/or medical documentation should be emailed to [eaattendance@drewcharterschool.org](mailto:eaattendance@drewcharterschool.org) (not their teacher.) If you're unable to email your documentation, your student/or you should deliver the note/medical documentation to the secretary at the front desk when they return to school. Failure to submit such note and/or medical documentation within three (3) days after returning to school will result in an unexcused absence being recorded.

### *Doctor's Note*

Upon return to school, a student absent 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

### *Following Each Unexcused Tardy*

Parent Contact via Robocall and automated email responses updated with the time of arrival and reason for tardy. However, you must be registered on Infinite Campus Parent Portal to receive these notifications. Please send all proof of medical and or dental appointment(s) for tardy to [eaattendance@drewcharterschool.org](mailto:eaattendance@drewcharterschool.org) (not their teacher). If you're unable to email your proof of medical, or dental appointment, please have your student/or you give proof to the secretary at the front desk of the school. If documentation is not received within three (3) days of the student's tardy, it will be marked as unexcused.

### **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 in or attend extracurricular activities scheduled for the same day that the student is absent. This includes PBL Showcases, enrichment performances, etc.

### **Make-Up Work**

Students who have an excused absence shall have the opportunity to make-up work. It is the responsibility of the parent and student to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable terms for daily work and test make-up. Students will be granted the amount of time they were absent to make up work. Major project or quarter exams missed during suspensions will be made up within the same number of days as the length of the suspension.

### **Tardiness Policy**

All students must arrive at school and be in the assigned classroom by 8:00 a.m. Students are considered tardy when entering the classroom after 8:00 a.m. bell rings. Repeated failure to comply with this policy could result in the student losing the privilege of attending Drew Charter School.

### **Following each Unexcused Tardy to school:**

Parent Contact via Robocall and automated email responses updated with the time of arrival and reason for tardy please send all proof of medical and or dental appointment(s) for tardy to [eaattendance@drewcharterschool.org](mailto:eaattendance@drewcharterschool.org). If you're unable to email your proof of medical, or dental appointment, please have your student/or you give proof to the secretary at the front desk of the school. If documentation is not received within three (3) days of the student's tardy, it will be marked as unexcused.

### **Tardiness Procedures**

Students who arrive after the 8:00 a.m. bell rings must obtain a late pass before entering class. Only proof of medical and dental appointments will be considered for excused tardiness. Please refer to the ladder of interventions regarding the school's tardy policy:

1. After five (5) unexcused tardies the counselor will contact the parent by email, phone, or in person and remind them of the school's tardy policy. The school will document the contact with the parent.
2. After ten (10) unexcused tardies the attendance specialist will send an email, and or letter to the parent reminding them of the school's tardy policy and intervene to support if necessary. Notices will be emailed and/or mailed to the email/ address listed in Infinite Campus.
3. If the student accumulates fifteen (15) unexcused tardies, a referral will be made to the Administrative Staff, and School Social Worker. Parent(s)/guardian(s) and/or the student are required to attend a mandatory meeting regarding being tardy to school, either in person or via Zoom.
4. A committee will develop progressive intervention plan with parents/guardians to prevent additional tardies, which can include monitoring, counseling, mentoring, as well as additional family support services.

5. A due process model will be implemented to address continued and repeated tardiness. Continued and repeated tardiness will jeopardize the student's continued enrollment at Charles R. Drew Charter School.
6. Residency verification documents may be requested.

### **Late Pick-Up**

The school day ends at 3:45 p.m. Students are expected to be picked up on time, between 3:45 p.m. and 4:15 p.m. We encourage parents to enroll students in an after-school program if you cannot make the 4:15 p.m. deadline. After 4:15 p.m., parents will be required to sign out their child from the late pick-up room. The following fees will be assessed:

**After 4:15 p.m. – Parents must pay a fee of \$1 per minute, per child at the of pick-up.**

Please note that the school will make every effort to contact you should your child not be picked up by 5:15 p.m. Students not picked up by 5:15 p.m. will be referred to the school social worker for follow-up. In order to ensure the safety of your child, the school will contact the local authorities should a pattern of late pick-ups occur.

### **Early Dismissal**

Requests to be dismissed before the end of the school day must be limited to emergencies or medical appointments that cannot be taken care of during after-school hours. Parents should not check out students for the purpose of avoiding car rider traffic. Students who need to leave early should bring a note from their parents on the morning of the day of the early dismissal. Parents have to check their child out early from the front desk using standard checkout procedures. The frequency of early dismissals will be monitored. **Early dismissal ends at 3:00 p.m. Students will not be released for early dismissal after 3:00 p.m.**

## GENERAL INFORMATION

Elementary Academy Hours of Operation
School Hours: 8:00 a.m. – 3:45 p.m.
Morning Care: 7:15 a.m. – 8:00 a.m.
Main Office Hours: 7:15 a.m. – 4:15 p.m.
RISE After School Program: 4:00 p.m. – 6:00 p.m.

### Arrival Procedures

All students must arrive and be in their classroom by 8:00 a.m. each morning (**8:30 a.m. for pre- kindergarten students**). Students will be considered late after the 8:00 a.m. bell. Students may be on campus as early as 7:15 a.m. and may eat breakfast up until 8:00 a.m. Students who arrive after 7:55 a.m. will not be allowed to join the breakfast line. Once they have arrived on campus, students are not permitted to leave school unless a parent, guardian, or authorized person is physically present and presents a valid picture ID. Students walk to their classrooms independently. Parents and visitors will not be allowed in the building for morning drop-off. If you need to speak with your child's teacher, please send an email or leave a message with the main office.

### Birthday Recognitions

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. Please be mindful that birthday recognitions at school are not meant to take the place of a birthday party (i.e., games, party favors, etc.) To maximize student instructional time, we are asking all parents to follow the following guidelines when planning for your child's birthday recognition at school:

- Please check with your child's teacher regarding classmates with specific dietary needs or food allergies prior to sending any food item to school
- Ensure that birthday treats are store-bought (no homemade items) and include a visible listing of ingredients

**\*NOTE: Drew does not allow balloons, flowers, party favors, treat bags, and costumes for student birthday celebrations.**

#### *Pre-K - Grade 3*

If you want your child to celebrate with his/her classmates send a small treat to share after confirming the day/time with your child's teacher. Birthday celebrations will be limited to 15 minutes; celebrations can only take place in the classroom between 3:00 p.m. - 3:30 p.m. Only parents/guardians are allowed to attend in person birthday celebrations. Parents can send in treats and ask teachers to share the experience with them via Zoom if they are unable to attend in person.

#### *Grades 4-5*

Birthday celebrations for students in these grades will take place during the child's lunch period. The cafeteria monitors will distribute treats toward the end of the lunch period. Please confirm the time of your child's lunch period with his/her homeroom teacher. Only parents/guardians are allowed in the cafeteria for birthday celebrations.

### Building Entrance

When students are dropped off or picked up, they must enter and exit the building through the identified grade level entry areas, unless otherwise advised.

## **Clubs, Organizations, and 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. Drew offers opportunities for students to engage in school-sponsored activities. School-wide clubs will continue this year for students in kindergarten through fifth grades. School-wide clubs supplement classroom learning while creating a safe, positive environment for students to explore different interests and socialize with others. They also promote relationship building with an adult. Students will have an opportunity to select clubs that are of interest to them.

Students attending regularly scheduled club meetings must follow school rules. 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 band, choir, 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.

## **Communication**

### *Weekly Principal Newsletter*

In an effort to communicate in a proactive and interactive manner, the principal will forward an electronic weekly newsletter to parents/guardians. The weekly newsletter will serve as the primary communication source for parents. It will be distributed on Sunday evenings and will include school-wide announcements, calendar reminders, and pertinent updates.

### *Grade Level Communication*

Each grade level will provide weekly communication to parents each Monday via a newsletter.

## **Contacting Staff Members**

Communication between staff members and parents/guardians is critical for students' success. Below are several procedures and norms for this communication:

1. Parents/guardians should expect staff to respond to phone calls and emails within two business days (48 business hours).
2. Upon receipt of a conference request, staff members will attempt to schedule conferences within the next 10 business days. Conferences will be held on either Zoom or via telephone.

## **Dismissal Procedures**

Early dismissal ends promptly at 3:00 p.m. **Please arrive before 3:00 p.m. if you need to pick your child up early.** Dismissal procedures for your child should be communicated to your child's teacher at the beginning of the school year (i.e., walker, parent pick-up/car rider, private bus/van service, or RISE After School Program). Students are signed out daily using the Procure system. Parents must set up a Procure account to obtain a 4-digit code. Codes cannot be shared by multiple family members/each person authorized to pick up a student must utilize their own unique code. The following dismissal procedures will be utilized:

### *Pre-Kindergarten*

- Pre-kindergarten students use a different schedule for pre-k dismissal **only**. Pre-k dismissal procedures will be communicated to families by Ms. Tuttle, Pre-K Director.
- Parents will be required to sign students out via the Procure system.

### *Kindergarten*

- Kindergarten students will be escorted to their parent/guardian beginning at 3:45 p.m.
- Parents will be required to sign students out via the Procure system.

*1st – 5th Grades*

3:45 p.m. – 4:15 p.m.:

- All car riders will be dismissed from their classrooms via the Procure system. Car riders exit through their designated exit.
- All van riders will report to the Media Center and be escorted to vans/ after-school buses.
- All students in the RISE After School Program will be escorted to designated areas by assigned staff members.
- All walkers will be dismissed from their classrooms via the Procure system at 3:45 p.m.

4:15 p.m.:

- Students not picked up by 4:15 p.m. will be escorted to the late pick-up area and will need to be checked out from there via Procure.
- Parents arriving after 4:15 p.m. will be assessed a fee of \$1 per minute per child beginning at 4:30 p.m. up until the time the parent arrives. Payment for late pick-ups is due at the time of pick-up.

**Dogs**

Dogs are not allowed on school property.

**Dress Code**

While attending school, all students must be in full uniform daily. Uniforms must be neat, and clean, and students should also practice good hygiene. If a child is out of uniform, parents will be contacted and required to bring the necessary items before students are admitted to class. Coats, jackets, and other over-garments, which are not part of the school uniform, must be stored in an assigned location. Students are not allowed to wear coats and jackets during the school day for safety concerns. The Elementary Academy uniform policy is as follows:

<b>Tops</b>	Hunter Green Knit Polo Style Shirt - Collar is required - Sleeves are required - Only the school logo/insignia is allowed - Only solid colors are accepted Drew spirit wear (t-shirts, sweatshirts) Hunter Green Knit Polo Dresses Sweaters must be in Hunter Green, White or Khaki
<b>Bottoms</b>	Khaki Pants, Khaki Shorts (not to exceed 1 inch above the knee) Khaki Jumpers, Khaki Skirts, Khaki Pants (Tan/Beige Color ONLY)
<b>Footwear</b>	No open-toed shoes
<b>Accessories</b>	Belt (as needed) Hats are not allowed. Head coverings are only allowed for religious reasons inside the school building. All accessories should be consistent with the spirit of the uniform policy.
<b>Other</b>	When approved by the administration, select clothing may be allowed on particular school days. Professional dress will be requested or required for select events including project presentations and identified field trips.

\*Administrators reserve the right to request the removal of clothing items deemed inappropriate/out of compliance with school policies and expectations.

**Emergency Procedures**

Charles R. Drew Charter School has developed a comprehensive safety plan that will be practiced throughout the school year. Fire and emergency procedures are posted near the door of every room in the school building.

Students and staff will participate in training and drills of emergency procedures and are expected to adhere to the proper protocol during all drills. During emergencies where evacuation of the building is necessary, alarms will ring continually. When emergency alarms sound, students and staff should proceed quickly, quietly, and calmly following the evacuation procedures. All building visitors are required to participate in drills as well.

### Grading Scales

#### *Kindergarten Performance Levels*

Beginning: First time experiencing the skill/standard or failure to achieve at the assigned performance level

Developing: Average achievement and practicing the skill

Proficient: Above average achievement and performing the skill accurately

Exemplary: Excellent achievement by performing the skill accurately and consistently

#### *Grades 1-5 Grading Scale*

A = 90-100%                      Excellent achievement at the assigned performance level

B = 80-89%                        Above average achievement at the assigned performance level

C = 70-79%                        Average achievement at the assigned performance level

F = 0-69%                         Failure to achieve at the assigned performance level

<b>Enrichment Grading Scale</b>		
<i>Symbol</i>	<i>Standard</i>	<i>Clarifying Statement</i>
P	Pass	Indicates mastery of grade-level content normally expected for the student's instructional level.
F	Fail	Achievement Indicates failure to perform at the expected instructional level. (The teacher must include a comment that best describes the area of concern.)

### Field Trips

Drew's Project Based Learning curriculum provides students with unique learning experiences inside and outside of the classroom. During the school year, students will have the opportunity to participate in field trips that take place during the regular school day (departs after arrival and returns before regular dismissal) or, day trips (may require students to arrive before 8:00 a.m. and/or include a late return after 3:30 p.m.) Field trip experiences are a major part of the curriculum and participation is encouraged.

Rather than requesting a permission slip for every field trip, Drew Charter School has adopted one universal permission slip for the entire school year. This form was included in the Enrollment/Re-Enrollment paperwork. Parents will always receive advance notification for any field trips and have the right to opt out of specific trips. Drew pays all fees associated with academic field trips. Under no circumstance will a student be allowed to leave the school grounds without a permission slip signed by a parent/guardian. Students and parents are expected to adhere to all deadlines related to returning permission slips. Verbal and text authorizations from parents are not allowed.

During the school year, students may have opportunities to participate in other field trips/events that may not have an academic focus but allow students to engage in peer interaction, provide exposure to unique activities, socialize, and celebrate their individual accomplishments. Parents are asked to pay for these events, as these trips/activities are not funded by General Operating Funds. Funds for field trips/events of this nature are collected via MyPaymentsPlus.

Field trips are a privilege. A student can be excluded from participation in field trips as a consequence of inappropriate behavior on school grounds or based on inappropriate behavior displayed on previous field trips.

Behavior expectations on field trips are the same as required within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were at school. Violations of school rules on a field trip may result in the revocation of a student's privilege to participate in future field trips and/or other school activities.

### **Homework**

Homework is an extension of the school day. Students are expected to meet the deadlines given by their teachers. The school-wide homework focus is on building fluency in both reading and mathematics, as well as reviewing concepts that have been previously taught. Students should read appropriate texts and practice mathematics facts outside of the school day. Teachers may provide additional practice and reinforcement via online platforms, resources, and Google Classroom.

All 3rd, 4th, and 5th grade students are required to participate in the Science Fair Process. Science Fair Projects are school/home projects. Students will be required to complete components of the Science Fair Project at home due to class limitations. Science Fair Project guidance and requirements will be shared with students/parents by the homeroom teacher.

### **Lost and Found**

Lost items can be retrieved on Wednesdays from the designated area in front of the school. Students can also retrieve lost items from the designated lost and found area located outside of the cafeteria during their lunch periods. We encourage families to label their child's items to help us return lost items to their owners. Unclaimed items will be donated the last week of each month to a local Goodwill.

### **Meals**

Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. This is why our School Nutrition Department offers breakfast and lunch options for students daily. However, school meals are not free. If you plan to have your student(s) eat meals at school, you will be billed monthly. For more information about school meals, please visit the [Drew Dining](#) page in the parent section of the school website. You can also send questions about anything school nutrition related to [nutrition@drewcharterschool.org](mailto:nutrition@drewcharterschool.org).

Students will eat breakfast and lunch in the cafeteria or designated area. Parents who do not want their child to eat school lunch are strongly encouraged to send lunch with their child to school. To limit classroom disruptions, students will not be called out of class to retrieve lunches left for students by parents. The following guidelines will be used for parents who need to drop off their child's lunch during the school day:

- Bring lunch only for students for which you are a parent/guardian.
- Leave the lunch in the designated area in front of the school building.

Please note that any lunches that arrive after the designated lunch period will not be distributed to students.

### **Media**

The media may choose to cover interesting events that occur at Charles R. Drew Charter School throughout the year. If for any reason a parent does not wish his/her child to be viewed on television or photographed, you must submit a media release form. Media release forms are included in enrollment/re-enrollment paperwork.

### **Money and Other Valuables**

Students should not bring money, property, or other valuables to school, except to purchase items from the cafeteria, or to pay for field trips and/or other classroom fees. Money should be sent in a sealed and labeled envelope. If money is required for other reasons, students and parents will be notified. The school will not assume responsibility for any lost or stolen items.

While it is the responsibility of the student to secure and maintain the safety and control of any and all valuables, the administration of Drew Charter School and its entire staff will also hold students accountable for any deliberate theft or misuse of another student's property. Students are not allowed to sell or solicit funds of



any kind without the consent of an administrator. Students are not permitted to give items on campus without consent from an administrator. This includes candy, sodas, and other materials. Students found in violation of this rule will receive consequences and items will be confiscated.

### **Multi-Media Center**

The Media Specialist manages electronic, print, video, and other traditional and nontraditional information resources, and helps individuals within the school retrieve and organize information. The instructional material in the school media center enriches the education of children, improves research skills, and helps teachers to individualize instruction. Students are encouraged to spend at least 20 minutes reading each night. Books and other materials, such as magazines and reference articles, are available for both classroom and personal use. The cooperation of parents is requested to ensure that materials are used and returned promptly.

Students are expected to respect the rights of all students who are entitled to a quiet work place, and to take good care of media center materials. Students are responsible for damaged or lost materials.

### **Parent-Teacher Conferences**

Teachers are not available for parent-teacher conferences during instructional time. However, parents are encouraged to utilize the scheduled parent-teacher conference days to address student issues. There are scheduled parent-teacher conference days throughout the school year (August/March). If you submit a complaint or issue, please allow time for an administrator and/or teacher to investigate your concern before issuing a response.

### **Progress Reports**

Progress reports are sent home once per quarter. Student's grades can also be monitored via the Infinite Campus Parent Portal at any time. Infinite Campus Parent Portal access can be obtained from the school registrar.

### **Restrooms**

Students should use the restroom between classes, before and after lunch, returning from Enrichment classes, or as directed by a teacher. Students will not be permitted to loiter in the restrooms. Students who need to use the restroom during class times must obtain permission from their teacher along with a hall pass.

### **Responsible Technology Use**

At Drew Charter School, we use technology to enhance our mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. We expect students to embrace the following principles so they may become responsible, digital citizens. These technologies may include, but are not limited to, school-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, netbooks, e-readers, interactive whiteboards, etc.).

1. Drew Charter School technology is intended for educational purposes only.
2. All activity over the network or while using Drew technologies will be monitored.
3. Access to online content via the school network will be filtered in accordance with our policies and federal regulations, including the Children's Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources will result in disciplinary action.
6. Drew Charter School makes every effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
7. Users of the school network or other technologies are expected to immediately alert school personnel of any concerns for safety or security (duty to inform).
8. Any electronic device that is being used inappropriately will be confiscated and students will receive a consequence, including loss of technology privileges.
9. Students/parents will be held responsible for damaged technology.

To ensure students are aware of the school's technology policies, the following Technology Agreements are discussed and are visible in every classroom:



\*Student violation of technology agreements will result in Student Conduct referrals (Levels 2 and 3 Infractions).

### Report Cards

At the end of each grading period, a thorough report of student progress is presented in the form of a report card that includes:

- The overall quality of performance according to the standards of each discipline.
- The level of the student's work (above, below, or on grade level).
- A brief description of any standards where a student is notably strong or weak.

### Retesting

Students in grades 2, 3, 4, and 5 are given opportunities to retake identified assessments when a student earns a score below 70%. All retakes must be completed within 10 days of the initial assessment. Students are not permitted to retake an assessment after the end of a 9 week marking period (quarter). Retests are only permitted on tests. Retests are not allowed on quizzes, benchmarks, and MAP assessments.

### RISE After School Program

The RISE After School Program aims to provide a fun, enriching environment for students in grades Pre-K through 5th that will encourage learning, inspire creativity, enhance social skills, and reinforce academic standards using Science, Technology, Engineering, Arts, and Mathematics (STEAM).

The RISE After School Program is a fee based program that operates each full school day beginning at the end of the school day and ending at 6 p.m. General dismissal will begin officially at 5:45 and run until 6:00 p.m. Families will have a 15-minute grace period from 6:00 p.m. - 6:15 p.m. Beginning at 6:15 p.m., there will be a late fee of \$1 per minute, per child.

### Room Parents

Classroom Room Parents are a vital component of the Elementary Academy and are handled through the PTA. At the start of each school year, the PTA solicits parents who are interested in being Room Parents for their child's class.

### *Roles & Responsibilities*

The Room Parent is required to be a Level 3 Volunteer and must pass this clearance level. Information about how to obtain this level of volunteer status can be found on page 24 of the 2024-2025 Elementary Academy Handbook. The Room Parent is responsible for maintaining a class list of emails in order to send out PTA

announcements on a regular basis, this is an important part of our PTA communication and a vital role of the room parents. Once a Room Parent is in place they should initiate a meeting with the teacher(s) to determine what needs the Room Parent can fill. The PTA Room Parent Committee Chair will be available for guidance throughout the year.

### **School Closing**

In the event of inclement weather, Charles R. Drew Charter School will follow the Atlanta Public Schools' inclement weather decision. Parents, students, and staff are advised to tune in to all local television channels for school closings, delays, and/or early dismissals.

### **School Telephone Use and Student Use of Electronic Devices**

Students will only be allowed to use the school telephone for emergencies and only with staff permission and supervision.

Students are not permitted to use cell phones during the school day. Students in 2<sup>nd</sup>-5<sup>th</sup> grades will be asked to turn in their cellular devices and smart watches at the beginning of each school day in their homeroom classroom. All cell phones and smart watches will be stored in cell phone lock boxes in each homeroom. Devices will be returned to students at the end of each day.

**Any student who is found using an electronic device during the school day (i.e., cell phone, walkie-talkie, iPod, smart watch, hand held video games, tablet, and other electronic communication devices) will have the item confiscated and will only be returned when the student's parent appears in person to retrieve the item.**

### **Visitors**

All parents/guardians and other visitors, must enter through the front lobby, check in at the front desk (identification required), and always wear an identification badge. Any visitor found in the building without an identification badge will be asked to leave the building. School staff will provide additional visitor assistance, as needed.

### **Volunteer Program**

All non-Drew staff volunteers must be cleared using the following means in order to serve in a volunteer capacity:

#### *Level II Clearance*

Level II volunteers are non-Drew personnel who will have direct interaction with students with other adults present at all times.

- Any volunteer who will interact with students in the presence of school staff will need to be cleared by:
  - Completing the Volunteer Release Form
  - Submitting a copy of government issued ID
- Once they have submitted the paperwork listed above, a staff member must check their name on the US Department of Justice's Sex Offender Registry
- If they are not listed on the website they can be cleared and added to the list of approved volunteers.  
\*\*Please note that all Level II volunteers are required to submit necessary documents annually.

#### *Level III Clearance*

Level III volunteers are non-Drew personnel who will have direct, unsupervised interaction with students. Level III Clearance is required for all classroom parents. Parents are not allowed to attend field trips as chaperones without Level III Clearance as field trip chaperones.

- Any volunteer who will interact with students without a staff member will need to be cleared by:
  - Completing the above steps for Level II Clearance
  - Completing the GAPS Cogent Applicant Registration Form in addition to paying the \$45 fee
- Once they have submitted the paperwork listed above, a staff member must enter all their

information into the Applicant Registration section of the GAPS Cogent website

- After 2 to 3 days the applicant's report will be ready to view by an HR representative who will determine if they are clear to volunteer.

If you would like to become a volunteer, please email [drewvolunteers@drewcharterschool.org](mailto:drewvolunteers@drewcharterschool.org) to begin the process. Please allow time for the process and approval of your application.

## PARENT AND STUDENT RESOURCES

### **Academic Interventions**

#### *Literacy Center and Math Lab*

Drew Charter School implements a systematic and comprehensive process toward closing the achievement gap with students who are performing below grade level in reading and/or mathematics. The labs occur during the Enrichment blocks and do not remove students from core content instruction. Tier 2 and Tier 3 academic interventions are provided through our Literacy Center and Math Lab as well as classroom response to intervention small groups. Drew Charter School uses a variety of data sources to determine which students are required to attend the Literacy Center, Math Lab, or classroom RTI. Students are progress monitored on a weekly and/or bi-weekly basis. Eligibility for this support is re-assessed regularly. An individualized intervention program and timeline of instruction are then developed for each student. Each student's progress is carefully monitored by their instructor (s), and interventions are adjusted according to the student's current needs and progress. Students requiring the most intense level of intervention as determined by data from multiple sources will receive their interventions in the lab setting. The school reserves the right to determine the appropriate intervention delivery model for students. When students consistently meet grade level norms and expectations, they may transition from Labs and RTI.

### **Child Abuse**

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. Please refer to Policy JCAC for comprehensive guidelines. Georgia law requires that school employees and volunteers immediately (or within 24 hours) report any suspected cases of child abuse or neglect. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child without parent notice or permission. Drew 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.

### **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 Drew Charter School 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 Special Education Lead Teacher.

### **Gifted Education Program**

The Gifted Education Program provides differentiated instruction for intellectually advanced and creatively gifted students. According to Georgia Board Rule 160-4-2-.38, a gifted student is defined as one who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of

motivation, and/or excels in specific academic fields, and who needs special instruction and /or special ancillary services to achieve at levels which commensurate with his or her abilities. Gifted students receive a minimum of five segments of instruction each week from a gifted endorsed teacher. Services may be provided using several instructional models: advanced content, resource model (meeting outside of the regular classroom with gifted endorsed teacher) and/or students may be placed in cluster groups within the regular education classroom of a gifted endorsed teacher. The specific courses for a student are determined by past classroom performance, nationally normed achievement test scores, and teacher recommendations.

### **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 school 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.

### **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>

### **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 at Drew Charter School 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 at Drew Charter School in order to receive HHB instruction. For additional information, contact the SST/RTI Specialist at Drew.

### **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

### **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 must be submitted to the school-based health services professional or the central health office personnel.

### **School Nurse**

A registered nurse is on duty each day. The nurse is responsible for assessment, intervention, and management of health-related concerns in the school setting. This service is not to replace the care a student receives from a regular doctor or clinic, but will provide:

- • Basic emergency and first aid care,
- • Assistance to correct problems discovered,
- • Monitoring of immunization records, and
- • Administering of certain medications.

### *Medication*

If a student needs to be administered medicine during the school day, it must be in the original container and a completed permission form must accompany the medication. This form may be obtained from the nurse's office. A parent/guardian must deliver prescription medications that are classified as controlled substances to the nurse's office. All medication will be stored and dispensed through the nurse's office. **Students are not allowed to bring medicine (prescription or over the counter) with them to school to administer to themselves or distribute to others.**

### *Sick Call*

After an assessment by the nurse, if it is determined that a student should not be at school, a parent, guardian, or emergency contact will be notified. Please contact the nurse's office when there is a change in health status to discuss your student's individual needs. If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian and doctor must be presented to the nurse. The nurse 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. All medicine must be kept in the school clinic and dispensed by the nurse or his/her designee.

#### *Contagious Illness*

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

#### *Lice*

If a student has been identified as having lice or eggs in their hair/scalp, a parent/guardian will be contacted and they must be picked up immediately. Your child may return after treatment and a re-check has been performed by the nurse.

#### **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, Drew's Social Worker is Mr. Akil Rashid (akil.rashid@drewcharterschool.org).

#### **Student Support Team (SST)**

The purpose of SST is to develop individual plans for each child's educational and social- emotional development, engage classroom teachers and parents in creating school-wide and individual plans, and create linkages to consortium of service providers. SST is intended to support student achievement, socialization skills, attendance, and parental involvement.

### **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 Special Education Lead Teacher (SELT) at Drew Charter School.

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 (board members and other school 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, parent, or guardian ("grievant") may request an impartial hearing due to Drew's 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 Special Education Lead Teacher (SELT); however, a grievant failure, to request a hearing in writing does not alleviate Drew's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the Special Education Lead Teacher (SELT). The Special Education Lead Teacher (SELT) 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 Special Education Lead Teacher will acknowledge the Request for Hearing in writing, schedule a time, and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Special Education Lead Teacher will inform the grievant of the specific information needed to complete the request. All timelines and processes will be saved until the Request for Hearing contains the necessary information noted above.

### **3. Mediation:**

Drew Charter School 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 Drew must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, Drew will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

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

- a. Special Education Lead Teacher 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 Special Education Lead Teacher of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Special Education Lead Teacher 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. (34C.F.R. §104.34). One or more Drew 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**

Trust is critical to the culture of the Drew Elementary Academy. As a school, we operate from the position that students will become better decision-makers if they are provided with appropriate freedom, trust, and support. There are a variety of strategies to promote good decisions including explicit behavioral and social skills through our Social Emotional Learning instruction, goal-setting, and check-in, reflections, positive behavior supports/interventions, and positive reinforcement. The staff regularly highlights students for accomplishments and progress as it relates to behavior. There are also quarterly and daily recognitions of students who demonstrate the attributes of a Drew Eagle.

We work hard to build meaningful and supportive relationships and create strong classroom communities, and we believe that our staff is exceptional at building student relationships and creating safe spaces for all students. We also focus on the use of restorative practices and mindfulness throughout our school day and when addressing student concerns and conflicts. We strive to be consistent and equitable in our discipline practices and use available supports to create positive experiences for our students. Our collective goal is to provide students with the skills to navigate peer and classroom interactions and engage in meaningful learning and experiences.

We utilize practices that do not isolate or exclude students from the overall classroom community, and we address student behaviors with a proactive and intervention-based approach, coupled with restorative practice principles. Our SEL support staff, and counselors are available to support staff as they create their ideal classroom culture and work to build meaningful relationships with students that collaboration, learning, and engagement occur at high levels. We also prefer to use proactive and restorative approaches rather than punitive ones, particularly when behavior is new or is best handled using discussion and reflection. It is also important that there are clear and consistent approaches to addressing students' decisions that harm or hinder their learning and the safety of themselves or others. Whenever possible, staff will engage students in analysis and discussion to understand why their behavior is harmful or inappropriate, as well as how students can make better decisions in the future. We strive to minimize time spent out of the classroom as much as possible due to the impact on learning and well-being, and work to ensure that when students are removed from the classroom community for any period, they are welcomed back into the community and feel comfortable in their role as a classroom community member.

Through support from the counseling staff, Mindful Nest staff, and administration, students also work to repair any damage done by their behavior. This may include restorative practices and other opportunities to reflect on the impact of their actions. In addition to these practices, there is also a need for a clear and consistent system of consequences to discourage inappropriate and harmful behavior. The consequences listed in this code of conduct are general guidelines. The administration reserves the authority to implement consequences that are deemed to be most appropriate based on the severity, duration, and frequency of the behavior(s).

### **Social Emotional Learning**

Social Emotional Learning (SEL) involves processes through which children and adults develop fundamental emotional and social competencies to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, maintain and establish positive relationships, and make responsible decisions. The overall intent and purpose of the program is designed to inform how adults/students relate to each other, foster a calm and welcoming school climate, shape partnerships with family and community, and build heightened engagement, trust, and collaboration.

We have embraced SEL at Drew and have put programs in place to promote a calm, safe, and highly productive learning environment. The SEL program is a school-wide initiative that is observed daily for a fifteen-minute period by all students and staff. The weekly outline of the program is listed below:

- Mindful Monday - School-wide meditation
- Tuesday through Thursday - Second Step and/or Clymb Curriculum
- Friday – Class Meetings

Goals for implementing SEL school-wide include the following:

1. To ensure that every student follows the accepted school code of conduct and shows respect for persons in authority.
2. To develop in every student a positive attitude toward self-discipline and socially acceptable behavior.

3. To help the school maintain a learning atmosphere which is safe, conducive to the learning Process.
4. To communicate to students, teachers, parents, and the community that unacceptable behavior will not be tolerated.

### **Social and Emotional Learning Curriculum**

Drew uses several resources during the SEL block, including Teaching Tolerance and all three components (Social-Emotional Learning, Bullying Prevention, the Child Protection Unit) of the Second Step curriculum during the SEL block:

- Second Step's Social-Emotional Learning (SEL) program gives students the tools to excel in and out of the classroom. It is designed to help students develop emotion management, situational awareness, and academic achievement.
- Second Step's Bullying Prevention Unit teaches kindergarten – grade 5 students how to recognize, report, and refuse bullying.
- Second Step's Child Protection Unit is designed to protect children and help keep them safe from abuse.
- Students in identified grades also use Clymb. Clymb is an online tool that provides differentiated support for students via an online platform.

Fifth grade students will also receive sexual health education during SEL and fifth grade Science.

### **Learning Environment**

Establishing a safe and orderly learning environment requires all members of the school community, teachers, support staff, students, and parents to model behaviors that show respect for each other and persons in authority. Personal responsibilities/standards of conduct for our teachers, staff, and parents are listed below:

#### *Teacher/Staff Responsibilities*

- Teachers and staff shall promote mutual respect between students and adults.
- Teachers and staff shall be prepared to meet professional responsibilities associated with their respective positions.
- Teachers and staff shall develop and use cooperative discipline strategies including appropriate language of learning techniques and a consistent school-wide procedure to address conflict and problem solve with students.
- Teachers and staff shall promote a sense of pride and community as evidenced by a friendly and inviting atmosphere, the presence of celebratory clubs and activities, and fun and festive activities
- Teachers/administrators shall contact a student's parent/guardian in cases of serious infractions of the school code of conduct.

#### *Parent/Guardian Responsibilities*

- Communicate often and routinely with their child's teacher.
- Participate in their child's development by attending scheduled conferences.
- Keep informed about school policies and requirements of their child's academic program, including homework and projects.
- Ensure the child attends school regularly and is prepared.
- Participate in school workshops for home reinforcement of study skills and specific instructional activities.
- Alert the school to specific problems or difficulties that may impede the child's learning or well-being.

**Grade Level Norms (SOAR)  
Kindergarten – 4<sup>th</sup> Grade**

<b>Show Respect</b>	<ul style="list-style-type: none"> <li>• Respect the personal space and belongings of others and yourself</li> <li>• Listen when others speak</li> <li>• Treat others the way you want to be treated</li> <li>• Maintain control of your mind and body</li> </ul>
<b>Operate with Integrity</b>	<ul style="list-style-type: none"> <li>• Follow school and classroom rules even when no one is watching</li> <li>• Use appropriate language and tone</li> <li>• Stay focused and on task</li> <li>• Follow directions from teachers</li> </ul>
<b>Act with Appropriate Attitude</b>	<ul style="list-style-type: none"> <li>• Show eagerness to learn</li> <li>• Speak positively toward teachers and students</li> <li>• Follow all directions from adults the first time</li> <li>• Be kind to others</li> <li>• Show empathy and understanding</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Be prepared with your materials</li> <li>• Complete your work</li> <li>• Try your work</li> <li>• Leave work area clean and neat</li> <li>• Ask for help when needed</li> <li>• Use time wisely</li> </ul>

**5th Grade Norms - S.O.A.R. Expectations**

	<b>Hallways</b>	<b>Transitions</b>	<b>Restroom</b>	<b>Cafeteria</b>
<b>Safe</b>	<ul style="list-style-type: none"> <li>✓Maintain control of your mind and body</li> </ul>	<ul style="list-style-type: none"> <li>✓Walk safely and calmly</li> <li>✓Go directly to class</li> <li>✓Use the correct stairway/hallway</li> </ul>	<ul style="list-style-type: none"> <li>✓One person, one stall</li> <li>✓Use, wash, rinse, dry</li> <li>✓No playing</li> <li>✓No eating</li> </ul>	<ul style="list-style-type: none"> <li>✓Walk to and from the cafeteria</li> <li>✓Follow all directions from lunchroom staff</li> <li>✓Stay at your assigned table</li> </ul>
<b>Organized</b>	<ul style="list-style-type: none"> <li>✓Keep track of your belongings</li> <li>✓Make sure you have all of your materials</li> </ul>	<ul style="list-style-type: none"> <li>✓Walk quickly and calmly to your next class/destination</li> </ul>	<ul style="list-style-type: none"> <li>✓Use the restroom quickly and efficiently</li> </ul>	<ul style="list-style-type: none"> <li>✓Eat and clean up quickly and calmly</li> <li>✓Make sure your space is cleaned up</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>✓Self-monitor</li> </ul>	<ul style="list-style-type: none"> <li>✓Be there and be on time</li> </ul>	<ul style="list-style-type: none"> <li>✓See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>✓Respect the cafeteria space</li> <li>✓Do your part to have a pleasant lunch period</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>✓Honor personal space</li> <li>✓Appropriate language</li> <li>✓Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal space</li> <li>✓Appropriate language</li> <li>✓Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal space</li> <li>✓Appropriate language</li> <li>✓Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal space</li> <li>✓Appropriate language</li> <li>✓Be kind to others</li> </ul>

## **Hallway Conduct**

Expectations for hallway behavior listed below:

- Speak softly and walk quietly.
- Do not block the hall or stairs.
- Avoid standing in groups and blocking other students from proceeding to class.
- Walk to the right.
- Quiet zones include the front lobby, media center, and stairwells.
- Individual students in the hallway must have a pass and be respectful of hall procedures.
- Keep your hands to yourself. All eyes forward.
- No running.

*\*Failure to adhere to expectations for appropriate behavior in the hallways will result in disciplinary action.*

## **Bullying**

Bullying is not tolerated at Drew. Our staff takes bullying seriously and will take disciplinary actions in cases where bullying is identified. Repeated incidents of student bullying will result in disciplinary actions including loss of privileges, in-school suspension, out of school suspension, etc.

- **Cyberbullying/Electronic Bullying:** Bullying can occur on school property or through school technology resources, but can also occur through the use of electronic communications. Whether or not that communication originated on school property with school technology resources, if the electronic communication is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified, or substantially disrupting the orderly operation of the school, 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 it is considered a form of cyberbullying.

Bullying behavior is defined as:

1. Willful attempt or threat to inflict injury on another person when accompanied by an apparent present or ability to do so.
2. Intentionally exhibiting a display of force such as would give the victim reason to fear or expect any immediate bodily harm.
3. 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, substantial injuries or pain.
  - Interference with the victim's education.
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
  - Has the effect of substantially disrupting the orderly operation of the school.

*\*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. A meeting with the administration is required with the parents of the student determined to have committed bullying behaviors.

Employees, volunteers, students, and parents/guardians/other persons who have access to monitor students may anonymously report or otherwise provide information on bullying activity to a school administrator. No person who reports bullying 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 additional consequences.

This information 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.



## **Audio or Video Recording**

Students should 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/recording being confiscated.

## **Behavioral Intervention Strategies**

*School-based Interventions:* Teachers and support staff work to address student behavior challenges using a variety of best practice strategies and approaches to addressing classroom disruptions, reflection, and modeling appropriate decision-making.

*Counseling Referral:* Interventions conducted by the counseling staff to provide students a space for sharing concerns and developing individual strategies and coping skills, as well as to resolve problems and improve communication between students.

*Restorative Practices:* A variety of strategies based on restoring and repairing harm that has been done are used when addressing student behavior issues or peer conflicts. This may include restorative circles and class/group meetings as well as opportunities to repair harm that is directly tied to the unwanted behaviors.

*Behavior Agreement:* The administrator, counselor, or teacher, in consultation with the parent and student, will develop a behavior agreement. An agreement will identify specific behavioral areas of focus and provides reinforcement of using the desired behavior. This agreement will be supported and implemented by teachers and support staff and will also be shared with families.

*The Mindful Nest:* A student may be temporarily removed from the classroom/Enrichment classes/lunch/recess and placed in the Mindful Nest for disciplinary reasons or for the opportunity for students to take a break from the classroom environment. Students will reflect on their actions and partake in mini-lessons and discussions related to their infraction. This may include videos, social stories, reading passages, role playing, etc. If a student violates any of the Mindful Nest rules during their assigned times, the student will receive Out of School Suspension tract. A contract may also be devised for students identified as Chronic Disciplinary Problem students that when not followed or the number of allowable fractions is exceeded, may lead to long-term suspension or expulsion.

*Loss of Privileges:* Extracurricular activities are special privileges offered to enhance the school experience. Field trips, assemblies, dances, celebrations, and other special events may be fully or partially revoked, and the parent/guardian will be notified.

*Restitution:* Students will be responsible for the payment and/or restoration of school or personal property that has been vandalized, damaged, lost, or stolen. This includes, but is not limited to the following examples- deliberate damage to a laptop/Chromebook, destruction of another student's clothing or items, charges or fines by the Fire Department for false fire alarms, etc.

*Out of School Suspension:* A short-term out of school suspension is defined as a suspension that has been assigned for less than ten consecutive school days. This may vary from one day to as many as ten days based on the infraction level and number of recurrences.

Administrators will make every effort to notify parents regarding suspension.

The administrator may also impose a long-term suspension of more than 10 days. Such a suspension may be imposed only after the student has been found to have committed a Level 4 violation of the Discipline Policy. Upon determining that a student's action warrants a possible long-term suspension, the administrator will verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions. The administrator shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last

known address. Where possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in long-term suspension and shall offer the opportunity for an immediate informal conference with an administrator. At the formal hearing, the student and/or parent(s) or guardian(s) shall have the right to present evidence and ask questions. The administrator, in consultation with the teachers and staff, is responsible for making the final decision with regard to long-term suspension.

*Mandatory Transfer from Drew:* If a student is being considered for mandatory transfer from Drew Charter School, the Principal shall provide written notification to the student and his or her parent(s) or guardian(s) that the student is being considered for transfer to another school. Such notice shall also set a time and place for an informal conference with the principal and shall inform the parents(s) or guardian(s) of their right to be accompanied by an individual of their choice. Except for those items which, under state and federal law, require immediate transfer, the principal may not require a transfer of a student unless a prior written and verbal warning for mandatory transfer has been issued to both the student and his/her parent or guardian. In that “final warning”, documentation must appear which clearly demonstrates which aspects of the Student Discipline Policy or Family/School Compact have been violated and why these violations warrant mandatory transfer if continued. If, following the informal conference, the principal maintains that the student would receive an adequate appropriate education in another school program, the Principal shall provide written notification to the student and his or her parent(s) that the student is being required to transfer. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of mandatory transfer at the last known address. Where possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall include a description of the behavior and/or academic problems indicative of the need for transfer, a description of the alternatives explored, prior action taken to resolve the problem, and an invitation for an immediate formal hearing with the Principal and Head of School. At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence. The parents, should they so choose, may present materials to the Principal or Head of Schools for consideration. The Head of School will render a formal decision within 24 hours of the hearing. Upon requiring a student to transfer from Drew Charter School, a written notice will be sent to Atlanta Public Schools.

### **IEP and IDEA Requirements, Due Process**

1. Drew commits to staying in compliance with any federal law regarding student discipline for children with disabilities and will stay apprised of any changes in the law. Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses. If a student with disabilities has an Individual Education Plan (IEP) that includes disciplinary guidelines that student will be disciplined according to those guidelines as required by the Individuals with Disabilities Act (IDEA). Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policies discussed above.
2. Any student who is receiving special education services or has been identified as a student with a disability under IDEA and whose acts are determined by the Head of School and Principal to have violated any rules, regulations or laws as alleged, shall be referred to an IEP committee. The IEP committee will be responsible for determining if the student’s conduct is a manifestation of his/her disability and whether such conduct warrants a change in placement and amendments to the IEP. If the IEP committee determines that the student’s conduct is not a manifestation of the student’s disability, the school shall determine what, if any, disciplinary actions shall be taken with regard to offenses that the student has been found by the Head of School or Principal to have committed. The IEP committee shall also have the authority to reconsider, recommend, and implement any changes in a student’s IEP or educational placement. Nothing in these rules shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.
3. A student’s family may elect to appeal a decision by the Principal for long-term suspension or mandatory transfer to the Head of School. The Head of School may delegate the responsibility and authority to conduct a hearing to a tribunal committee and the tribunal shall take all actions that would otherwise be taken by the Head of School. All such actions taken by the tribunal in connection with such a hearing will be binding on Drew Charter School and the student. In all events of mandatory

withdrawal, the Head of School and/or school social worker will work in conjunction with the family to find the best solution.

*\*These policies and procedures may be revised during the charter term if the leadership team deems it necessary.*

### **Chronic Disciplinary Problem Students**

A “chronic disciplinary student” is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning processes of other students around him/her and are recurrent. When a student is identified as a chronic disciplinary student, the principal should inform the parent or guardian of the student’s status. This notification will be provided via first class/certified mail in conjunction with a phone call. A mandatory meeting with the parent and administration will take place, and a discipline plan/behavior contract will be devised and established.

Before any chronic disciplinary problem student is permitted to return from suspension, the parent/guardian of the student is required to attend a meeting. The principal may invite the counselor and any additional relevant staff. The principal will note the conference in the student’s permanent file.

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 willfully and unreasonably failed to attend the conference requested by the principal.

### **Investigation of Misconduct**

When a discipline violation is reported or suspected, the administrator 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. Statements can be obtained from all individuals who are interviewed. Video surveillance, if available, will be reviewed and secured. Any other physical and documentary evidence can be collected and preserved. School counselors, school social workers, school police, and other support staff are 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. The administrator or 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 committed a disciplinary violation will be made solely based on a preponderance of the evidence. The decision to charge a student for violation of this code of conduct is made by the school administration.

### **Student Questioning by School Administrators**

Administrators have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment at any time. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students. Additionally, parent requests that students not be questioned without their presence will not be considered.

### **Student Interaction with Social Workers and Counselors**

School social workers and counselors must develop trusting relationships with the students they serve. There is a professional obligation to respect the privacy of their students. Parents and guardians should be aware that student conversations with social workers are confidential and not disclosed to parents. When children are at school, it is the school’s responsibility to protect and ensure their well-being.

### **Student Interaction with Department of Family and Child Services (DFCS)**

DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of the investigation

may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, parents will be informed that such interviews are being requested.

### **Student Questioning by Officials**

Principals and Dean of Students have the responsibility and authority to question students for maintaining a safe and orderly school environment. However, it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.

### **Student Questioning by Law Enforcement**

School Resource Officers are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school related matters may question students without the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or state that the situation involves the pursuit of a suspect linked to a felony crime may question students without parental consent.

### **Out-of-School and In-School Suspension**

#### **Out-of-School Suspension (OSS)**

There are several behavior infractions that may result in an out-of-school suspension:

- Endangering oneself or other students or staff members
- Significantly disrupting the operation of the school
- Blatantly disrespecting school staff
- Bullying (see policy described above)
- Other severe incidents (**determined by administration**)

Suspension of a student from school for no 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/or Head of School to discuss their disciplinary incidents and actions involving their children.

#### **In-School Suspension (ISS)**

In certain circumstances, it is appropriate to remove a student from class as a consequence or to avoid disruption to the learning environment. In these circumstances, a student may be placed in In-School Suspension. Whenever possible the student will be provided with the resources to complete his/her assignments.

#### **Long-Term Suspension**

The Principal may impose a long-term suspension of more than 10 days. Such a suspension may be imposed only after the student has been found to have committed a severe violation of the Student Discipline Policy at a formal suspension hearing. Upon determining that a student's action warrants a possible long-term suspension, the Principal will verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions. The Principal shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in a long-term suspension and shall offer the opportunity for an immediate informal conference with the Principal. At the formal hearing, the student and/or parent(s) or

guardian(s) shall have the right to present evidence and ask questions. The Principal, in consultation with the Head of School, is responsible for making the final decision with regard to long-term suspensions.

### **Mandatory Transfer from Drew**

If a student is being considered for mandatory transfer from Drew Charter School, the Principal shall provide written notification to the student and his or her parent(s) or guardian(s) that the student is being considered for transfer to another school. Such notice also shall set a time and place for an informal conference with the Principal and shall inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice. Except for those items, which, under state and federal law, require immediate transfer, the Principal may not require a transfer of a student unless a prior written and verbal warning for mandatory transfer has been issued to both the student and his/her parent or guardian.

In that “final warning”, documentation must appear which clearly demonstrates which aspects of the Student Discipline Policy or Family/School Compact have been violated and why these violations warrant mandatory transfer if continued. If, following the informal conference, the Principal maintains that the student would receive an adequate and appropriate education in another school program, the Principal shall provide written notification to the student and his or her parent(s) that the student is being required to transfer. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of mandatory transfer at the last known address. Where possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall include a description of the behavior and/or academic problems indicative of the need for transfer, a description of the alternatives explored, prior action taken to resolve the problem, and an invitation for an immediate formal hearing with the Principal and the Head of School.

At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence. The parents, should they so choose, may also present materials to the Principal or Head of School for consideration. The Head of School will render a formal decision with 24 hours of the hearing. Upon requiring a student to transfer from Drew Charter School, a written notice will be sent to Atlanta Public Schools.

### **Levels of Infractions**

Charles R. Drew Charter School has the highest expectations for student conduct to promote a culture of excellence, inquiry, and academic rigor. Our primary goal is to educate, not employ punitive measures as a regular practice; however, when the behavior of an individual student comes in conflict with the rights of others or causes school/classroom disruptions, disciplinary action is necessary. Please note that the Atlanta Public Schools Code of Conduct is utilized to determine specific disciplinary action.

## Student Code of Conduct Discipline Response Categories

### MINOR INFRACTIONS

2H Medications (Over the Counter – Possession)  
 2N Tobacco  
 3B Skipping  
 3C Tardy  
 3D Trespassing  
 3E Unauthorized Area  
 4D Offensive Language (towards another student)  
 4G Teasing / Taunting  
 6A Academic Dishonesty  
 7A Horseplay  
 7B Gambling  
 7C Insubordination  
 7D Public Displays of Affection  
 7I Unauthorized Item  
 12A School Dress Code  
 14A Audio/Video Recording

### MODERATE INFRACTIONS

1A Parties to the Offense (tied to the offending Parties infraction)  
 2A Alcohol / Illegal Drugs/Inhalants (under the influence)  
 2D Alcohol / Paraphernalia  
 2G Paraphernalia / Counterfeit Drugs, Drug Paraphernalia  
 2J Medication: Prescription (Possession)  
 2L Stimulants: Possession or Use  
 3F Unauthorized Entry  
 5A Bus Electronic Distractions/Cell Phone  
 5B Bus Emergency Exit  
 5D Bus Unauthorized Entry or Exit  
 6D False Report  
 7E Repeated Offenses  
 7G Selling/Distributing Unauthorized Item/s  
 7J Unauthorized School Walkout  
 8A Gang, Displaying Gang Affiliation  
 9G Fighting  
 13A Indecent Exposure (Self-Others)  
 14B Piracy

### SERIOUS INFRACTIONS

2B Alcohol (Possession/Use)	1B Burglary
2C Alcohol (Buying/Selling)	1C Damage to Property
2E Illegal Drugs/Inhalants (Possession/Use)	1D Receipt of Stolen Property
2F Illegal Drugs/Inhalants (Buying/Selling)	1E Robbery
2J Medication (Prescription/Possession)	1F Theft
2K Medication (Prescription/Selling or Distribution)	3B Sexual Activity
2M Stimulants/Selling Distributing	3C Sexual Battery
4C Harassment	3D Sexual Harassment
4H Violation of No-Contact Agreement	3E Sexual Misconduct
5C Bus Safety Hazard	3F Sexual Molestation
6B Tampering with Evidence	15A Category I Weapons
6C False Call to Emergency Services or Cause a False Fire Alarm	16A Category II Weapons (See list per Code of Conduct)
7F. Terroristic Threats	17A Category III Weapons (See list per Code of Conduct)
7H Class/School Disruption	
8B Engaging in Gang Activity	
8C Gang, Soliciting/Recruiting	
9A Assault	
9B Assault of a School Employee	15A Category I Weapons (Unloaded)
9C Battery	
9D Battery of a School Employee	
9E Battery of a School Employee Causing Harm	
9F Consensual Bodily Harm, Hazing, Initiation, Bodily Modifications	15A Category I Weapons (loaded)
9H Fighting, Group	
10A Off-Campus Offense	
11A Arson	

#### SERIOUS INFRACTIONS – CALENDAR YEAR MANDATORY

#### SERIOUS INFRACTIONS – PERMANENT EXPULSION MANDATORY



# Progressive Discipline Plan Code of Conduct (Elementary and Secondary)

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	1. ACCESSORY INFRACTIONS	1.1	1.2	1.3
<b>1A. PARTIES TO THE OFFENSE (TIED TO THE OFFENDING PARTIES INFRACTION)</b>  <b>MODERATE</b>	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.	<b>1A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2A.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>3A.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	2. ALCOHOL / DRUGS / PROHIBITED ITEMS INFRACTIONS	2.1	2.2	2.3
<b>2A. ALCOHOL / ILLEGAL DRUGS (UNDER THE INFLUENCE)</b>  <b>MODERATE</b>	No student shall consume (eat, drink, digest, inject, inhale), topically apply, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana/marijuana oils, edibles, synthetic cannabinoid drugs, synthetic cathinone drugs (e.g. bath salts) or any other 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 rule.	<b>2A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2A.2 E/S</b> 1 to 5 Days ISS 1-5 Days ISS OR 1-3 Days OSS  Removal Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2A.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2B. ALCOHOL (POSSESSION / USE)</b>  <b>SERIOUS</b>	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.	<b>2B.1 E/S</b> 1-3 Days  Detention Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2B.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2B.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>2. ALCOHOL / DRUGS / PROHIBITED ITEMS INFRACTIONS</b>	<b>2.1</b>	<b>2.2</b>	<b>2.3</b>
<b>2C.</b> <b>ALCOHOL</b> <b>(BUYING / SELLING)</b> <b>SERIOUS</b>	No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages or the student purports to be an alcoholic beverage.	<b>2C.1</b> <b>E/S</b> 1-3 Days  Detention Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2C.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2C.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long- term suspension or expulsion.
<b>2D.</b> <b>ALCOHOL PARAPHERNALIA</b> <b>MODERATE</b>	No student shall possess, transmit, or store any drug-related paraphernalia.	<b>2D.1</b> <b>E/S</b> 1-3 Days  Detention Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2D.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2D.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long- term suspension or expulsion.
<b>2E.</b> <b>ILLEGAL DRUGS /</b> <b>INHALANTS</b> <b>(POSSESSION / USE)</b> <b>SERIOUS</b>	No student shall possess, consume, transmit, or store inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids, THC (including, but not limited to hemp-derived THC products) or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be an illegal drug. Legal intoxication is not required for violation of this Code.  <b>APPLICATION:</b> <i>Inhalants may include vaporizer devices or portions of devices, e-cigarettes, and e-liquids.</i>		<b>2F.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2F.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long- term suspension or expulsion.



CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	2. ALCOHOL / DRUGS / PROHIBITED ITEMS	2.1	2.2	2.3
<b>2F. ILLEGAL DRUGS / INHALANTS (BUYING / SELLING)</b> <b>SERIOUS</b>	<p>No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, THC (including, but not limited to hemp-derived THC products) or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.</p> <p><b>APPLICATION:</b> <i>Inhalants may include vaporizer devices or portions of devices, e-cigarettes, and e-liquids</i></p>		<b>2G.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2G.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2G. PARAPHERNALIA / COUNTERFEIT DRUGS, DRUG PARAPHERNALIA</b> <b>MODERATE</b>	<p>No student shall possess, transmit, or store any drug-related paraphernalia or counterfeit drugs, or alcohol paraphernalia (including scales, pipes, non-vaporizer smoking devices, empty bottles, flasks, shot glasses).</p>		<b>2H.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Lunch Detention Check-in/Check-out Behavior Contract	<b>3H.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2H. MEDICATION OTC (OVER THE COUNTER / POSSESSION)</b> <b>MINOR</b>	<p>A student is prohibited from possessing with intent to distribute any over-the-counter medication, which may include supplements, CBD products, synthetic drugs, and/or nicotine replacement products, that is not in compliance with Policy JGCD.</p>	<b>2I.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2I.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Lunch Detention Check-in/Check-out Behavior Contract	
<b>2I. MEDICATION OTC (OVER THE COUNTER / SELLING OR DISTRIBUTION)</b> <b>SERIOUS</b>	<p>A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication, which may include supplements, CBD products, and/or nicotine replacement products, that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.</p>		<b>2J.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Lunch Detention Check-in/Check-out Behavior Contract	<b>2J.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>2. ALCOHOL / DRUGS / PROHIBITED ITEMS</b>	<b>2.1</b>	<b>2.2</b>	<b>2.3</b>
<b>2J. MEDICATION (PRESCRIPTION / POSSESSION)</b> <b>SERIOUS</b>	A student is prohibited from possessing any prescription medication, whether or not it is prescribed to the student, that is not in compliance with Policy JGCD.		<b>2K.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Lunch Detention Check-in/Check-out Behavior Contract	<b>2K.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2K. MEDICATION (PRESCRIPTION / SELLING / DISTRIBUTION)</b> <b>SERIOUS</b>	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any prescription medication that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule			<b>2L.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2L. STIMULANTS: POSSESSION OR USE</b> <b>MODERATE</b>	A student shall not consume nor possess diet pills, caffeine pills, or other stimulants on school property.  <b>APPLICATION: NOTE:</b> <i>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 (2F) and shall be disciplined according to that Section.</i>	<b>2M.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2M.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2M.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>2M. STIMULANTS / SELLING OR DISTRIBUTION</b> <b>SERIOUS</b>	No student shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulants on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.  <b>APPLICATION: NOTE:</b> <i>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 (2B and/or 2F) and shall be disciplined according to that Section.</i>	<b>2N.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2N.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2N.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>2. ALCOHOL / DRUGS / PROHIBITED ITEMS</b>	<b>2.1</b>	<b>2.2</b>	<b>2.3</b>
<b>2N. TOBACCO</b> <b>MINOR</b>	No student shall possess, use, distribute, or sell tobacco products. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.	<b>2O.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>2O.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>2O.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>3. ATTENDANCE INFRACTIONS</b>	<b>3.1</b>	<b>3.2</b>	<b>3.3</b>
<b>3A. LEAVING SCHOOL GROUNDS</b> <b>MODERATE</b>	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.  <b>APPLICATION:</b> <i>Skipping (3B) should be used if student did not attend class but remained in the building. See Repeated Offenses (7E) if student commits multiple offenses.</i>	<b>3A.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>3A.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	
<b>3B. SKIPPING</b> <b>MINOR</b>	No student shall miss a class or activity for which they are enrolled.	<b>3B.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference		
<b>3C. TARDY</b> <b>MINOR</b>	No student shall be tardy for a class in which they are enrolled.	<b>3C.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>3C.2</b> <b>S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
<b>3. ATTENDANCE INFRACTIONS</b>		<b>3.1</b>	<b>3.2</b>	<b>3.3</b>
<b>3D.</b> <b>TRESPASSING</b> <b>MINOR</b>	Students may not enter into or remain on/in a public school property without authorization or lawful purpose. This includes students serving long-term suspension, expulsion, who enter onto any District property other than their assigned school.		<b>3D.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>3D.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>3E.</b> <b>UNAUTHORIZED AREA</b> <b>MINOR</b>	Students may not enter into, or remain in an unauthorized area of school property which may include school roofs, teacher lounges, classrooms to which the student is not assigned, and custodial areas.	<b>3E.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>3E.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>3E.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>3F.</b> <b>UNAUTHORIZED ENTRY</b> <b>MODERATE</b>	No student may allow unauthorized person(s) into a school building or school-sponsored event without authorization. Students who knowingly allow a person in a building with the intent to cause harm or disruption will face increased discipline.  <b>APPLICATION:</b> <i>Level 3 Discipline is appropriate where student knowingly allows entry with the intent to cause harm or disruption. Authorized person(s) include current District employees/staff with valid ID, law enforcement officials in uniform or with ID, and first responders in uniform or with ID (police, fire-fighters, paramedics).</i>	<b>3F.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>3F.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>3F.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>4. BULLYING / HARASSMENT INFRACTIONS</b>	<b>4.1</b>	<b>4.2</b>	<b>4.3</b>
<b>4A. BULLYING</b> <b>MODERATE</b> <b>SERIOUS</b>	<p>A willful attempt or threat to inflict injury on another person when accompanied by</p> <ol style="list-style-type: none"> <li>1. an apparent present ability to do so, or;</li> <li>2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;</li> <li>3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: <ul style="list-style-type: none"> <li>• Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim; or</li> <li>• Has the effect of substantially interfering with the victim student's education;</li> <li>• Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</li> <li>• Has the effect of substantially disrupting the orderly operation of the school.</li> </ul> </li> </ol> <p><b>APPLICATION:</b></p> <p><i>For Grades 6-12, Within 1 School Year:  First Offense: Discipline Levels 1-3  Second Offense: Discipline Levels 2-3  Third Offense: Mandatory 10 days OSS with a Hearing Referral and request for assignment to HANBA for a minimum of one semester or the balance of the school year (whichever is longer).</i></p>	<b>4A.1</b> <b>E/S</b> 1-3 Days Detention Written Warning  T/S/A/P Conference Counselor Referral Restorative Conference	<b>4A.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check- out Behavior Contract	<b>4A.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>4B. CYBERBULLYING</b> <b>MODERATE</b> <b>SERIOUS</b>	<p>Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which 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:</p> <ol style="list-style-type: none"> <li>1. is directed specifically at students or school personnel,</li> <li>2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and</li> <li>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.</li> </ol> <p>Electronic communication includes 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.</p>	<b>4B.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4B.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check- out Behavior Contract	<b>4B.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>4C. HARASSMENT</b> <b>SERIOUS</b>	<p>No student shall engage in harassment, intimidation, or abuse or toward any other student(s), APS employees/staff, or others. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct. Harassing behaviors may include:</p> <ul style="list-style-type: none"> <li>• Committing any act of bigotry or antisemitism directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability</li> <li>• Racial, sexual, antisemitic, or ethnic slurs</li> <li>• Derogatory comments, insults, and jokes</li> <li>• Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures</li> <li>• Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic (For purposes of this rule, "Antisemitism" is defined pursuant to Georgia House Bill 30)</li> </ul> <p><b>APPLICATION:</b> <i>Disability/Race/Color/National Origin/Religion/Sexual Orientation. For purposes of this rule, "Antisemitism" is defined pursuant to Georgia House Bill 30.</i></p>	<b>4C.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4C.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check- out Behavior Contract	<b>4C.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	4. BULLYING / HARASSMENT INFRACTIONS	4.1	4.2	4.3
<b>4D. OFFENSIVE LANGUAGE (TOWARDS ANOTHER STUDENT)</b>  <b>MINOR</b>	No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions.	<b>4D.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4D.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>4D.3 S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>4E. OFFENSIVE MATERIAL</b>  <b>MINOR MODERATE</b>	No student shall possess, share, or distribute profane, vulgar, pornographic, obscene, threatening or ethnically offensive materials in any format. This includes materials that advocate illegal or dangerous acts, may cause disruption to the Atlanta Public Schools, contains knowingly false or defamatory information, or is otherwise harmful to minors as defined by the Children’s Internet Protection Act. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  Materials deemed to be in violation of the Children’s Internet Protection Act must be reported to school police.	<b>4E.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4E.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>4E.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>4F. STALKING</b>  <b>SERIOUS</b>	Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress. Behaviors that implicate Title IX, as implemented, may be addressed through the District’s Title IX Grievance Policy found at: <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Contact the District’s Title IX Coordinator. Behaviors that implicate Title IX (as implemented) will be handled pursuant to the District’s Title IX grievance policy.</i>	<b>4F.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4F.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>4F.3 S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>4G. TEASING / TAUNTING</b>  <b>MINOR</b>	Engaging in gestures, physical acts, verbal acts, writing, or other communication that has the actual or intended consequence of angering, provoking, challenging, disturbing, offending, bothering, irritating, and/or annoying another person.	<b>4G.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4G.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>4. BULLYING / HARASSMENT INFRACTIONS</b>	<b>4.1</b>	<b>4.2</b>	<b>4.3</b>
<b>4H. VIOLATION OF NO-CONTACT AGREEMENT</b> <b>SERIOUS</b>	No student who is subject to a no contact agreement shall violate the terms of that agreement either through direct or indirect contact, communications, or other acts which are prohibited pursuant to the terms of the agreement. A student's refusal to sign a no contact agreement shall not be a defense to a violation of this Rule.  <b>APPLICATION:</b> <i>Behaviors that implicate Title IX (as implemented) will be handled pursuant to the District's Title IX Grievance Policy.</i>	<b>4H.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>4H.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>4H.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>5. BUS RELATED INFRACTIONS</b>	<b>5.1</b>	<b>5.2</b>	<b>5.3</b>
<b>5A. BUS ELECTRONIC DISTRACTIONS / CELL PHONE</b> <b>MODERATE</b>	Students shall not record video or audio during school transportation, or use any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment. No electronic devices may be operated without the use of headphones or ear buds. "Electronic device" includes: cell phones; electronic tablets; computers; pagers; audible radios; tape or compact disc players without headphones; any device capable of playing amplified music, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus..  <b>APPLICATION:</b> <i>In addition to any discipline assigned, violation of this rule may result in a bus behavior contract or a period of suspension from bus riding. Violation of this rule make further result in loss of privilege for student to possess a personal electronic device on school property for up to one calendar year</i>	<b>5A.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>5A.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	
<b>5B. BUS EMERGENCY EXIT</b> <b>MODERATE</b>	Emergency doors and windows are to be used only at the direction of the driver. Students are not permitted to open, attempt to open, or tamper with Emergency Exits.  <b>APPLICATION:</b> <i>In addition to any discipline assigned, violation of this rule may result in a bus behavior contract or a period of suspension from bus riding. Violation of this rule make further result in loss of privilege for student to possess a personal electronic device on school property for up to one calendar year</i>	<b>5B.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>5B.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>5B.3</b> S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>5C. BUS SAFETY HAZARD</b> <b>SERIOUS</b>	Students are prohibited from engaging in activities which compromise the safe operation of a school bus, whether or not that student is on the bus. Prohibited activities include fights, assaults, and/or batteries on the bus, bus stop, or a bus loading zone; placing body parts outside bus windows or doors; hanging items outside bus windows/doors; failure to remain seated while the bus is in motion; moving around the bus while the bus is in motion; and throwing or projecting any item within or out of the bus. If the student projects an item that makes contact with another person, property, or vehicle, the student will face increased discipline consequences. Additionally, students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.  <b>APPLICATION:</b> <i>In addition to any discipline assigned, violation of this rule may result in a bus behavior contract or a period of suspension from bus riding.</i>  <i>Any violation of this rule while a bus is in motion will result in Tier 3 consequences.</i>	<b>5C.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>5C.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>5C.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>5. BUS RELATED INFRACTIONS</b>	<b>5.1</b>	<b>5.2</b>	<b>5.3</b>
<b>5D. BUS UNAUTHORIZED ENTRY OR EXIT</b> <b>MODERATE</b>	Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence <b>APPLICATION:</b> <i>In addition to any discipline assigned, violation of this rule may result in a bus behavior contract or a period of suspension from bus riding.</i>	<b>5D.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>5D.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>5D.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>6. DISHONESTY INFRACTIONS</b>	<b>6.1</b>	<b>6.2</b>	<b>6.3</b>
<b>6A. ACADEMIC DISHONESTY</b> <b>MINOR</b>	Receiving or providing unauthorized assistance (to include plagiarizing, copying, use of artificial intelligence, or fabricating data) on classroom projects, assignments, exams, or state or national examinations.	<b>6A.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>6A.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>6A.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>6B. TAMPERING WITH EVIDENCE (NEW)</b> <b>SERIOUS</b>	No student shall destroy, alter, conceal, or disguise any physical evidence that the student knows or should have known is evidence of a rule violation or potential rule violation of this Code of Conduct.	<b>6B.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>6B.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>6B.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>6C. FALSE CALL TO EMERGENCY SERVICES OR CAUSE A FALSE FIRE ALARM</b> <b>SERIOUS</b>	No student shall knowingly make or cause a false call to emergency services or take any action to cause a false alarm. Emergency services may include Fire & Rescue, 911, Police.	<b>6C.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>6C.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>6C.3</b> S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.



CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
<b>6. DISHONESTY INFRACTIONS</b>				
<b>6D. FALSE REPORT</b> <b>MODERATE</b>	No student shall knowingly make false reports, falsify records, forge signatures, falsify statements whether orally or in writing; or falsely accuse another individual of wrong actions, a criminal act, any violation of this Code of Conduct, or inappropriate conduct.	<b>6D.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>6D.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>6D.3 S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7. DISRUPTIVE BEHAVIOR INFRACTIONS</b>				
<b>7A. HORSEPLAY</b> <b>MINOR</b>	No student shall engage in horseplay, rough play or boisterous activities.	<b>7A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7A.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7A.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7B. GAMBLING</b> <b>MINOR</b>	No student shall gamble or solicit others to gamble or participate in any type of gambling activity that involves the wagering or betting of services, money, or other items. Gambling includes betting on any game or event, shooting dice, matching, card games, or any other games for money and/or things of value.	<b>7B.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7B.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	
<b>7C. INSUBORDINATION</b> <b>MINOR</b>	Refusal to follow school staff member instructions, including failure of a student to properly identify themselves when asked by a school employee.  <b>APPLICATION:</b> <i>Discipline Level 2 appropriate for two or more infractions of this code within a two-week period (consecutively).</i>	<b>7C.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7C.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	

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	<b>7. DISRUPTIVE BEHAVIOR INFRACTIONS</b>	<b>7.1</b>	<b>7.2</b>	<b>7.3</b>
<b>7D. PUBLIC DISPLAYS OF AFFECTION</b> <b>MINOR</b>	No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.	<b>7D.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference		
<b>7E. REPEATED OFFENSES</b> <b>MODERATE</b>	Repeated discipline offenses disrupt the learning environment. Students shall not exhibit behavior resulting in assignment of disciplinary interventions on a recurrent basis. The underlying rule violations leading to a violation of this rule must have resulted in discipline interventions. Offenses resulting in assignment of long-term suspension or expulsion from school are not eligible for consideration as a repeat offense. The repeated rule violations do not need to be the same or similar in nature.  <b>PROGRESSIVE DISCIPLINE GUIDANCE:</b> 3-6 Level 1 Offenses in one semester = Level 1 7 Level 1 Offenses in one Semester = Level 2 Offense 5 Level 2 Offenses in one Semester = Level 3	<b>7E.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7E.2</b> <b>S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7E.3</b> <b>S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7F. TERRORISTIC THREAT/S</b> <b>SERIOUS</b>	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 disruption or in disregard of the risk of causing such disruption.		<b>7F.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7F.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7G. SELLING / DISTRIBUTING UNAUTHORIZED ITEM(S)</b> <b>MODERATE</b>	No student shall buy, receive, sell, distribute, or possess with intent to distribute any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item. There is no requirement that there be an exchange of money, goods, or services to find a violation of this rule.		<b>7G.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7G.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>7. DISRUPTIVE BEHAVIOR INFRACTIONS</b>	<b>7.1</b>	<b>7.2</b>	<b>7.3</b>
<b>7H.</b> <b>CLASS / SCHOOL</b> <b>DISRUPTION</b> <b>SERIOUS</b>	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.	<b>7H.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7H.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7H.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7I.</b> <b>UNAUTHORIZED ITEM</b> <b>MINOR</b>	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.  <b>APPLICATION:</b> <i>This code does not apply to items described in codes 12, 12.b and 12.c.</i>	<b>7I.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7I.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>7I.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>7J.</b> <b>UNAUTHORIZED SCHOOL</b> <b>WALKOUT</b> <b>MODERATE</b>	Prior to the organization of or participation in any "walk out", protest, or other similar group leaving of school grounds, classes, or school activities during the regularly scheduled school day, students must provide advanced notification (at least 3 school days) to the building and/or District administration so that the District can put appropriate measures in place to ensure safety of participants. Students must contact the building principal or Associate Superintendent's office to schedule a protest, walk out or similar. School officials have the authority to provide time, place, and manner of protest. Students who do not comply will receive Level 2 consequence. This applies to both Elementary and Secondary.	<b>7J.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>7J.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>8. GANG RELATED INFRACTIONS</b>	<b>8.1</b>	<b>8.2</b>	<b>8.3</b>
<b>8A. GANG, DISPLAYING GANG AFFILIATION</b> <b>MODERATE</b>	<p>A student shall not hold himself or herself out as a member of a gang, which may include verbal identification of gang affiliation, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang-related graffiti.</p> <p><b>APPLICATION:</b> A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics which engage in criminal gang activity.</p>	<b>8A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>8A.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>8A.3 S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>8B. GANG: ENGAGING IN GANG ACTIVITY</b> <b>SERIOUS</b>	<p>A student shall not commit, attempt to commit, solicit, encourage or advise others to commit or attempt to commit any violation of this Code of Conduct in furtherance of a gang or gang activity.</p> <p><b>APPLICATION:</b> A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics which engage in criminal gang activity.</p>	<b>8B.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>8B.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>8B.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>8C. GANG: RECRUITING / SOLICITING</b> <b>SERIOUS</b>	<p>No student shall recruit others for or solicit membership for themselves or others in any gang or gang-related organization.</p> <p><b>APPLICATION:</b> A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics which engage in criminal gang activity.</p>	<b>8C.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>8C.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>8C.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>9. ACTS AGAINST OTHERS INFRACTIONS</b>	<b>9.1</b>	<b>9.2</b>	<b>9.3</b>
<b>9A. ASSAULT</b> <b>SERIOUS</b>	<p>Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury.</p>	<b>9A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>9A.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9A.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>9. ACTS AGAINST OTHERS INFRACTIONS</b>	<b>9.1</b>	<b>9.2</b>	<b>9.3</b>
<b>9B.</b> <b>ASSAULT OF SCHOOL EMPLOYEE</b> <b>SERIOUS</b>	<p>No student shall attempt to cause physical injury, threaten bodily harm, or commit an act which places a school employee in reasonable apprehension of receiving physical injury.  <b>MANDATORY DISCIPLINE HEARING.</b></p> <p><b>APPLICATION:</b> <i>Mandatory Discipline Hearing unless the hearing is waived by the victim/employee and the victim/employee signs the waiver form.</i></p>		<b>9B.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9E.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>9C.</b> <b>BATTERY</b> <b>SERIOUS</b>	<p>Intentionally make physical contact of an insulting or provoking nature with another, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21.. If the Battery results in physical injury to the victim, the student may face increased discipline consequences.</p>		<b>9C.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9F.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>9D.</b> <b>BATTERY OF SCHOOL EMPLOYEES</b> <b>SERIOUS</b>	<p>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.  <b>MANDATORY DISCIPLINE HEARING.</b></p> <p><b>APPLICATION:</b> <i>Battery of School Employee requires a mandatory discipline hearing unless such hearing is waived by the victim Employee</i></p>			<b>9D.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>9E.</b> <b>BATTERY OF AN EMPLOYEE CAUSING PHYSICAL HARM</b> <b>SERIOUS</b>	<p>Students shall not intentionally make physical contact of an insulting or provoking nature with a school employee, which results in physical harm to that school employee unless such physical contact or physical harm was in self-defense as provided by § O.C.G.A. 16-3-21. Physical harm may include 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 Rule 9D. Where a student is charged with 9E and the injury/harm is not proven at a discipline hearing, the Hearing Officer may find the student in violation of Rule 9D provided all necessary elements of Rule 9D are proven. <b>MANDATORY DISCIPLINE REFERRAL.</b></p> <p><b>APPLICATION:</b></p> <p><b>ELEMENTARY SCHOOL DISCIPLINE:</b></p> <ul style="list-style-type: none"> <li>• 1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion.</li> <li>• If expelled, upon recommendation of the hearing officer, an elementary school student may be readmitted to a traditional school for grades 9-12. If there is not an alternative education program for students in elementary school, then the student may be permitted to reenroll in the elementary school as permitted by the hearing officer. (O.C.G.A. § 20-2- 751.6).</li> </ul> <p><b>MIDDLE AND HIGH SCHOOL DISCIPLINE:</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with a hearing referral and a minimum recommendation for Permanent Expulsion</li> <li>• The hearing officer may allow an expelled student to attend the alternative education program under strict academic, attendance and behavior requirements</li> </ul> <p><i>Upon recommendation of the hearing officer, a middle school student may be readmitted to a traditional school for grades 9-12. (O.C.G.A. § 20-2-751.6).</i></p>			<b>9E.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>9. ACTS AGAINST OTHERS INFRACTIONS</b>	<b>9.1</b>	<b>9.2</b>	<b>9.3</b>
<b>9F.</b> <b>CONSENSUAL BODILY HARM, HAZING, INITIATION, BODILY MODIFICATIONS</b> <b>SERIOUS</b>	Participation in consensual physical hazing, initiation activities, or bodily modifications (e.g. tattooing, branding, piercing, ingestion of drugs/alcohol/chemicals). For instances where a student did not or could not provide consent, other rule violations will be used as applicable.	<b>9F.1</b> <b>E</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>9F.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9F.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>9G.</b> <b>FIGHTING</b> <b>MODERATE</b>	Mutually participate in or initiating a physical altercation (Fight) unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21.  <b>APPLICATION:</b> <i>Physical contact which causes injury will result in a Level 3 disciplinary response being imposed.</i>	<b>9G.1</b> <b>E</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>9G.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9G.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>9H.</b> <b>FIGHTING: GROUP</b> <b>SERIOUS</b>	Three or more individuals mutually engaging in, participating in, or initiating a physical altercation (Fight) unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21.  <b>APPLICATION:</b> <i>Physical contact which causes injury will result in a Level 3 disciplinary response being imposed.</i>		<b>9H.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>9H.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>10. OFF-CAMPUS INFRACTIONS</b>	<b>10.1</b>	<b>10.2</b>	<b>10.3</b>
<b>10A.</b> <b>OFF CAMPUS OFFENSE</b> <b>SERIOUS</b>	Any off-campus conduct which could result in the student being criminally charged with a FELONY (if committed by an adult), or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; AND conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.  <b>APPLICATION:</b> <i>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Students may only be withdrawn after receiving approval from the Coordinator of Student Discipline.</i>			<b>10A.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

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	<b>11. PROPERTY RELATED INFRACTIONS</b>	<b>11.1</b>	<b>11.2</b>	<b>11.3</b>
<b>11A. ARSON</b> <b>SERIOUS</b>	No student shall intentionally damage or attempt to damage any real or personal property by fire or incendiary device.		<b>11A.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11A.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>11B. BURGLARY</b> <b>SERIOUS</b>	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft or a felony therein).		<b>11B.2</b> E 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11B.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>11C. DAMAGE TO PROPERTY</b> <b>SERIOUS</b>	Attempt to, threaten to, or damage, destroy, vandalize, or steal property or school property whether through physical means or while using technology resources on or off school grounds (The local school police officer must be notified of such incidents.) For purposes of this rule, electronic files, data, and/or technology materials are considered property  <i>APPLICATION: Level 3 Discipline and placement up to one year in an alternative setting may be appropriate where severe injury is caused.</i>	<b>11C.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>11C.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11C.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>11D. RECEIPT OF STOLEN PROPERTY NEW</b> <b>MODERATE</b> <b>SERIOUS</b>	No student shall receive, dispose of, or retain/maintain property which the student knows or should have known was stolen. For purposes of this rule, electronic files, data, and/or technology materials are considered property.	<b>11D.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>11D.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11D.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>11. PROPERTY RELATED INFRACTIONS</b>	<b>11.1</b>	<b>11.2</b>	<b>11.3</b>
<b>11E. ROBBERY</b> <b>SERIOUS</b>	No student shall take or attempt to take the property of another by use of force, weapon, or any device having the appearance of a weapon. Use of force may result in additional charges of Battery or Assault. If the student uses, attempts to use, or possess a weapon/look-alike weapon or dangerous instrument in the commission of a Robbery, increased discipline consequences may apply.		<b>11E.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11E.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>11F. THEFT</b> <b>SERIOUS</b>	No student shall steal or attempt to steal property belonging to another person or entity.	<b>11F.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>11F.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>11F.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>12. SCHOOL DRESS CODE INFRACTIONS</b>	<b>12.1</b>	<b>12.2</b>	<b>12.3</b>
<b>12A. SCHOOL DRESS CODE</b> <b>MINOR</b>	All school dress codes must be in compliance with Policy JCDB. Unless a school uniform has been designated or otherwise specified, a student is expected to adhere to the following minimum school dress code requirements:  <ol style="list-style-type: none"> <li>1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.</li> <li>2. Clothing, must be of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.</li> <li>3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.</li> <li>4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.</li> <li>5. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.</li> <li>6. Appropriate shoes, those that fit and allow for safe movement throughout the school, must be worn at all times at school and school sponsored activities.</li> <li>7. In accordance with the recommendations of public health officials, the wearing of personal protective equipment (i.e., face coverings, masks, etc.) by students may be required as part of the student dress code</li> </ol>	<b>12A.1 E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference		



CODE AND TITLE	DEFINITION / EXAMPLES / APPLICATIONS	LEVEL 1	LEVEL 2	LEVEL 3
	<b>13. SEXUAL OFFENSES</b>	<b>13.1</b>	<b>13.2</b>	<b>13.3</b>
<b>13A. INDECENT EXPOSURE (SELF-OTHERS)</b> <b>MODERATE</b>	No student shall expose their intimate body parts in public or expose the undergarments/ intimate body parts of others. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Level 3 Discipline must be applied for Exposure of Others.</i>		<b>13A.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>13A.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>13B. SEXUAL ACTIVITY</b> <b>SERIOUS</b>	No student shall consent to and participate in any form of sexual activity with another student. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>		<b>13B.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>13B.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>13C. SEXUAL BATTERY</b> <b>SERIOUS</b>	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for more than two offenses involving inappropriate touching within one school year. Unless the incident is being handled pursuant to the Title IX Grievance Process, Level 3 Discipline and Hearing Referral mandatory at the first offense involving penetration and in some additional circumstances.</i>		<b>13C.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>13C.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>13D. SEXUAL HARASSMENT/ HOSTILE ENVIRONMENT</b> <b>SERIOUS</b>	Unwelcome sexual advances, lewd gestures or verbal conduct, or communications of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us">http://www.atlantapublicschools.us</a> <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances. Examples of Sexual Harassment may include, but are not limited to, the following: Verbal harassment or abuse; Pressure for sexual activity; Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts; Offensive or unwelcome sexual advances or propositions; Graphic or degrading verbal comments about an individual or their physical attributes; Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct. Display of sexually suggestive objects, pictures, cards, or letters; Lewd or suggestive comments or gestures; Off-color language or jokes of a sexual nature; Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status; Sexual violence, a physical act of aggression that includes a sexual act or purpose</i>		<b>13D.2 E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>13D.3 E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION AND EXAMPLES	LEVEL 1	LEVEL 2	LEVEL 3
	<b>13. SEXUAL OFFENSE</b>	<b>13.1</b>	<b>13.2</b>	<b>13.3</b>
<b>13E. SEXUAL MISCONDUCT / INVASION OF PRIVACY</b> <b>MODERATE</b> <b>SERIOUS</b>	No student shall commit any act of verbal, written, gesture-oriented, physical sexual misconduct, or invasion of privacy. Invasion of privacy may include the following: Intentionally entering an occupied restroom stall, peeking into a stall or urinal, peeking into showers or changing area, or any other behavior which attempts to invade the privacy of others, whether for sexual gratification or as a joke/prank. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Unless the incident is being handled pursuant to the Title IX Grievance Process, Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.</i>	<b>12E.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>13E.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>13E.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>13F. SEXUAL MOLESTATION</b> <b>SERIOUS</b>	Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>  <b>APPLICATION:</b> <i>Contact the Discipline Office, Safety and Security and the Associate Superintendent.</i>			<b>13F.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>14. TECHNOLOGY INFRACTIONS</b>	<b>14.1</b>	<b>14.2</b>	<b>14.3</b>
<b>14A. AUDIO OR VIDEO RECORDING</b> <b>MINOR</b>	Students shall not use audio or visual recording devices without the permission of a school administrator. This includes using recording devices to video, photograph, or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one calendar year. The device will only be released to the parent or guardian, who must come to the school in person for retrieval.  <b>APPLICATION:</b> <i>Behaviors that implicate Title IX (as implemented) will be handled pursuant to the District's Title IX Grievance policy.</i>	<b>14A.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>14A.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>14A.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
<b>14B. PIRACY</b> <b>MODERATE</b>	Students will not download, access, possess, or copy computer programs, software or other technology provided by APS for personal use. Downloading, accessing, possessing, and/or copying unauthorized files is strictly prohibited.	<b>14B.1</b> E/S 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>14B.2</b> E/S 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>14B.3</b> E/S 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.

CODE AND TITLE	DEFINITION AND EXAMPLES	LEVEL 1	LEVEL 2	LEVEL 3
	<b>14. TECHNOLOGY INFRACTIONS</b>	<b>14.1</b>	<b>14.2</b>	<b>14.3</b>
<b>14C. TECHNOLOGY/ COMPUTER MISUSE</b> <b>SERIOUS</b>	<p>Students shall not purposely look for security problems (using tools including, but not limited to network sniffers, proxies, scripts, password guesser/detection) to attempt to disrupt school technology resources, engage in any activity that monopolizes or compromises school technology resources or gain or attempt to gain unauthorized access to the District's computer data, network, or systems for any purpose including phishing, hacking, and/or spamming activities. Using unauthorized web browsers (not installed on the device by APS) and/or using a Virtual Private Network is also prohibited. Behaviors that violate this rule include tampering with or damaging the District system; sharing, modifying, or altering District log-in information; accessing, copying, or modifying another user's files without authorization.</p> <p>***Multiple and/or prior infractions could lead to increased consequences</p> <p>***Behaviors that implicate Title IX regulations (as implemented) will be handled pursuant to the District's Title IX policy.</p>	<b>14C.1</b> <b>E/S</b> 1-3 Days Detention  Written Warning T/S/A/P Conference Counselor Referral Restorative Conference	<b>14C.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS  Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract	<b>14C.3</b> <b>E/S</b> 4-10 Days OSS  Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.
	<b>15. CATEGORY I WEAPONS</b>	<b>15.1</b>	<b>15.2</b>	<b>15.3</b>
<b>15A. CATEGORY I WEAPONS</b> <b>SERIOUS</b>	<p>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 any loaded or unloaded FIREARM or a dangerous weapon, either concealed or open to view, on school property.</p> <p>A FIREARM includes a (LOADED or UNLOADED) handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.</p> <p>A dangerous weapon includes any weapon commonly known as a "rocket launcher," "bazooka," or "recoilless rifle" which fires explosive or nonexplosive 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 explosives 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.</p> <p><b>APPLICATION: Mandatory Report to Law Enforcement, Area Superintendent, and Mandatory Report to the Office of Student Discipline.</b></p> <p><i>The minimum discipline for any student possessing an unloaded firearm or dangerous weapon on school property or where the District otherwise has jurisdiction to discipline is ten (10) days</i></p>			<b>15A.3</b> <b>E/S</b>  <b>15A.3</b> <b>Handgun</b> <b>(Unloaded)</b> <b>15A.3.B</b> <b>Handgun</b> <b>(Loaded)</b> <b>15A.3.2</b> <b>Rifle/Shotgun</b> <b>(Unloaded)</b> <b>15A.3.2.B</b> <b>Rifle/Shotgun</b> <b>(Loaded)</b> <b>15A.3.3</b> <b>Other Firearm</b> <b>(Unloaded)</b> <b>15A.3.3.B</b> <b>Other Firearm</b> <b>(Loaded)</b>  10 Days OSS with mandatory referral to a student discipline hearing with mandatory recommendation of expulsion for not less than one calendar year. Loaded weapons will result in permanent expulsion.

CODE AND TITLE	DEFINITION AND EXAMPLES	LEVEL 1	LEVEL 2	LEVEL 3
	<b>16. CATEGORY II WEAPONS</b>	<b>15.1</b>	<b>15.2</b>	<b>15.3</b>
<b>16A</b> <b>CATEGORY II WEAPONS</b> <b>SERIOUS</b>	<p>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 pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, non-lethal air gun, stun gun, taser, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g. billy club, PR-24, nightstick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nunchuck, nun chahka, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon. 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, except for firearms and dangerous weapons (See Category I).</p> <p><b>APPLICATION:</b> <i>Mandatory Report to law enforcement, Area Superintendent, and mandatory Report to Office of Student Discipline. Intent should be considered when determining the level of discipline</i></p>		<p><b>16A.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS</p> <p>Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract</p>	<p><b>16 A.3</b> <b>E/S</b> 4-10 Days OSS</p> <p>Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.</p>
	<b>17. CATEGORY III WEAPONS</b>	<b>15.1</b>	<b>15.2</b>	<b>15.3</b>
<b>17A</b> <b>CATEGORY III WEAPONS</b> <b>SERIOUS</b>	<p>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 any KNIFE, having a blade of less than two inches, any "look- alike" firearm, toy guns, or plastic disposable razor or slingshot. Additional Dangerous Instruments prohibited under this rule include ammunition, BBs, paint pellets, fireworks (other than "snap its", "poppers", or "pop-its" which may be addressed as a disruptive behavior), matches, lighters, stink bombs, smoke bombs, pepper spray, mace or similar instruments /items. These instruments/items are disruptive to the function of the school and may pose a safety risk.</p> <p><b>APPLICATION:</b> <i>Mandatory Report to law enforcement. Elevated discipline if dangerous instrument/incendiary device is discharged.</i></p>	<p><b>17A.1</b> <b>E/S</b> 1-3 Days Detention</p> <p>Written Warning T/S/A/P Conference Counselor Referral Restorative Conference</p>	<p><b>17A.2</b> <b>E/S</b> 1-5 Days ISS OR 1-3 Days OSS</p> <p>Removal of Privileges Restorative Conference Check-in/Check-out Behavior Contract</p>	<p><b>17A.3</b> <b>E/S</b> 4-10 Days OSS</p> <p>Possible referral to a student disciplinary hearing where the student may face long-term suspension or expulsion.</p>