



# 2024 – 2025 Junior Academy Parent/Student Handbook

## 2024 - 2025 Faculty Staff Roster

### ***Administrative & Leadership Teams:***

Peter McKnight, Head of School  
Julie Koriakin, Chief Operating Officer  
Dr. Keisha Hancock, Chief Academic Officer  
Charisse Richardson, Chief of Staff  
Dr. Leonardo Freyre, Chief Financial Officer  
Laurin McClung, Director of Communications  
Terra Gay, Director of Culture & Equity  
Tanya Shannon, Director of Human Resources  
Lindsey James Luczynski, Director of Strategic Partnership  
Courtney Bryant, Director of Fine Arts and STEAM  
Kandice Mitchell, Director of Athletics  
Curtis Augustin, Director of Technology  
Dr. Juliet Pinder, Director of Student Services and Support  
Rachel Weaver, Director of Counseling and Wellness  
Monishae O'Neill, EA Principal  
Dr. Cynthia Gunner, JA Principal  
Kendrick L. Myers, SA Principal  
Joi Thrash, Pre-K-2 Dean of Students  
Bethany Paquette, 3-5 Dean of Students  
Dr. Shaun Harris, JA Dean of Students  
Dr. Tameka Allen, SA Dean of Students  
Avery Roberson, SA Dean of Students  
Khalilah Edwards, Director of Administrative Services

### ***Front Office and Business Office Personnel***

Courtney Scott, Technology Specialist  
Antoine Brown, Technology Specialist  
Tamica Penny, Technology Specialist  
Brendan Cromer, Senior Accountant  
Cenobia Hilton, School Operations Manager  
Constance Nunnally, Payroll Analyst  
Douglas Bryant, Finance Business Manager  
Trudy Thomas, HR Analyst  
Kyna Mills, JA/SA Registrar  
Ebony Appling, Administrative Manager  
Jameryl Lowe, SA Admin. Assistant  
Janita Terry, JA Admin. Assistant  
Deressa Knight, Yates Campus Receptionist

***Support Personnel***

Akil Rashid, Social Worker  
Sherri Hudson, JA Counselor (Lead)  
Stephanie Cook, JA CCR Counselor  
Leslie Schaffer, PBL/Social Studies Coach  
Essica Myers, Literacy Coach  
Tammisha Butler, Math Coach (Lead Instructional Coach)  
Janiece Wyche, Literacy Interventionist/RTI SST  
Laquise Glass, Math Interventionist/RTI SST  
Dr. Steven Anderson, Coordinator of Fine Arts  
Shaun Anderson, Theater Manager  
Tonya Ricks, JA/SA Media Specialist  
Officer Barber, School Resource Officer  
Officer Custcard, School Resource Officer  
Officer Pryor, School Resource Officer  
Brandon Abram, Hall Monitor

***Sixth Grade***

**Laquise Glass, AIS Lead, JA Math Interventionist**

Sydney Carthan, English Language Arts Teacher  
Quiante Neal, English Language Arts Teacher  
Kymberly Winfrey, Mathematics Teacher  
Cydnee Boivert, Mathematics Teacher  
Ishara Hall, Social Studies Teacher  
Yondrese Raines, Science Teacher

***Seventh Grade***

**Candice Price, AIS Lead, Science Teacher**

Madhavi Clark, English Language Arts Teacher  
Chiquita Mathis, English Language Arts Teacher  
Perri Lennon, Mathematics Teacher  
**VACANT**, Mathematics Teacher  
Jenai Howard, Social Studies Teacher

***Eighth Grade***

**Lauren Allen, AIS Lead, Math Teacher**

Jessica Chatman, English Language Arts Teacher  
Kenya Prentice, English Language Arts Support Teacher  
Johnathan Scott, Algebra 1/Math Support Teacher  
Courtney Wade, Georgia Studies Teacher  
Noorah Basher, Physical Science Teacher  
Bryelle Partridge, Physical Science Teacher

***Department of Special Education & Student Support Services***

Chinnetta Buford-Duffie, JA/SA Special Education Lead Teacher  
Daveta Thomas, SST/RTI Interventionist  
Gianna Romo, MTSS 504 Interventionist  
Angela Stafford, Gifted Lead Specialist  
Shanae Jackson, SDI Implementation Specialist  
Renee Seabrook, Board Certified Behavior Analyst (BCBA)  
Eric Wells-Shivers, Behavior Specialist  
Ashley Bokwe, Special Education Teacher  
Solomon Antwine, Special Education Teacher  
Jazmine McDaniel, Special Education Teacher  
Stephawn Brown, Special Education Teacher  
Kirstie Crumbley, Special Education Teacher  
Nashid Muhammad, Special Education Teacher  
Kiersten Brannon, Special Education Teacher  
Britney Diaz, Daily Substitute  
Taylor Powell, Daily Substitute  
Kristin Felder, Paraprofessional  
Jaden Hudson, Paraprofessional  
Andre Williams, Paraprofessional  
Alonnie Triplett, Paraprofessional  
Dr. Marchella Bell, ESOL Teacher

***Enrichment/Pathway Program***

Elroy Powell, JA/SA Golf Teacher  
Dr. Jennifer Betzer, JA/SA Harp Teacher  
Dr. Molly O' Roark, JA/SA Harp Teacher  
Brittani McDuffie-West, JA/SA Theater Teacher  
Jeanne Fore, JA Theater Technology Teacher  
Myles Gonzalez, JA/SA Chorus Teacher  
Donyea Ruffin, JA/SA Engineering Teacher  
Julian Crockett, JA STEAM Teacher  
Derrick Jackson, JA/SA Band Teacher  
Taylor Britt, JA/SA PE Teacher  
William Harris, JA/SA PE Teacher  
Jencarlo Gonzalez Cruz, JA/SA Orchestra Teacher  
Kevin Parker, JA/SA Photography  
Vivian Guevara, JA/SA Visual Art Teacher  
Mallory Young, JA/SA Dance Teacher  
Dr. Latasha Jackson, JA/SA Spanish Teacher  
Nanette King, JA Spanish Teacher/ JA/SA Spanish Coach  
Jazmyne Mangham, JA/SA Computer Science Teacher  
David Stephens, JA E-Sports Teacher  
Andrea Scott, JA Study Skills Teacher



**DREW CHARTER JUNIOR ACADEMY CALENDAR OF IMPORTANT DATES**

**Semester 1**

<b>JULY / AUGUST</b> <ul style="list-style-type: none"><li>➤ <b>July 19 “Up the Hill”</b></li><li>➤ <b>July 22 Open House</b></li><li>➤ <b>July 24 First Day of School</b></li><li>➤ <b>August 30 Asynchronous Day/Conference Day</b></li></ul>
<b>SEPTEMBER</b> <ul style="list-style-type: none"><li>➤ <b>September 2 Labor Day: NO SCHOOL</b></li><li>➤ <b>September 23 Start of 2<sup>nd</sup> Quarter</b></li><li>➤ <b>September 23 Picture Day</b></li></ul>
<b>OCTOBER</b> <ul style="list-style-type: none"><li>➤ <b>October 14– 18 Fall Break: NO SCHOOL</b></li></ul>
<b>NOVEMBER</b> <ul style="list-style-type: none"><li>➤ <b>November 25-29 Thanksgiving Break: NO SCHOOL</b></li></ul>
<b>DECEMBER</b> <ul style="list-style-type: none"><li>➤ <b>December 20 Early Release</b></li> <li>➤ <b>December 23 – January 3 Holiday Break: NO SCHOOL</b></li></ul>

Semester 2

**JANUARY**

- **January 3 Holiday Break cont. NO SCHOOL**
- **January 6 Start of 3<sup>rd</sup> Quarter/Second Semester**
- **January 20 MLK Holiday (No School for Students)**

**FEBRUARY**

- **February 17 - 21 Winter Break: NO SCHOOL**

**MARCH**

- **March 14 Asynchronous Day/Conference Day**
- **March 17 Start of 4<sup>th</sup> Quarter**

**APRIL**

- **April 7 - 11 Spring Break: NO SCHOOL**

**MAY**

- **May 5 - 9 Teachers' Appreciation Week**
- **May 22 Last Day of School**

## Contents

<b>PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</b> .....	12
<b>SCHOOL HISTORY</b> .....	15
<b>PURPOSE</b> .....	15
<b>VISION</b> .....	15
<b>MISSION</b> .....	15
<b>PHILOSOPHY</b> .....	15
<b>DREW CORE VALUES</b> .....	15
<b>EDUCATIONAL APPROACH</b> .....	16
<b>WHAT IS A CHARTER SCHOOL?</b> .....	16
<b>ENROLLMENT &amp; ADMISSIONS</b> .....	16
<b>SCHOOL OPERATIONS</b> .....	25
<b>School Hours</b> .....	25
<b>School Telephone and Student Cell Phone Use</b> .....	25
<b>School Visitors</b> .....	25
<b>Emergency Procedures</b> .....	26
<b>School Closing</b> .....	26
<b>School Nurse</b> .....	28
<b>Medication</b> .....	28
<b>Sick Call</b> .....	28
<b>Lawful Absences and Tardies</b> .....	31
<b>Unlawful Absences</b> .....	31
<b>Unexcused Tardy</b> .....	31
<b>Definition of being "In Attendance"</b> .....	31
<b>Early Dismissals/Late Arrival</b> .....	32
<b>Early Drop Off</b> .....	32
<b>Late Pick Up</b> .....	33
<b>Progressive Discipline /Consequences/ Corrective Action Requirements</b> .....	33
<i>Absences</i> .....	33
<i>Tardiness</i> .....	34
<i>Make-up Work</i> .....	34
<i>Absence Documentation Requirement</i> .....	34
<b>STUDENT CODE OF CONDUCT</b> .....	35
<b>Examples of Norms Infractions</b> .....	37

<b>Respectful Communication .....</b>	<b>37</b>
<b>Respect Others and Their Property .....</b>	<b>37</b>
<b>Dress Code/Uniform Policy .....</b>	<b>38</b>
<b>Out-of-School Suspension (OSS) .....</b>	<b>39</b>
<b>In-School Suspension (ISS).....</b>	<b>40</b>
<b>Location of Violations.....</b>	<b>40</b>
<b>Investigation of Misconduct .....</b>	<b>40</b>
<b>Student Questioning by Officials .....</b>	<b>41</b>
<b>PROGRESSIVE DISCIPLINE.....</b>	<b>41</b>
<b>ACADEMIC PROGRAM .....</b>	<b>67</b>
<b>Philosophy.....</b>	<b>67</b>
<b>Science, Technology, Engineering, Arts and Mathematics (STEAM) .....</b>	<b>67</b>
<b>Project-Based Learning.....</b>	<b>67</b>
<b>School Wide Learning Outcomes .....</b>	<b>68</b>
<b>Grading Scale .....</b>	<b>68</b>
<b>Promotion Requirements.....</b>	<b>68</b>
<b>Deficiency Notice Procedures.....</b>	<b>69</b>
<b>What is Community Service?.....</b>	<b>69</b>
<b>What types of activities constitute Community Service Learning?.....</b>	<b>69</b>
<b>What types of activities MEET the criteria of Community Service Learning? .....</b>	<b>69</b>
<b>Benefits.....</b>	<b>70</b>
<b>Student Behavior and Dress.....</b>	<b>70</b>
<b>Student Technology Handbook.....</b>	<b>73</b>



## **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 Assistant 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.

### **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.

Elementary Academy (Grades PK-5) <b><i>Lower Campus</i></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><i>Yates Upper Campus</i></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.

**DREW CORE VALUES**

Wisdom, justice, courage, compassion, hope, respect, responsibility, 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.

## **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 a.m. – 4 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 new 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. The East Lake Community Foundation provides funding for golf professionals, who work with our students on a daily basis during their physical education classes and in the after school First Tee® of East Lake Program.

## **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.

## **ENROLLMENT AND REGISTRATION**

### **Enrollment and Admissions**

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 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 remaining cafeteria balances, 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.

## **PARENT AND STUDENT RESOURCES**

### **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.

### **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 Nutrition Program**

Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students who are physically fit sleep better and are better able to handle the physical and emotional challenges that they encounter during the day. Send any and all questions about anything school nutrition related to [nutrition@drewcharterschool.org](mailto:nutrition@drewcharterschool.org) or if it's a technical issue like this they can call the MealTime tech support number on the webpage.

### **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](mailto:akil.rashid@drewcharterschool.org)).

## **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.

## SCHOOL OPERATIONS

### School Hours

The Drew Charter School Yates Campus building is open between 7:15 a.m. and 4:30 p.m., with the exception of extracurricular activities, office hours, and athletics. The main office is open between 7:30 a.m. and 4:30 p.m. during the school year. The school office staff can be reached at the Main Office: (470) 355-1200.

### School Communication

The Junior Academy's primary form of communicating information is Remind: School Communication (application available for download). The JA and each grade level will disseminate information via this platform. The principal will e-mail weekly communication to all parents, families, and stakeholders. The larger Drew organization generally communicates via e-mail.

### School Telephone, Student Cell Phone Use, & PED

Students will only be allowed to use the school telephone for emergencies and only with staff permission and supervision. Delivering messages to students in class is disruptive and time consuming. Therefore, we ask parents/guardians to use other means of communicating with their students, whenever possible. Junior Academy students are allowed to bring their cell phones to school; however, we ask students to keep ALL electronic devices in the homeroom lockbox during the school day. We also ask parents/guardians not to call or receive phone calls from their student's cell phones during the school day and remind students to keep phones in the lockbox. If a student needs to call their parent/guardian, they will be provided with the opportunity to use a school phone. Phones can and will be confiscated as deemed appropriate. Parents may be required to pick up cell phone devices. The Junior Academy assumes no responsibility for lost, stolen, damaged, etc. cell phones and/or electronic devices.

The Junior Academy is committed to having a safe school environment that promotes the maximum learning potential of all students. **All cellphones must be placed in the student's homeroom lockbox daily. Instances where students arrive to school tardy, cellphones must still be placed in the lockbox before entering class. Personal Electronic Devices (PED) including but not limited to the following are not allowed on campus under any circumstance: iPads/tablets, personal laptops, smartwatches, wireless headphones etc. ALL JA STUDENTS MUST USE A SCHOOL ISSUED LAPTOP OR DEVICE.**

Times when PEDs may be allowed:

- Digital learning platforms that require listening devices
- PBL/ Major projects requiring video recording/ editing
- Other circumstances permitted by Drew Charter faculty and staff

Violation of this policy will result in the following consequences:

#### **Level 1: Cell Phone/ PED visible (in pocket, on desk, in hand not in use, etc.)**

**1<sup>st</sup> offense:** Warning issued and cellphone/ PED placed in lockbox or on teacher's desk

**2<sup>nd</sup> offense:** Student may collect cellphone/ PED at the end of class or day

**3<sup>rd</sup> offense:** Parent/Guardian required to pick up from administration

**Level 2: Cell Phone/ PED in use (talking, texting, playing games, being on apps, etc.**

**1<sup>st</sup> offense:** Returned at the end of the day and parent contacted (will be made aware that next infraction will result in parent/guardian collecting phone/ PED from the school)

**2<sup>nd</sup> offense:** Parent/ Guardian required to pick up device from administration

**Level 3: Instrument of disorderly conduct (recording fights, incidents, inappropriate communication, etc.)**

1. Cell phone/ PED confiscated
2. Referral written
3. Parent/ Guardian required to pick up device from administration

***NO STUDENT SHALL RECORD, EXCHANGE, OR POSSESS ANY PHYSICAL ALTERCATIONS, INAPPROPRIATE, OR LEWD PHOTOS. ALL WILL RESULT IN A DISCIPLINARY INFRACTION AND MAY INCLUDE LEGAL REPRIMAND IF DEEMED NECESSARY.***

**School Visitors**

All parents/guardians and other visitors, must enter through the front lobby, sign in at the front desk, and always wear an identification badge. Any visitor caught in the building without an identification badge will be asked to visit the front desk or 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:
  - o Completing the Volunteer Release Form
  - o 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 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 and parents are not allowed to attend field trips 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:
  - o Completing the above steps for Level II Clearance
  - o 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.

The Enrollment Officer is responsible for the volunteer clearance process. Please contact the front office for processing hours.

### **Emergency Procedures**

Charles R. Drew Charter School has developed comprehensive safety plans that will be practiced throughout the school year. Students 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.

### **School Closing**

In the event of inclement weather, the Charles R. Drew Charter School will follow The Atlanta Public Schools' inclement weather decision. In case of inclement weather, please tune in to all local television channels for school closings, delays, or early dismissals.

### **Field Trips**

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

Field trips are a privilege. A student can be excluded from participation in field trips as a consequence of inappropriate behavior on the school grounds or based on inappropriate behavior displayed on field trip. Rules 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 on school property. Violations of school rules on a field trip may result in the revocation of a student's privilege of

participating in future field trips and/or other school activities. Parents are required to use MyPayments Plus for field trip fees

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

### **Clubs, Organizations & Extracurricular Activities**

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

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

### **Student Health Services**

#### **School Nurse/LPN**

A nurse or LPN is on duty each day. The nurse or LPN 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
- 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 should not bring medicine with them to school and administer it to themselves.

#### **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 or emergency contact numbers 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 principal should be notified in writing if a student has a chronic illness or disability that could require special or emergency treatment. Students should not return to school until fever- and/or vomit-free for 24 hours. Except as permitted by Policy, medicine must be kept in the school office/clinic and dispensed by the principal or his/her designee.

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

### **Cafeteria and Food Procedures**

Breakfast and lunch will be available to all students daily. We encourage parents who provide their child's lunch to use these guidelines as they plan menus.

- Send students to school with lunch
- Pack lunches that can be stored in a locker or with the student
- Avoid sending carbonated beverages, candies, and large serving size of drinks, chips, food, etc.

If a parent/guardian must bring a lunch to the school, please follow these guidelines:

- Pack and label lunch in a closed container (sack or lunchbox/bag)
- Bring lunch only for students for which you are a contact
- Sign in at front desk
- Place labeled lunch in cubby in lunchroom

Please note that any lunches that arrive after the designated lunch period will remain in the cubby in the lunchroom until the end of the school day. Parents/Guardians and students are asked not to sell food before, during, or after the school day without permission from administration.

### **Contacting Staff Members**

Communication between staff members and parents/guardians is critical for students' success. Below are several procedures and norms for this communication. ***EACH JA TEACHER HAS A ZOOM NUMBER.***

1. Parents/guardians should expect staff to respond to phone calls and emails within two business days (48 hours)
2. Upon receipt of a conference request, staff members will attempt to schedule conferences within 48 hours. The parent/guardian should report to the office at the time of the agreed appointment and the main office staff will provide a visitor's pass and notify the faculty member.
3. Please always check in at the front office and refrain from going directly to classrooms or offices before the main office has contacted the staff member.

### **Parent–Teacher Conferences**

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

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

### **Locker Usage Procedures**

All JA students will be assigned a locker. **ALL BOOKBAGS/BACKPACKS MUST BE PLACED IN THE LOCKER EACH DAY. BOOKBAGS/BACKPACKS ARE NOT PERMITTED IN CLASSROOMS AND ARE NOT TO BE CARRIED IN THE BUILDING DURING THE INSTRUCTIONAL DAY.**

1. Student lockers are the property of the school and always remain under the control of the school.
2. The school retains the right to inspect student lockers for any reason, at any time, without notice, without student or parent consent, and without a search warrant.
3. Students are responsible for all items found in the lockers as well as being financially liable for any damage occurring to the locker. (As a reminder, aerosol containers can be subject to explosion and should not be stored in lockers.)
4. Students should NOT share their combination with any other student.
5. Students are not allowed to decorate their lockers with permanent materials including, but not limited to stickers, paint, and markers.

### **Lost and Found**

Each school has a “Lost & Found” area where lost items are turned in and may be claimed. Each grade level has a large crate on the hallway where students should retrieve any lost item. Items that are not claimed by the end of each month will be donated or purged. Items of clothing that may be removed, such as coats and sweaters, should be labeled with the student’s name and placed in the main JA office.

### **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 for 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 to inform them about the student’s absence. 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 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

### **Following each Full Day of Unexcused absences:**

Parent Contact via Robocall and automated email responses

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.

Please send all notes of excuse, and or medical documentation to [attendance@drewcharterschool.org](mailto:attendance@drewcharterschool.org). If you’re unable to email your documentation, please have your student give note of excuse, or medical documentation to the secretary at the Yates Campus. Parents/guardians are requested to contact the counselor, Dean of Students and/or principal immediately in the event of extended absences.

## **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 parents by email, phone, or in person and remind them of the school’s attendance policy. The school will document the contact with parents.
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 provide support if necessary. Notices will be emailed and/or mailed to the email/ address listed in Infinite Campus.
3. If the student 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 student on an Attendance Contract in hopes of improving their attendance concerns.

4. If the student 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 Juvenile Court. 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.

### **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), and excessive illegal absence/ tardiness may result in the retention of a student at grade level and referral to the juvenile authorities. Unexcused absences are the students' willful absences from school without the knowledge of parents (guardians), or the students' absences from school without justifiable causes with the knowledge of parents (guardians). Unexcused absence and truancy may lead to legal action to include court proceedings involving parents/guardians and/or students, if the student is less than sixteen (16) years of age. Georgia statutes (O.C.G.A. 20-2-690.1) require school attendance until the age of sixteen (16).

### **Excused Absences and Tardies (Proper Documentation Must Be Provided)**

Excusable absences permitted by Georgia Board of Education attendance rules:

- Illness
- Educational opportunity
- Quarantine
- Suspension
- Death in family
- Expulsion
- Medical (or dental) appointments
- Register to vote or vote in public
- Court proceedings (one-day limit) elections
- Religious proceedings
- Serve as a page in the Georgia General Assembly

### **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 [attendance@drewcharterschool.org](mailto:attendance@drewcharterschool.org). If you're unable to email your documentation, your student should deliver the note/medical documentation to the secretary at the

Yates Campus 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 for more than 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.

### **Violation of Drew Attendance 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 attendance matters. Continued and repeated attendance matters will jeopardize the student's continued enrollment at Charles R. Drew Charter School.

### **Unexcused Tardy**

Student arrival to first period at any time after 8:15 am will result in a recording of a tardy. It is suggested that students arrive at school by their appointed arrival window time to ensure prompt arrival to first period class. 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

[attendance@drewcharterschool.org](mailto:attendance@drewcharterschool.org). If you're unable to email your proof of medical, or dental appointment, please have your student give proof to the secretary at the Yates Campus upon their return to school. If documentation is not received within three (3) days of the student's tardy, it will be marked as unexcused.

### **Tardiness Procedures**

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 parents 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 parents reminding them of the school's tardy policy and intervene to provide 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 a 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.

### **Early Dismissal**

- Parents/Guardians arriving to pick up a student for early dismissal must communicate directly with their student's academy.
- The Early Dismissal cut-off time for JA is 3:00pm.

**\*\* PLEASE NOTE THE FOLLOWING \*\***

- No student is to leave campus without first being recorded as leaving through the main office. Students must be checked out by a parent, guardian or person included on the students' Early Dismissal Verification Form. Any individual checking a student out must have a valid picture ID.
- Only students who are 16 or older can be dismissed without a parent/guardian. In order to be dismissed early without a parent or guardian a student must submit a letter/email from a parent requesting an early dismissal to the main office and JA Administration. The letter must include the reason for leaving, method of transportation, time and a telephone number where a parent/guardian can be reached. In the event a parent cannot be reached, students will not be dismissed. All written requests must be handed to the secretary in the main office by 8:00 a.m. or upon arrival. Verbal requests will not be honored. Prior to dismissal, the student will be provided with a pass to be dismissed from class at the correct time. This pass should be shown to the teacher and to the campus receptionist, at the front door of the school as the student exits. Students that do not adhere to this policy will have to follow the above policy and a parent will have to be present.
- Although early dismissals are sometimes necessary, it is strongly recommended that parents/guardians not allow students to leave school early unless it is an absolute necessity. Classes are 75 minutes long and even one missed class can put a student significantly behind. To ensure minimal distractions with dismissal, in the event of an early dismissal, please pick students up **before 3:00 p.m.**

### ***Make-up Work***

Students are responsible for all work missed when absent from school. Immediately upon returning to school, the student must arrange with his/her teacher to make up all work (assignments, tests, projects, etc.). For extended absences, the student and/or family should contact teachers to establish a timeframe for submitting missed assignments. ***Revised Late Policy: 10 points will be deducted every week that an assignment is late. Last day to turn in late assignments will be the first school day of the following month.***

### ***Absence Documentation Requirement***

All lawful excused absences require a written note from the parent (or guardian) explaining the absence(s). The student should deliver the note to the administrative assistant in the main office. Parents/guardians are requested to contact the counselor, Dean of Students, and/or principal immediately in the event of extended absences.





## **STUDENT CODE OF CONDUCT**

## **Behavioral Norms**

Trust is critical to the culture of the Drew Junior Academy. Traditional schools ensure order by imposing rigid rules and consequences assuming that students cannot make good decisions without these structures. Ultimately, this approach does not provide students with the space to develop positive and productive decision-making skills. At the same time, it is our responsibility to provide enough structure and guidance to ensure that students can learn and thrive. As a school, we seek to find a balance of freedom and structure so that students will become better decision-makers.

There are a variety of strategies to promote good decisions including coaching, goal setting, recognition, self-reflection and rewards. Whenever possible the staff will utilize these strategies through processes and systems like Advisory, one-on-one conferences, incentives, shout-outs, self-assessment assignments, and rewards like Jeans Passes.

It is also important that there is a clear and consistent approach to addressing students' decisions that harm or hinder themselves or others. Whenever possible, staff will engage students in analysis to understand why behavior is harmful or inappropriate in order to encourage different decisions in the future. Staff will also engage students in restorative practices to "make things right" and/or repair any damage that has been done.

However, in some circumstances analysis and reflection on poor decisions are not enough to discourage them in the future. As a result, there needs to be a clear and consistent system of consequences to discourage inappropriate and harmful behavior. The consequences listed in this code of conduct are general guidelines adopted from the Drew Charter School Student Code of Conduct. ***The administration reserves the authority to implement consequences that are deemed most appropriate.***

## **School Norms**

Honor Trust

Show Respect

Act Responsibly

Present Professionally

These norms apply while students are at school, while traveling to and from school or any school-sponsored event, and while participating in any school sponsored event at home or away.

These norms also apply in instances where a student's actions outside of school affect the school's ability to maintain an orderly, safe, and positive learning environment. This is particularly important with regard to the use of social media.

## Examples of Norms Infractions

Honor Trust	Show Respect	Act Responsibly	Present Professionally
Visiting a non-instructional website during class	Use of inappropriate language	Not bringing materials to class	Wearing uniform inappropriately
Lying to a staff member	Disrupting a presentation in class	Repeatedly being late to class	Not wearing school uniform
Leaving campus without permission	Posting insulting, derogatory or threatening information on social media	Not following safety drills or guidelines	Disrupting a presentation or school assembly

### Student Grievance Procedure

It is important that all members of our community abide by our norms, including students, staff and parents/guardians. If a student feels a norm has been violated, we want to be sure he/she understands how to address the issue appropriately. Whenever a student believes that norm has been violated, they should consider completing the follow steps:

- Wait until emotionally calm and respectfully speak with the other person about the issue
- Write a respectful letter/note/email to the other person describing concerns
- Speak with a trusted adult about the issue.

If, after some or all these steps have been followed, the issue has not been resolved, the student should complete a Grievance Form and return it to the counselor or principal. The counselor and/or principal will follow up with the student within 24 hours.

### Rules to Live By

The “rules” below represent specific applications of our school norms.

#### **Respectful Communication**

The way we talk to each other is one of the most important building blocks in our relationships. Inappropriate speech that is foul or offensive does not communicate an environment of respect to each other or to guests of Drew Junior Academy. Remarks that are disparaging or hurtful damage our ability to trust one another. Speech should be uplifting and appropriate.

#### **Respect Others and Their Property**

An environment where theft, violence, or bullying is present is not one of trust, respect or responsibility. We should make our school a comfortable, safe space for everyone.

**Dress Code and Uniform Policy**

**2024-2025 Junior Academy Dress Code and Uniform Policy**

As a school, we have chosen to represent ourselves professionally, with a polished and formal uniform. Our uniform reflects our pride and our respect for our school. While specific guidelines are provided below it is important for students to develop an understanding of and adherence to the spirit and standards of professional dress.

		<b>All Students</b>	
<b>Shirt</b>	<ul style="list-style-type: none"> <li>• Solid white or gray polo or oxford shirt</li> </ul>		
<b>Pants and Skirts</b>	or -----	<ul style="list-style-type: none"> <li>• Solid khaki skirts worn no more than 3 three inches above the knee</li> <li>• (Solid white, black, brown, gray or navy tights may be worn with a uniform skirt)</li> <li>• Solid khaki pants or shorts worn no more than three inches above the knee</li> <li>• Pants, shorts and skirts with belt-loops must be worn with a neutral colored belt</li> </ul>	
<b>Shoes and Socks</b>	<ul style="list-style-type: none"> <li>• Any closed toe and school appropriate shoe (no slides, flip flops, sandals, Crocs, slippers, or shoes with an open back.)</li> </ul>		
<b>Hair</b>	<ul style="list-style-type: none"> <li>• All hair and facial hair should be neatly groomed with respect to cultural norms.</li> </ul>	<ul style="list-style-type: none"> <li>• All hair should be neatly groomed with respect to cultural norms.</li> </ul>	
<b>Jackets and Sweaters</b>	<p>Students may also wear the following:</p> <ul style="list-style-type: none"> <li>• Outerwear purchased from Charter School Uniforms and Flynn O’Hara (<a href="https://www.flynnohara.com/index.aspx">https://www.flynnohara.com/index.aspx</a>) specifically, the V-neck cardigan sweater, the V-neck pullover sweater vest, and the polar fleece zip front jacket</li> <li>• Official Drew athletic pull over zip-up jackets purchased as part of participation in a sport</li> <li>• All sweatshirts, hoodies, sweaters, etc. must be solid color in black, gray, forest green, white, tan; however, shirt collar should remain visible</li> <li>• Drew apparel (of any color) is permitted. A polo or collar shirt must be worn underneath</li> </ul> <p>All other outerwear, including but not limited to jackets, vests, sweatshirts, hoodies and shooting shirts, non-Drew items, should be stored during the school day.</p> <p>Jackets with hoods are <b>STRONGLY</b> discouraged. Students are not allowed to have hoods up inside the building at any time.</p>		

<b>Other</b>	<ul style="list-style-type: none"> <li>• Dress Down Passes may be issued as a reward or incentive. Students with passes are encouraged, but not required to wear a Drew spirit wear (t-shirt, jacket, sweatshirt, etc). Students may wear jeans, cargo pants or other appropriate style pants without holes or rips above the knee. Students may also wear sneakers, but not flip-flops, slides or Crocs.</li> <li>• When approved by the administration select team and spirit clothing may be allowed on particular school days. Organization/Club t-shirts cannot be worn in lieu of a white polo unless explicit approval is given.</li> </ul>
<ul style="list-style-type: none"> <li>• All accessories should be consistent with the formal and professional spirit of the uniform policy.</li> <li>• Head coverings are only allowed for religious reasons inside of the school building. (<i>Bandanas, scarves, bonnets, hats, etc. are not permitted</i>)</li> <li>• Underwear, lingerie, bare cleavage, shoulders, midriffs, backs or hips should be covered at all times.</li> </ul>	

\*Student Requested and Honored Uniform Change

Uniforms must be neat and clean and students should also practice good hygiene. The policy above **applies to students as they enter the school building and throughout the school day**. Students will be required to secure appropriate attire before attending class. Please contact the Dean of Students if there is a need for uniform support as the Dean may be able to assist you.

### **School Prank/Vandalism**

As a community, we value our facility and are appreciative of the learning environment that it affords our students. Therefore, we want to be sure that everyone understands that all expressions of class/school representation must fall within the guidelines of this handbook. Students identified as trespassing on school grounds after or before the school day and identified as engaging in a prank or otherwise destroying school property will be turned over to the local police for prosecution, which could result in arrests and fines. These actions may also result in suspension, referral to a Drew tribunal, and suspension from attending school dances/prom/activities. Any other grade level may also lose privileges to participate in class events/fieldtrips/off-campus activities.

### **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.

### **Location of Violations**

The following code provisions apply to offenses that students commit while on school property or while using school technology resources at any time. As used in this Code of Conduct:

1.1. School property includes, but is not limited to:

1.1.1. The land and improvements which constitute the school;

1.1.2. Any other property or building, including school bus stops, wherever located, where any school function, event, or activity is conducted;

1.1.3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by Drew, and privately owned vehicles used for transportation to and from school activities;

1.1.4. Personal belongings, automobiles, or other vehicles which are located on school property;

1.1.5. Off campus and not at a school event or function if the behavior meets the definition of an off campus behavior violation or directly affects the safety and welfare of the school community or the orderly mission and function of the school; and

1.1.6. En-route to the student's home from school.

1.2. School technology resources includes, but is not limited to:

1.2.1. Electronic media systems such as computers, electronic networks, messaging, and website publishing, and

1.2.2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

### **Investigation of Misconduct**

When a student code of conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. School police and other support staff may be utilized for their expertise as determined by the circumstances of the matter.

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

The determination of whether a student has violated or has not violated the student code of conduct will be made based solely on a preponderance of the evidence. In other words, it is more likely to be true than not true, based on the evidence, that the student did violate the rule. Once it has been determined that a rule(s) was violated, the administrator will follow the progressive discipline process.

#### **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 states that the situation involves pursuit of a suspect linked to a felony crime may question stud

## Progressive Discipline Interventions (Secondary)

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

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



Tier 3 Discipline (Serious)			
<p><b>Classroom Intervention/Response</b> Every intervention and response should be documented in a school-level/PBIS tracking system, and students should journal their response or understanding of the process and the intervention.</p>	<p><b>Administrative Intervention/Response</b> Every administrative action taken should be documented in a school-level/PBIS tracking system.</p>		
<ol style="list-style-type: none"> <li>1. Restorative conference</li> <li>2. Repair/restore/reparations</li> <li>3. Community service plan</li> <li>4. Referral to administrator</li> </ol>	<table border="0"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Therapy referral</li> <li>2. Restorative circle</li> <li>3. Restorative conference</li> <li>4. Formal restorative conference</li> <li>5. Restitution with student input</li> <li>6. Restitution without student input</li> <li>7. Removal of privileges for a period, until restoration or repair/restitution is achieved</li> </ol> </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>8. Removal from clubs and organizations for a period, until restoration or repair/restitution is achieved</li> <li>9. Community service project</li> <li>10. School beautification project</li> <li>11. Threat assessment</li> <li>12. Behavior specialist referral</li> <li>13. Functional behavior assessment</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Therapy referral</li> <li>2. Restorative circle</li> <li>3. Restorative conference</li> <li>4. Formal restorative conference</li> <li>5. Restitution with student input</li> <li>6. Restitution without student input</li> <li>7. Removal of privileges for a period, until restoration or repair/restitution is achieved</li> </ol>	<ol style="list-style-type: none"> <li>8. Removal from clubs and organizations for a period, until restoration or repair/restitution is achieved</li> <li>9. Community service project</li> <li>10. School beautification project</li> <li>11. Threat assessment</li> <li>12. Behavior specialist referral</li> <li>13. Functional behavior assessment</li> </ol>
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# Drew Charter School

Junior Academy

Student Behavior Plan

Safety Organized Accountable Respectful (S.O.A.R.)

	Hallways	Transitions	Restroom	Cafeteria
<b>Safe</b>	<ul style="list-style-type: none"> <li>✓Walk on the right-side</li> </ul>	<ul style="list-style-type: none"> <li>✓Walk</li> <li>✓Single file</li> <li>✓Right-side of stairs</li> </ul>	<ul style="list-style-type: none"> <li>✓One person, one stall</li> <li>✓Use, wash, rinse, dry</li> </ul>	<ul style="list-style-type: none"> <li>✓Walk</li> <li>✓Once you're out, you're out</li> </ul>
<b>Organized</b>	<ul style="list-style-type: none"> <li>✓Pride the space</li> <li>✓Four on the floor</li> </ul>	<ul style="list-style-type: none"> <li>✓Follow the space's protocol</li> </ul>	<ul style="list-style-type: none"> <li>✓Four on the floor</li> </ul>	<ul style="list-style-type: none"> <li>✓Four on the floor</li> <li>✓Seat first, wait second, move last</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>✓Lockers -First Come, First Served</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>✓Pride the space</li> <li>✓Seat first, wait second, move last</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>✓Honor personal proximity</li> <li>✓Proper language</li> <li>✓Move succinctly and swiftly</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal proximity</li> <li>✓Proper language</li> <li>✓Move succinctly and swiftly</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal proximity</li> <li>✓Proper language</li> <li>✓Move succinctly and swiftly</li> </ul>	<ul style="list-style-type: none"> <li>✓Honor personal proximity</li> <li>✓Proper language</li> <li>✓Move succinctly and swiftly</li> </ul>

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**Yearly Schedule for Teaching Common Expectations:**

**Wednesday July 31, 2024, 3:00 pm**

Explicit, direct instruction in core values, student behavior, classroom expectations, and common area expectations building wide.

**Wednesday January 8, 2025, 3:00 pm**

Mid-year review of core values, student behavior, classroom expectations, and common area expectations building wide.

**Monday April 14, 2025, 3:00 pm**

Final review of core values, student behavior, classroom expectations, and common area expectations building wide.

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
1	Academic Dishonesty	Receiving or providing unauthorized assistance (to include plagiarizing, copying, or fabricating data) on classroom projects, assignments, exams, or state or national examinations.		1.1. One to three days detention OR one to three days ISS	1.2 Four to five Days ISS OR one to three days OSS	1.3 Four to 10 Days OSS
2	Alcohol/ Illegal Drugs/ Inhalants: Under the Influence	No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug.	Inhalants include vapes, e-cigs, e-liquids, etc.		2.2 Four to five Days ISS OR one to three days OSS	2.3 Four to 10 Days OSS
2.b	Alcohol/ Illegal Drugs/ Inhalants: Possession/ Use	No student shall possess, consume, transmit, or store alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids or any substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code.	Inhalants include vapes, e-cigs, e-liquids, etc.		2.b.2 Four to five days ISS OR one to three days OSS	2.b.3 Four to 10 Days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
2.c	Alcohol/ Illegal Drugs/ Inhalants: Selling/Buy- ing	No student shall buy, receive, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, marijuana oil, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or the student purports to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.	Inhalants include vapes, e-cigs, e-liquids, etc.			2.c.3 Four to 10 days OSS
2.d	Alcohol Paraphernalia / Counterfeit Drugs, Drug Paraphernalia	No student shall possess, transmit, or store any drug-related paraphernalia or counterfeit drugs, or alcohol paraphernalia (including scales, empty bottles, flasks, shot glasses, etc.).	If student does not possess actual alcohol, illegal drugs, or inhalants but is in possession of associated items	2.d.1 One to three days detention OR one to three days ISS	2.d.2 Four to five days ISS OR one to three days OSS	2.d.3 Four to 10 days OSS
3	Arson	No student shall intentionally damage or attempt to damage any real or personal property by fire or incendiary device.			3.2 Four to five days ISS OR one to three days OSS	3.3 Four to 10 days OSS
4	Assault	Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury, but no contact is made.			4.2 Four to five days ISS OR one to three days OSS	
4.b	Assault of School Employee	Intentional attempted physical attack against an employee with the intent to cause bodily harm resulting in severe injuries, or any act which places another in reasonable apprehension of immediately receiving a violent injury.			4.b.2 Four to five days ISS OR one to three days OSS	4.b.3 Four to 10 days OSS
5	Audio or Video Recording	Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one calendar year.		5.1 One to three days detention OR one to three days ISS	5.2 Four to five days ISS OR one to three days OSS	5.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
6	Battery	Intentional touching or striking of another person to insult, provoke, or cause bodily harm.	The key difference between battery and fighting is that fighting involves mutual participation.		6.2 Four to five days ISS OR one to three days OSS	6.3 Four to 10 days OSS
6.b	Battery of School Employees	Intentionally make physical contact of an insulting ,provoking, or harmful nature with a school employee, unless such physical contact was in self-defense as provided by O.C.G.A. § 16-3-21.	MANDATORY DISCIPLINE HEARING.			6.b.3 Four to 10 days OSS
7	Bomb Threats	Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation. A bomb threat can be communicated via conduct that occurs on or off school property, including but not limited to transmission via email, text, and social media.			7.2 Four to five days ISS OR one to three days OSS	7.3 Four to 10 days OSS
8	Bullets/BB's/ Paintball Pellets	Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk.		8.1 One to three days detention OR one to three days ISS	8.2 Four to five days ISS OR one to three days OSS	8.3 Four to 10 days OSS
9	Bullying	A willful attempt or threat to inflict injury on another person when accompanied by 1. an apparent present ability to do so, or; 2. intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or; 3. any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim; or - Has the effect of substantially interfering with the victim student's education; - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or - Has the effect of substantially disrupting the orderly operation of the school.	Within 1 School Year First Offense: Discipline Levels 1 - 3 Second Offense: Discipline Levels 2 - 3 Third Offense: Discipline Level 3, Mandatory Hearing Referral	9.1 One to three days detention OR one to three days ISS	9.2 Four to five days ISS OR one to three days OSS	9.3 Four to 10 days OSS

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

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
11.d	Bus Electronic Distractions/ Cell Phone Use	Students shall not record video or audio during school transportation, or use any electronic device that is distracting to the bus operator or may interfere with the bus communication equipment. No electronic devices may be operated without the use of headphones or ear buds. "Electronic device" includes but is not limited to: cell phones; tablets; iPads; iPods; or any other electronic device.		11.f.1 One to three days detention OR one to three days ISS	11.f.2 Four to five days ISS OR one to three days OSS	
12	Category I Weapon	A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a FIREARM, either concealed or open to view, on school property. A FIREARM is a (LOADED or UNLOADED) handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.	Mandatory Hearing Referral. Students found in possession of Loaded Category I Weapons will be permanently expelled from Atlanta Public Schools.			12.3 Four to 10 days OSS
12.b	Category II Weapon	A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a HAZARDOUS OBJECT, either concealed or open to view, on school property. A HAZARDOUS OBJECT is a pellet gun, paint pellet gun, or BB gun, antique firearm, pepper spray, non lethal air gun, stun gun, taser, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g. billy club, PR-24, nightstick, spring stick, blackjack, club); any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, nunchuck, nun chahka, shuriken, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., Chinese star, oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/ knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon.			12.b.2 Four to five days ISS OR one to three days OSS	12.b.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
12.c	Category III Weapon	A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a KNIFE or INSTRUMENT having a blade of less than two inches, any "look- alike" firearm, toy guns, or plastic disposable razor or slingshot. Factors to be considered in determining the disciplinary response will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.	Intent should be considered in this situation.	12.c.1 One to three days detention OR one to three days ISS	12.c.2 Four to five days ISS OR one to three days OSS	12.c.3 Four to 10 days OSS
13	Class Disruptions/ Horseplay	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).		13.1 One to three days detention OR one to three days ISS	13.2 Four to five days ISS OR one to three days OSS	13.3 Four to 10 days OSS
14	Consensual Bodily Harm	Consensual participation in any activity that could cause or results in harm to the body, or bodily alterations. Examples of consensual bodily harm include, but are not limited to, tattooing, branding, piercing, initiations, and participation in challenges that may include the ingestion of chemicals, foreign substances, or objects that may cause harm. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 3-4 disciplinary responses for this offense.		14.1 One to three days detention OR one to three days ISS	14.2 Four to five days ISS OR one to three days OSS	14.3 Four to 10 days OSS
15	False Call to Emergency Services or Cause a False Fire Alarm	No student shall knowingly make or cause a false call to emergency services or a false fire alarm. Emergency services include, but are not limited to, Fire & Rescue, 911, Police).			15.2 Four to five days ISS OR one to three days OSS	15.3 Four to 10 days OSS
15.b	False Report	No student shall knowingly and willfully make false reports, falsify records, forge signatures, falsify statements whether orally or in writing; or falsely accuse other students or APS employees of wrong actions or inappropriate conduct.		15.b.1 One to three days detention OR one to three days ISS	15.b.2 Four to five days ISS OR one to three days OSS	15.b.3 Four to 10 days OSS



CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
16	Fighting	Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.			16.2 Four to five days ISS OR one to three days OSS	16.3 Four to 10 days OSS
16.b	Fighting, Group	Three or more individuals mutually participating in a physical altercation with intent to harm. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury.	Physical contact which causes significant injury will result in a Level 3 disciplinary response being imposed		16.b.2 Four to five days ISS OR one to three days OSS	16.b.3 Four to 10 days OSS
17	Gambling	No student shall gamble or solicit others to gamble or participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money, or other items. Gambling includes, but is not limited to, betting on any game or event, shooting dice, matching, card games, or any other games for money and/or things of value.		17.1 One to three days detention OR one to three days ISS	17.2 Four to five days ISS OR one to three days OSS	17.3 Four to 10 days OSS
18	Gang, Displaying Gang Affiliation	Engaging in acts that reflect affiliation in a gang. A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics which engage in illegal activity.			18.2 Four to five days ISS OR one to three days OSS	
18.b	Gang, Engaging in Gang Activity	No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members.			18.b.2 Four to five days ISS OR one to three days OSS	18.b.3 Four to 10 days OSS
18.c	Gang, Recruiting/Soliciting	No student shall recruit or solicit membership in any gang or gang-related organization.			18.c.2 Four to five days ISS OR one to three days OSS	18.c.3 Four to 10 days OSS
19	Incendiary Devices (Possession)	No student shall possess smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.1 One to three days detention OR one to three days ISS	19.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
19.b	Incendiary Devices (Discharging)	No student shall light and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.		19.b.1 One to three days detention OR one to three days ISS	19.b.2 Four to five days ISS OR one to three days OSS	19.b.3 Four to 10 days OSS
20	Indecent Exposure (Self /Others)	No student shall expose their intimate body parts in public or expose the undergarments/intimate body parts of others. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .	Level 3 Discipline must be applied for Exposure of Others, Mandatory Hearing Referral		20.2 Four to five days ISS OR one to three days OSS	20.3 Four to 10 days OSS
21	Insubordination	Insubordination or disrespect to staff members or other students; includes but is not limited to: refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.	Discipline Level 2 appropriate for two or more infractions of this code within a two-week period (consecutively)	21.1 One to three days detention OR one to three days ISS	21.2 Four to five days ISS OR one to three days OSS	
22	Leaving School Grounds	Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the principal or designee.		22.1 One to three days detention OR one to three days ISS	22.2 Four to five days ISS OR one to three days OSS	
23	Medication OTC (Over the Counter / Possession)	A student is prohibited from possessing any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD.		23.1 One to three days detention OR one to three days ISS	23.2 Four to five days ISS OR one to three days OSS	
23.b	Medication OTC (Over the Counter /Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any over-the-counter medication on school property, including, but not limited to supplements, CBD oils/ ingestibles, synthetics, and/or nicotine replacement products, that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.			23.b.1 Four to five days ISS OR one to three days OSS	23.b.2 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
23.c	Medication (Prescription /Possession)	A student is prohibited from possessing any prescription medication on school property that is not in compliance with Policy JGCD.			23.c.1 Four to five days ISS OR one to three days OSS	23.b.2 Four to 10 days OSS
23.d	Medication (Prescription /Selling or Distribution)	A student is prohibited from buying, receiving, selling, distributing, or possessing with intent to distribute any prescription medication on school property that is not in compliance with Policy JGCD. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.				23.d.3 Four to 10 days OSS
24	Off Campus Offense	Any off-campus conduct which could result in the student being criminally charged with a FELONY (if committed by an adult), or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; AND conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Contact the Discipline Office, Safety and Security and the Associate Superintendent.	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Students may only be withdrawn after receiving approval from the Coordinator of Student Discipline.			24.3 Four to 10 days OSS
25	Offensive Language	No student shall use any type of profane, vulgar, obscene or ethnically and culturally offensive language (written or oral) and actions. Level 2-3 disciplinary responses should only be considered if the infraction could result in a safety concern due to some form of potential retaliation.		25.1 One to three days detention OR one to three days ISS	25.2 Four to five days ISS OR one to three days OSS	25.3 Four to 10 days OSS
25.b	Offensive Material	No student shall possess, share, or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. Level 2-3 disciplinary responses should only be considered if the infraction could result in a safety concern due to some form of potential retaliation. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .		25.b.1 One to three days detention OR one to three days ISS	25.b.2 Four to five days ISS OR one to three days OSS	25.b.3 Four to 10 days OSS
26	Parties to the Offense	No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Code of Conduct.		26.1 One to three days detention OR one to three days ISS	26.2 Four to five days ISS OR one to three days OSS	26.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
27	Physical Harm to Employee	Students shall not make physical contact which causes physical harm to a school employee unless such physical contact or physical harm were in self_x0002_defense as provided by O.C.G.A. § 16-3-21. Physical harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, etc. or where medical attention was sought for a significant injury. Where physical harm is not present, students may be charged and disciplined in accordance with Code 4.b Assault to a School Board Employee.	A mandatory discipline referral should be sought is severe circumstances.		27.1 Four to five days ISS OR one to three days OSS	27.2 Four to 10 days OSS
28	Piracy	Students will not copy computer programs, software or other technology provided by APS for personal use. Downloading unauthorized files is strictly prohibited.		28.1 One to three days detention OR one to three days ISS	28.2. Four to five days ISS OR one to three days OSS	28.3. Four to 10 days OSS
29	Public Displays of Affection	No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection.		29.1 One to three days detention OR one to three days ISS		
30	Robbery	No student shall take or attempt to take the property of another by use of force, offensive weapon, or any device having the appearance of a weapon.			30.2 Four to five days ISS OR one to three days OSS	30.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
31	School Dress Code	<p>All school dress codes must be in compliance with Policy JCDB. Unless a school uniform has been designated or otherwise specified, a student is expected to adhere to the following minimum school dress code requirements:</p> <ol style="list-style-type: none"> <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>	Students are allowed to wear head coverings for religious or medical reasons.	31.1 One to three days detention OR one to three days ISS		
32	School-Wide Disruption	No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.			32.2 Four to five days ISS OR one to three days OSS	32.3 Four to 10 days OSS
33	Sexual Activity	No student shall consent to and participate in any form of sexual activity with another student. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .			33.2 Four to five days ISS OR one to three days OSS	33.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.b	Sexual Battery	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for more than one offense involving inappropriate touching within one school year. Level 3 Discipline and Hearing Referral mandatory at the first offense involving penetration and in some additional circumstances.		33.b.2 Four to five days ISS OR one to three days OSS	33.b.3 Four to 10 days OSS
33.d	Sexual Misconduct	No student shall commit any act of verbal, written, gesture-oriented, physical sexual misconduct, or invasion of privacy. Invasion of privacy may include, but not limited to the following: Intentionally entering an occupied restroom stall, peeking into a stall or urinal, peeking into showers or changing area, or any other behavior which attempts to invade the privacy of others, whether for sexual gratification or as a joke/prank. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.		33.d.2 Four to five days ISS OR one to three days OSS	33.d.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.c	Sexual Harassment	<p>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct, or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a>.</p>	<p>Contact the Discipline Office, Safety and Security and the Associate Superintendent. Level 3 Discipline and Hearing Referral must be sought for multiple offenses within one semester. Level 3 Discipline may be applicable at the first offense in some circumstances.</p> <p>Examples of Sexual harassment may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Verbal harassment or abuse;</li> <li>Subtle pressure for sexual activity;</li> <li>Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts;</li> <li>Offensive or unwelcome sexual advances or propositions;</li> <li>Graphic or degrading verbal comments about an individual or their physical attributes;</li> <li>Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct;</li> <li>Display of sexually suggestive objects, pictures, cards, or letters;</li> <li>Lewd or suggestive comments or gestures;</li> <li>Off-color language or jokes of a sexual nature;</li> <li>Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;</li> <li>Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status;</li> <li>Sexual violence, a physical act of aggression that includes a sexual act or purpose.</li> </ul>		<p>33.c.2 Four to five days ISS OR one to three days OSS</p>	<p>33.c.3 Four to 10 days OSS</p>

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
33.e	Sexual Molestation	Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="http://www.atlantapublicschools.us/titleix">www.atlantapublicschools.us/titleix</a> .	Contact the Discipline Office, Safety and Security and the Associate Superintendent. Hearing Referral is Not Mandatory but may be applicable in some circumstances.			33.e.3 Four to 10 days OSS
34	Skipping	No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled.		34.1 One to three days detention OR one to three days ISS		
35	Selling/ Distributing Unauthorized Item	No student shall buy, receive, sell, distribute, or possess with intent to distribute any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, or items that do not meet the definition of 5.25.2. Once detected, an unauthorized item will be confiscated and returned only to the parent/guardian. APS assumes no liability for any lost or damaged unauthorized item. There is no requirement that there be an exchange of money, goods, or services to find a violation of this rule.		35.1 One to three days detention OR one to three days ISS	35.2 Four to five days ISS OR one to three days OSS	
36	Stalking	Following, contacting, or placing another person under surveillance without consent for the purpose of harassing and intimidating, which includes behavior that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.		36.1 One to three days detention OR one to three days ISS	36.2 Four to five days ISS OR one to three days OSS	36.3 Four to 10 days OSS



CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
37	Stimulants / Possession or Use	A student shall not consume nor possess diet pills, caffeine pills, or other stimulant on school property.	NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (2.b) and shall be disciplined according to that Section.	37.1 One to three days detention OR one to three days ISS	37.2 Four to five days ISS OR one to three days OSS	
37.b	Stimulants / Selling or Distribution	No student shall buy, receive, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.	NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the Alcohol/Illegal Drugs/Inhalants Rule (2.b) and shall be disciplined according to that Section.		37.b.2 Four to five days ISS OR one to three days OSS	37.b.3 Four to 10 days OSS
38	Tardy	No student, without a valid excuse, shall be tardy for a class in which they are enrolled.		38.1 One to three days detention OR one to three days ISS	38.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
39	Teasing/ Taunting	Engaging or encouraging teasing and/or taunting of another student, employee, volunteer, or visitor to provoke or make fun of someone, whether in a playful, insulting, or contemptuous manner.		39.1 One to three days detention OR one to three days ISS	39.2 Four to five days ISS OR one to three days OSS	
40	Theft	No student shall intentionally steal property belonging to another person or entity.		40.1 One to three days detention OR one to three days ISS	40.2 Four to five days ISS OR one to three days OSS	40.3 Four to 10 days OSS
41	Threats	No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, APS employee, or non-APS employee.	Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.		41.2 Four to five days ISS OR one to three days OSS	41.3 Four to 10 days OSS
41.b	Terroristic Threat	No student shall threaten to commit any crime of violence, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, or otherwise causing serious disruption or in reckless disregard of the risk of causing such disruption.	Terroristic threats have implications that drastically disrupt the learning environment and have the potential to cause harm on a grand scale involving numerous victims. Level 3 Discipline and placement up to one year in an alternative setting may be appropriate were severe injury is caused.		41.b.2 Four to five days ISS OR one to three days OSS	41.b.3 Four to 10 days OSS

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
42	Tobacco	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.		42.1 One to three days detention OR one to three days ISS	42.2 Four to five days ISS OR one to three days OSS	42.3 Four to 10 days OSS
43	Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.			43.2 Four to five days ISS OR one to three days OSS	43.3 Four to 10 days OSS
44	Unauthorized Area	Students may not be present in an unauthorized area of school property which may include school roofs and custodial areas.		44.1 One to three days detention OR one to three days ISS	44.2 Four to five days ISS OR one to three days OSS	44.3 Four to 10 days OSS
44.b	Unauthorized Entry	No student may allow unauthorized person(s) into a school building or school-sponsored event without authorization. Students who knowingly allow a person in a building with the intent to cause harm or disruption will face increased discipline.	Level 3 Discipline is appropriate where student knowingly allows entry with the intent to cause harm or disruption will face increased discipline.	44.b.1 One to three days detention OR one to three days ISS	44.b.2 Four to five days ISS OR one to three days OSS	44.b.3 Four to 10 days OSS
44.c	Unauthorized Item	Students may not bring to school or be in possession of any item that does, or has the potential to, disrupt the classroom environment or orderly operation of the school. Unauthorized items may include, but are not limited to, phone cases in the likeness of a weapon, unauthorized drones, etc.	This code does not apply to items described in codes 12, 12.,b and 12.c.	44.c.1 One to three days detention OR one to three days ISS	44.c.2 Four to five days ISS OR one to three days OSS	

CODE	TITLE	DEFINITION	APPLICATION	LEVEL 1	LEVEL 2	LEVEL 3
		EXAMPLES				
44.d	Unauthor- rized School Walkout	Prior to the organization of or participation in any "walk out", protest, or other similar group leaving of school grounds, classes, or school activities during the regularly scheduled school day, students must provide advanced notification (at least 3 school days) to the building and/or District administration so that the District can put appropriate measures in place to ensure safety of participants. Students must contact the building principal or Associate Superintendent's office to schedule a protest, walk out or similar. Students who violate code 43.d shall be disciplined no harsher than codes that resemble similar violations, such as 22 Leaving School Grounds, 34 Skipping Class, etc., depending on the individual context.		44.d.1 One to three days detention OR one to three days ISS	44.d.2 Four to five days ISS OR one to three days OSS	
45	Unrea- sonable & Repeated Verbal/Physi- cal Contact	No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason.	Harassment consisting of an intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.	45.1 One to three days detention OR one to three days ISS	45.2 Four to five days ISS OR one to three days OSS	45.3 Four to 10 days OSS
46	Vandalism	The willful and/or malicious destruction, damage, or defacement of public or private property without consent.		46.1 One to three days detention OR one to three days ISS	46.2 Four to five days ISS OR one to three days OSS	46.3 Four to 10 days OSS

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

7. **CHRONIC DISCIPLINARY PROBLEM STUDENTS:** A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call.

The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

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

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

8. **DISCIPLINED STUDENTS ON CAMPUS:** Students who are suspended or expelled **are not allowed** on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events. Students assigned to alternative school may not return to their home school for events without permission of the Principal, except when the student is competing/participating in an official event as a member of a team or club. Failure to adhere to this rule can result in the student receiving additional disciplinary charges and/or an increased disciplinary response.

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

### **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 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<sup>1</sup>**

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 IEP that includes disciplinary guidelines, that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policies discussed above.

4. Any student who is receiving special education services or has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the Head of School, Principal, or Board of Directors 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. The IEP committee shall also have the authority to consider, 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.

<sup>1</sup> These policies and procedures may be revised during the charter term if the leadership team deems it necessary.

A student's family may elect to appeal a decision by the Head of School for long term suspension or mandatory transfer to the Drew Board of Directors. The Drew Board of Directors may delegate the responsibility and authority to conduct a hearing to a tribunal of board members, parents, teachers and community members, and the tribunal shall take all actions that would otherwise be taken by the Board. 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 transfers, the Head of School of Drew Charter School will work in conjunction with the family to find the best solution.



## **ACADEMIC PROGRAM**

### **Philosophy**

Drew Charter School's teaching 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.

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

Drew's STEAM theme adds creativity and design-thinking, associated with the arts, to the traditional STEM disciplines. This theme guides our selection of career pathways (Engineering/Design and Business Technology), the creation of projects, the integration of courses, and the planning of special events (e.g. - Design-o-rama and STEAM Day). We believe that this focus will help students develop the 21<sup>st</sup> Century skills and experiences in order to be successful in a rapidly changing and technologically advancing world. It is important to note that in addition to a focus on STEAM, students receive a strong foundation in literacy and the Humanities.

### **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.

Drew Charter School's Junior and Senior Academies have partnered with New Tech Network (NTN) to implement Project-Based Learning instruction. New Tech Network is a nonprofit education partner that works with over 110 PBL schools across the country.

**School Wide Learning Outcomes**

Traditional grading systems calculated students’ grades based on weighted averages from categories like test, quizzes, and homework. These systems often do not provide an accurate measurement of students’ mastery of the content and skills. Students in the Junior Academy are assessed and graded on four learning outcomes listed below. Particular assignments might only be graded on one outcome, but other assignments might be graded across multiple learning outcomes. Once grades are calculated for each learning outcome, those grades are generally weighted according to the following percentages, in order to calculate students’ final grades. Some courses may weigh the learning outcomes differently, based on their content.

- 40% Knowledge/Thinking
- 20% Oral Communication
- 25% Written Communication
- 15% Collaboration

**Grading Scale**

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- F= 0 – 69

**Promotion Requirements**

Students in all grades are expected to successfully pass the Georgia Milestones, English, Mathematics, Science, and Social Studies and enrichment classes in order to be promoted. Final decisions on student retention are made by administration and will consider many factors of the school year.



**2024- 2025 JA Grading Calendar**

Reporting Term	Grading Window	Grades Due
Mid- Semester 1	September 27 <sup>th</sup> - October 2 <sup>nd</sup>	October 2 <sup>nd</sup>
Semester 1	December 16 <sup>th</sup> – January 3 <sup>rd</sup>	January 3 <sup>rd</sup>
Mid- Semester 2	March 13 <sup>th</sup> – March 19 <sup>th</sup>	March 19 <sup>th</sup>
Semester 2	May 12 <sup>th</sup> – May 16 <sup>th</sup>	May 16 <sup>th</sup>

## **Deficiency Notice Procedures**

Teachers will issue a deficiency notice if a student's grade is below 75 at mid-quarter. This notice should come in the form of a progress report or email, which clearly identifies the potential causes of failure. In addition, if a student has above a 75 at mid-quarter but appears to be in jeopardy of failing later in the quarter, a deficiency notice should be issued immediately.

## **School Issued Materials, Supplies and Equipment**

All textbooks, netbooks and some supplies are loaned to students for their use during the school year. Students are responsible for exercising care in the use of books and laptops. Students are required to return books and supplies to teachers at the conclusion of the course/school year. Students will be charged for damaged or lost materials, supplies, and equipment before replacements are issued. Students' information, including their diploma, will not be released until all accounts are cleared.

## **Community Service Policy**

### **What is Community Service?**

Community Service refers to service that a person performs for the benefit of his or her local community. Voluntary work is intended to help people in a certain area. It is also a part of the educational process. Community service can help enhance the quality of life within our school and community. Completing community service can help people step outside of their comfort zones and build relationships that might not have normally developed. As a Drew student, you should plan and reflect on your community service in order to sustain the highest quality of service learning. To that end, the program strives to instill in you an awareness of the multiple needs of the community, a sense of moral obligation to help those less fortunate and the desire to make your community a better place in which to live.

### **What types of activities constitute Community Service Learning?**

- Activities which benefit the school or community provided that the community organizations benefiting from the services are non-profit, with the exception of hospitals, nursing homes, or educational activities. Religious organizations are permitted for any non-proselytizing activity.
- Activities which are not self-serving for a student or the student's family member.
- Activities which are not tied to a grade or done in school (i.e. - Musical performances with school groups to such places as nursing homes, will not count if the activity is tied to a grade in the music class.)
- Activities which render service to individuals who cannot otherwise provide for themselves.

### **What types of activities MEET the criteria of Community Service Learning?**

- Participating in service projects as a member of a service club or community organization.
- Reading to the blind.
- Volunteering one's services at a local hospital, nursing home, etc.
- Volunteering one's services to individuals, i.e. senior citizens or the disabled.
- Hosting outside groups for school festivals.
- PTSA and Booster projects

- Volunteering as a coach or instructor for nonprofit organizations such as Little League
- Volunteering for political campaigns.
- ALL tutoring (not paid)
- Outreach programs of religious organizations and other non-profit organizations, which provide non-proselytizing service to the poor, sick, needy, etc.
- Participating in events, i.e., marathons, walks, races, which benefit charitable organizations. One hour of service credit will be awarded for each hour of service provided to the charity. Schools may establish criteria for school sponsored events as deemed appropriate.

### **Benefits**

There are numerous benefits from volunteering! Research shows that volunteering can help improve self-esteem and personal growth. Community service also helps build leadership and communication skills. Community service brings people together and promotes civic engagement. Also, colleges will look at your volunteer hours when you apply and many scholarship applications focus on the importance of service.

### **Student Behavior and Dress**

Remember that you represent Drew Charter School when you are out in the community. Your actions are a reflection on you and your school. All students are expected to follow our school norms. You are responsible for arriving at the given location on time, wearing the proper clothing, and respecting all the rules and regulations of the agencies with whom you are volunteering. Students are encouraged to wear a Drew Shirt when volunteering. You are responsible for asking about proper attire when contacting the agency. Volunteering directors and leaders reserve the right to send you home if you are inappropriately dressed.



2024 - 2025

## Drew Junior Academy Schedule

### 6th Grade - A/B Day Schedule

1 <sup>st</sup> Period	8:15 - 9:30
2 <sup>nd</sup> Period	9:35 -10:50
PBL/ STEAM	10:55 - 11:35
3 <sup>rd</sup> Period	11:40 - 1:30
6th Grade Lunch	12:00 - 12:30
4 <sup>th</sup> Period (Enrichment)	1:35 - 2:50
Advisory	2:55 - 3:55

### 7th Grade - A/B Day Schedule

1 <sup>st</sup> Period	8:15 - 9:30
2 <sup>nd</sup> Period	9:35 -10:50
PBL/ STEAM	10:55 - 11:35
3 <sup>rd</sup> Period	11:40 - 1:30
7th Grade Lunch	12:30 – 1:00
4 <sup>th</sup> Period (Enrichment)	1:35 - 2:50
Advisory	2:55 - 3:55

### 6th and 7th Grade Teachers

**Carthan** ELA - **Neal** ELA (6<sup>th</sup>) / **Clark** (7<sup>th</sup>) ELA - **Mathis** (7<sup>th</sup>) ELA

**Raines** (6<sup>th</sup>) / **Price** (7<sup>th</sup>) Science - **Hall**(6<sup>th</sup>) / **Howard** (7<sup>th</sup>) Social Studies

**Winfrey** (6<sup>th</sup>) / **Boivert** (6<sup>th</sup>) Math - **Lennon** (7<sup>th</sup>) / **VACANT** (7<sup>th</sup>)

**Muhammad & Brannon** (6<sup>th</sup>) SPED - **Brown, Crumbley, & Arnette** (7<sup>th</sup>) SPED

**6th Lead (AIS) - Laquise Glass**

**7th Lead (AIS) - Candice Price**



2024 - 2025

## Drew Junior Academy Schedule

### 8th Grade - A/B Day Schedule

1 <sup>st</sup> Period	8:15 - 9:30
2 <sup>nd</sup> Period	9:35 - 10:50
8th Grade Lunch	10:55 - 11:25
PBL/ STEAM	11:30 - 12:10
3 <sup>rd</sup> Period (Enrichment)	12:15 - 1:30
4 <sup>th</sup> Period	1:35 - 2:50
Advisory	2:55 - 3:55

### 8th Grade Teachers

**Chatman (8<sup>th</sup>) / Prentice (8<sup>th</sup>) - ELA**

**Partridge (8<sup>th</sup>) Basher (8<sup>th</sup>) - Science / Wade (8<sup>th</sup>) - Social Studies**

**J. Scott (8<sup>th</sup>) / Allen (8<sup>th</sup>) - Math**

**Antwine, McDaniel, & Arnette - SPED**

***8th Lead (AIS) – Lauren Allen***



**Drew Charter School Family/School Compact**

300 East Lake Blvd., Atlanta, GA 30317  
470-355-1200 (phone)/ 404-373-9270 (fax)

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom/Advisor: \_\_\_\_\_

Drew Charter School represents the cradle-to-college pipeline in the East Lake community and is an integral part of a holistic neighborhood revitalization led by the East Lake Foundation.

Our School's Mission – Drew is an exemplary, innovative education community that empowers all students to achieve their full potential.

The **staff** at Drew Charter School commit to collaborating with families in order to accomplish our mission. The staff will:

1. Provide a safe and healthy learning environment;
2. Communicate regularly about your child's progress;
3. Respond to any messages or notes that are received from parents/guardians within 48 hours
4. Provide additional interventions and academic support (i.e., after-school tutorial, Saturday School, summer school) outside the school day to assist students in specific areas of need;
5. Interact in a professional and respectful manner with families;
6. Provide curriculum and behavioral standards for your child's grade level at the beginning of the school year;
7. Provide many kinds of volunteer opportunities that meet the needs of families as well as the school;
8. Be flexible in setting up parent-teacher conferences and hold meetings at a variety of times in order to meet our family's needs
9. Provide opportunities to serve on parent advisory committees; and
10. Welcome input and feedback on strengths and weaknesses of the school's program. This feedback includes filling out a satisfaction survey in April of each year.

The **parents/guardians** of students who attend Drew Charter School commit to partnering with the school staff in order to accomplish our mission and reach high student achievement. As a parent/guardian I will:

1. Make sure that my child is at school each day, is on time (in class no later than 8:00 a.m.), and will help enforce the proper uniform (and verify any discrepancies)
2. Ensure that my child is ready to learn with the proper supplies at the start of each day and is picked up on time each day.
3. Attend parent meetings/conferences and be aware of additional intervention and academic support activities and make sure that my child participates if he/she has any deficiencies.
4. Interact in a respectful and courteous manner with all school staff and review and answer messages from teachers and staff;

5. Know and reinforce all school norms and expectations and be responsible for school property and computer equipment issued to my child;
6. Report any illness or absences and any change in address, phone number or family status within seven days.

The **students** at Drew Charter School commit to partnering with the school staff and their families in order to reach high achievement. Each student agrees to work to the best of his/her ability to make the school a better place. As a student I will:

1. Come to school on time, prepared to learn, dressed in the proper uniform, and with the required materials;
  2. Be respectful to all adults and fellow students in my words and actions and support my peers;
  3. Help keep my school safe, clean and orderly and follow all school-wide norms and expectations;
  4. Be responsible for my materials, school property and computer equipment;
  5. Accept responsibility and consequences for my behavior.
- 

I have received this Handbook and compact and reviewed it with my child. My child and I agree to the terms of this Handbook and compact and understand that if we do not adhere to the terms, my child's placement at Drew Charter School may be jeopardized.

**Signature Section:**

Parent or Guardian Name \_\_\_\_\_

Home Number \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom/Advisor \_\_\_\_\_

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_





# **JA/SA**

## **Student Technology Handbook**

## Technology Goals

1. Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
3. Students apply digital tools to gather, evaluate, and use information.
4. Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
5. Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
6. Students demonstrate a sound understanding of technology concepts, systems, and operations.

## Responsible Use Agreement for Students

At Drew Charter School (DCS), we use technology as one way of enhancing our mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. With new opportunities come new responsibilities. 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, and more).

1. DCS technology is intended for educational purposes only.
2. All activity over the network or while using Drew technologies may be monitored and/or retained.
3. Access to online content via the DCS 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 school norms and Rules-to-Live-By online, as well as offline.
5. Misuse of school resources can result in disciplinary action.
6. DCS makes every effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the school network or other technologies are expected to immediately alert teachers or administrative personnel of any concerns for safety or security (duty to inform).

## Acceptable Use Policy

In accepting this agreement, students acknowledge and agree to adhere to the following rules and conditions:

I will use technology in a meaningful, safe, and responsible way.

*Internet Access*

School Provided Access - DCS provides its users with access to the Internet, including websites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity may be monitored and records may be retained indefinitely.

- I understand that the internet filter is a mandatory and vital safety precaution. I will not circumvent the Internet filter. I will follow the school protocol to alert the technology administrator ([tech.support@drewcharterschool.org](mailto:tech.support@drewcharterschool.org)) or submit a site for review if a site is blocked and I believe it should not be. I will also follow school protocol to report sites that are not blocked, but I feel should be blocked.
- I understand that I represent Drew Charter School in all my online activities. Additionally, I understand that what I do on social networking websites should not reflect negatively on fellow students, teachers, or on the school.
- I will regularly back up my files to cloud based storage.

#### *Web 2.0 (Email, Social, Collaborative Content)*

Recognizing the benefits collaboration brings to education, DCS may provide users with access to websites or tools that allow communication, collaboration, and sharing. Availability and use may be restricted based on school policies.

- I understand that school provided email accounts should be used with care. Student email, files, photographs, app usage, etc. will be monitored and archived to meet legal obligations.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will not give out personally-identifying information online or offline, such as name, address, photo or other identifying information online, including username and password. Sharing inappropriate personal information or content is strictly prohibited.
- I will be cautious when opening files or following links from unknown or untrusted origin.
- I will communicate with appropriate, safe, mindful, and courteous conduct.

#### *Personally-Owned Devices Policy*

##### *Security*

Users are expected to take all reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a device is believed to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

- I understand that all school equipment, the school network, and my school account are property of Charles R. Drew Charter School and can be monitored.
- I will not change or attempt to change the configuration of, install, or remove software or hardware. I will not remove or attempt to remove identification tags on the Lenovo Laptop or deface with stickers, marking pens, etc.

### *Downloads*

Users may be able to download file types, such as images or videos; however, for the security of the school's network, such downloads should only be from reputable websites, and only for educational purposes. Streaming non-school related video and audio is strictly prohibited during the school day unless directed otherwise by school personnel. Students may be selected at random to provide their device for monitoring and inspection.

### *Netiquette and Personal Safety*

Communicating over the Internet brings the risks associated with the lack of face-to-face contact. Users should carefully safeguard the personal information of themselves and others.

- I will always use the Internet, network resources, and online sites in a courteous and respectful manner.
- I recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.
- I will use technology resources productively and appropriately for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will not attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- I will never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
- I will never agree to meet someone that I met online in person in real life other than through school approved and supervised academic purposes.
- If I see a message, comment, image, or anything else online that makes me concerned for my personal safety or the safety of another student, I will bring it to the attention of school personnel immediately.
- I will not use my Drew-assigned technology device to record (audio/visual) others without their permission.

### *Plagiarism*

- I understand that all students are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.

I will not take credit for content I did not create myself, or misrepresent myself as an author or creator of something found online.

- I understand that research conducted via the Internet should be appropriately cited, giving credit to the original author.
- I understand that I am prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

### *Cyber-bullying*

The National Crime Prevention Council defines cyber-bullying as: “When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

Types of Cyber-bullying - Cyber-bullying can take many forms. Properly identifying and preventing cyber-bullying requires an understanding of the different ways technology can be used to hurt others:

1. Flaming- Online fights using electronic messages with angry or vulgar language.
2. Harassment- Repeatedly sending nasty, mean, and insulting messages.
3. Denigration- "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
4. Impersonation- Pretending to be someone else and sending or posting material to get that person in trouble or damage his or her reputation.
5. Outing- Sharing someone's secrets or embarrassing information or images online.
6. Trickery- Tricking someone into revealing secrets or embarrassing information and then sharing it online.
7. Exclusion- Intentionally and cruelly excluding someone.
8. Cyberstalking- Repeated, intense harassment and/or denigration that includes threats or creates significant fear.

Source: “An Educator’s Guide to Cyberbullying and Cyberthreats,” by Nancy Willard

#### DCS Position on Cyber-bullying and Digital Citizenship

1. Students shall receive education including, but not limited to appropriate online behavior in social networking sites, chat rooms, electronic communications, etc.; the dangers inherent with the online disclosure of personally identifiable information; and, consequences of unlawful activities, including cyber-bullying awareness and response, other unlawful or inappropriate online activities by students.
2. Cyber-bullying will not be tolerated and is strictly forbidden.

3. Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
4. In some cases, cyber-bullying can be a crime.
5. The user should remember that digital activities are monitored and retained.
6. Report cyber-bullying immediately to school personnel.

#### *Limitation of Liability*

DCS will not be responsible for damage or harm to persons, files, data, or hardware. While DCS employs Children's Internet Protection Act (CIPA) compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. DCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

- I understand that I am responsible for monitoring all technology resources while they are in my possession. I am financially responsible for any damage to, or theft of technology equipment taken off the campus of Charles R. Drew Charter School.
- I understand that I am only allowed to use my Drew-assigned technology device while on campus at DCS, and I am not allowed to take the device home or off campus.
- I will report loss/theft of the Drew-assigned technology device to parents, school, and proper authorities (police) within 24 hours.
- *Appropriate use*
- I will not use Drew Charter School resources for political advertising, lobbying, or campaigning.
- I will not use Drew Charter School resources for the promotion of commercial goods or services for personal gain.

I will use technology in accordance with the laws of the United States and the State of Georgia, which include the following:

- Criminal acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws – Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism.

### *Violations of this Responsible Use Agreement*

Violations of this policy may have disciplinary repercussions, including:

1. Restrictions placed on devices
2. Notification of parents
3. Detention or suspension from school and school-related activities
4. Loss of technology privileges
5. Legal action and/or prosecution
6. Financial Consequences

- I understand that school administrators deem what conduct is inappropriate use, if such conduct is not specified in this agreement.

### **Examples of Responsible/Irresponsible Use**

Responsible:

- + Use school technologies for school-related activities.
- + Follow the same guidelines for respectful, responsible behavior online and offline.
- + Treat school resources carefully, and alert staff if there is any problem with their operation.
- + Encourage positive, constructive discussion when using communicative or collaborative technologies.
- + Alert school personnel of threatening, inappropriate, or harmful content online.
- + Use school technologies at appropriate times, in approved places, for educational pursuits.
- + Cite sources when using online sites and resources for research.
- + Recognize that use of school technologies is a privilege and treat it as such.
- + Be cautious to protect the safety of everybody.
- + Help to protect the security of school resources by reporting misuse or illegal activities.

Irresponsible Use:

- - Use school technologies in a way that could be personally or physically harmful.
- - Attempt to find or create inappropriate images or content.
- - Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- - Try to find ways to circumvent the school's safety measures and filtering tools.
- - Downloading apps that are rated 12+ or higher, or explicit material.
- - Use school technologies to send spam or chain mail.
- - Plagiarize content found online.
- - Post personally-identifying information, about others or myself.
- - Agree to meet someone met online in real life.
- - Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- - Illegal installation or transmission of copyrighted materials.
- - Use language online that would be irresponsible in the classroom.

- - Use school technologies for illegal activities or to pursue information on such activities.
  - - Attempt to hack or access sites, servers, or content that is inappropriate.
  - - Gaining access to other student's accounts, files, and or data.
  - - Listening or viewing media or books labeled "Explicit"
- \*This is not intended to be a complete list, just a few specific examples.

## **Handling and Care of Laptops**

### *General*

- All devices must remain free of any writing, drawing, stickers, or labels that are not applied by the DCS technology team.
- Use the laptop/Chromebook or device on a flat, stable surface.
- Do not set books on Drew issued technology devices.
- Do not have food or drinks around DCS technology devices.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave devices exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### *Transport, Monitoring, and Supervision*

- Students must keep the laptops in a book bag or protective sleeve when in transition between classes
- Users should walk while transporting technology devices.
- Do not carry devices on top of large stacks of books or other materials.
- Do not leave devices unattended in an unlocked classroom, a bathroom, or during an extracurricular activity.
- Do not lend devices to a classmate, friend, or family member.
- You are responsible for the safety and security of all technology devices and any activity on the device at all times.





## **Student Technology Handbook and User Agreement Acknowledgement**

I understand and will abide by the Responsible Use principles outlined in the Student Technology Handbook. I will follow our school norms, listed below, in my use of technology. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, financial consequence, termination, and/or referral to law enforcement.

**Honor Trust**

**Show Respect**

**Act Responsibility**

**Present**

### **Professionally**

In addition, I will adhere to the following Technology Rules-to-Live-By:

**\*Hear Ye! Hear Ye!** – Whenever I am in public spaces (hallway, cafeteria, gym, etc.) before or after school, I will keep one earbud or headphone off so that I can hear other students and school staff.

**Pack It, Don't Stack It** –In class, I will keep my laptop secured and on a flat surface or under my seat. I will never carry my Drew-assigned device on stacks of books or in my hand without a case.

**Say Cheese** – I will ensure that if I take pictures or video, I have the consent of everyone being photographed. In other words, pictures and videos should be posed and should not include hallways, classrooms, cafeteria, etc. in which individuals can be identified.

**Call Me Maybe (Not)** – I will not make or receive phone calls or video calls during the school day. I will provide my parents/guardians with the school phone number, (470) 355-1200, to reach me during the day. If I need to make a phone call, I will ask for permission to use a school phone and keep my cell phone locked in my locker.

**Damage Control** – I will immediately report damage to my Drew-assigned device to our technology staff in the “Genius Bar.” If a staff member sees damage to my laptop, it will immediately be removed for repair.

**The Rule of the Amish** – The privilege to use school and personal technology is not universal. Junior Academy students are not permitted to use personal electronic devices in their classes unless given specific permission by their teacher. All school staff members reserve the right to restrict the use of technology in specific classes, for specific periods of time and for specific students.

**Location, Location, Location-** I will keep my Drew-issued device on school grounds and will be responsible for returning the device to the assigned cart at the end of each day. I will not take my device off campus.

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Student Name (Print)

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Student Signature

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Date

## Parent Responsibilities and Terms

Your child has been loaned a Drew Charter School technology device for use while at Charles R. Drew Charter School to enhance his/her educational experience this year. It is essential that the Charles R. Drew Charter School Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of all technology resources. In order for your child to use the Drew-assigned technology device in class, you must be willing to accept the following terms and responsibilities:

- I have read the Acceptable Use Policy and discuss it with my child.
- I will discuss appropriate use of the Internet and help them understand possible consequences for inappropriate use.
- I will instruct my child to keep the Drew-assigned device in a secure location when not in use in class.
- I understand that the Drew issued device assigned to my child is for use at school only and should never leave school grounds or be brought home.
- I will not attempt to repair the Drew-assigned device or have the device repaired through a private service.
- If my child damages a device, I will pay for repairs within 30 days of receipt of an invoice from the school or make financial arrangement within that timeframe.
- I will ensure that my child reports any problems or damage to the Drew-assigned device to the Technology Manager.
- I will not change or attempt to change the configuration of software or hardware.
- I will not download or attempt to install any programs or files from the Internet or other sources.
- I will not remove any program or files on the Drew-assigned device except personal documents of my child.

As the parent or guardian of this student, I have read the Responsible Use Agreement for Students. I understand that technology is provided for educational purposes in keeping with the academic goals of Drew Charter School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Drew Charter School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's technology activities at home should be supervised as they can affect the academic environment at school.

Failure to abide by the above guidelines may result in the student losing the privilege of using the Drew-assigned technology device.

### Financial Terms of Technology Use

Malfunctions due to factory defects will be covered under the warranty and are not the responsibility of students and families. However, accidental and intentional damage are not covered under warranty. **In the event that it is determined that a student either intentionally damaged school technology or was negligent and not protecting technology from damage, families are required to pay for either the repair or replacement of the Drew-assigned technology device.** Failure to pay for repairs or replacement will result in a hold being placed on student records and jeopardize the student's enrollment. Below are two of the most frequent repairs and the corresponding costs:

- Total Replacement: \$300
- Cracked Screen (does not require replacement of the laptop) ~ \$90
- Laptop Missing Key ~ \$75

I hereby give permission for my child to use technology resources at Charles R. Drew Charter School. Further, I agree to accept all Parent Responsibilities and terms, including financial terms, indicated in this acknowledgement.

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Email Address \_\_\_\_\_