



Student Handbook

2015-16

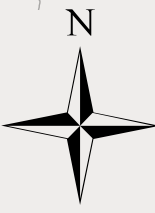
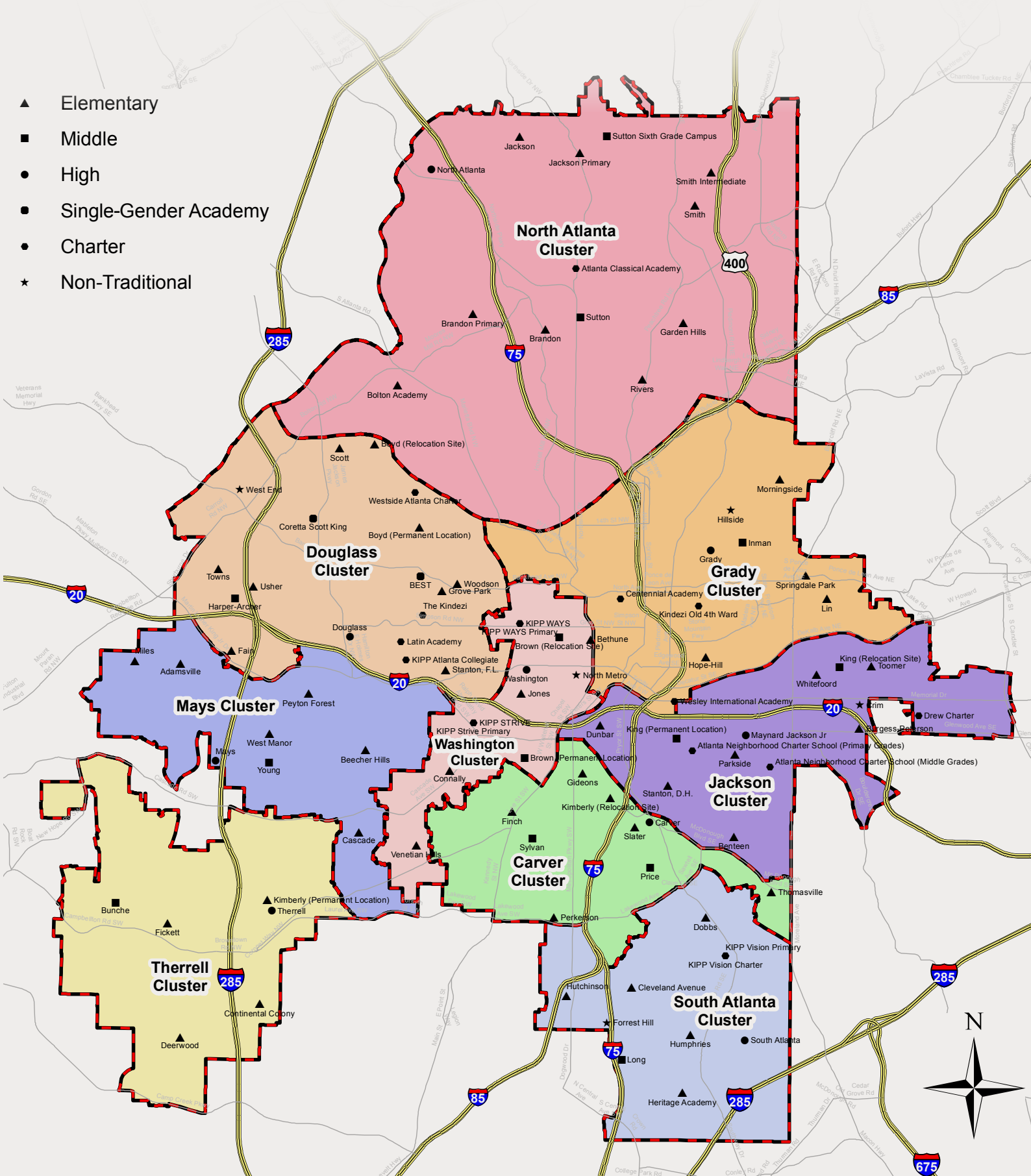
A guide of policies, laws and regulations that explains the rights and responsibilities for students.



atlantapublicschools.us

Map of Schools

- ▲ Elementary
- Middle
- High
- Single-Gender Academy
- Charter
- ★ Non-Traditional



Dear Students and Families of Atlanta Public Schools,

As we embark on a new school year, teachers, principals and staff are bringing a new energy and direction to ensure the success of every child in APS. Every employee – from bus drivers and crossing guards to cafeteria workers and support staff to school teachers and other educators – must be dedicated to do everything they can to ensure that every child remains on the pathway to high school graduation.

But we cannot do it alone. We need our APS families – students, parents, care-givers ... everyone – to be on board and on the same page as we strive to meet our child-centered mission to prepare every student for college and career in a caring culture of trust and collaboration.

In your hands is the 2015-2016 Atlanta Public Schools Student Handbook, a comprehensive guide that outlines student and parental rights, responsibilities and expectations for the upcoming school year. Please return the enclosed form within five days to acknowledge your receipt of this handbook.

We have a few new guidelines, policies and initiatives designed to further the education of your children.

For example, the Atlanta Board of Education over the past school year revised the District's grading policy and regulations to recognize that the purpose of grades is to provide feedback to students and parents about how students are progressing toward mastery of content standards.

Additionally, the Board updated promotion and retention policy and regulations to clarify that the decision to promote or retain a student shall be made using a variety of assessments of a student's mastery of academic standards and readiness for the next grade including state-approved assessments.

The District will also continue to promote positive behavior supports.

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

As we embark on this journey together, I pledge to work diligently to foster a transparent and collaborative environment for our families and stakeholders. I will continue to visit schools to hear from students, teachers, parents and the school communities directly about their experience and what we all can do to make it better.

To that end, I want to encourage everyone to get involved. Whether by volunteering at a neighborhood school, engaging in our new operating model, or participating in a citizen advisory or oversight committee, I invite you to get engaged!

I look forward to being your partner in helping to fulfill the hopes and dreams of our children.

Welcome back and have a great school year!

Sincerely,

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

Meria J. Carstarphen

Superintendent, Atlanta Public Schools

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Atlanta Public Schools STUDENT HANDBOOK

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

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

TABLE OF CONTENTS

FERPA Notice	6
School Phone Numbers and Addresses	8
School Calendar SY2015-2016	11
Non Discrimination	12

Attendance	12
Compulsory Attendance Law	13
Early Checkouts	13
Participation in Extracurricular Activities	13
Absences Due To Pregnancy	13
Making Up Missed Assignments or Tests	13
Drop Outs	14
No Shows	14

ENROLLMENT AND REGISTRATION

Custody	15
Change of Address	15
School Choice/General Administrative	
Transfers	15
Verification of Residency	15
Grade Placement	16
Withdrawal from School	16

GENERAL INFORMATION

Compliance with GHSA Athletics	17
Field Trips	17
Clubs & Organizations	17
Birthdays	17
Book Bags, Sports Bags and Other Bags	17
Cancellation of School	18
Child Abuse	18
Driver's License / Certificate of Attendance	18
Emergency Contact Information	19
Emergency Procedures	19
Lockers	19
Lost and Found	19
Lunch with Students	19
Illness	20
Medicine	20
Parent-Teacher Conferences	20
Requesting Classroom Assignments –	
Multiple Birth Siblings	21
Student Use of District Technology	21
Textbooks and Instructional Materials	21
Visitors/Unauthorized Persons	21

GRADUATION

General Requirements	22
Graduation Ceremony	22
Valedictorian / Salutatorian	22

PARENT AND STUDENT RESOURCES

Campus Portal for Parents	23
Child Find	23
Homeless Children and Youth	23
Home Schooling Attendance Reporting	24
Homework Hotline	24
Hospital/Homebound	24
My Backpack	25
Parent Teacher Association (PTA)	25
School Counselors	25
School Health Services	26
School Nutrition Program	26
School Social Workers	26
Section 504 Procedural Safeguards	26
Protection of Pupil Rights Amendment (PPRA)	30
APS Who to Call List	33

STUDENT CODE OF CONDUCT

Introduction	37
--------------	----

LOCATION OF VIOLATIONS

	38
--	----

INVESTIGATION OF MISCONDUCT

	38
--	----

STUDENT QUESTIONING BY OFFICIALS

	39
--	----

PROGRESSIVE DISCIPLINE

Level 1 Discipline	40
--------------------	----

Level 2 Discipline	41
--------------------	----

Level 3 Discipline	42
--------------------	----

ADDITIONAL INTERVENTIONS

	42
--	----

STUDENT OFFENSES

	43
--	----

ACADEMIC DISHONESTY

	44
--	----

ALCOHOL/ILLEGAL DRUGS/INHALANTS

Drug Paraphernalia	45
--------------------	----

Counterfeit Drugs or Look Alike Drugs	45
---------------------------------------	----

Selling/Distributing/Buying Drugs	45
-----------------------------------	----

ATTENDANCE VIOLATIONS

Tardy/Skipping Class	46
----------------------	----

Leaving School Grounds	46
------------------------	----

BOMB THREATS

	46
--	----

BULLETS, BB'S, PAINT BALL PELLETS

	47
--	----

BUS BEHAVIORS

Bus Personal Safety	47
---------------------	----

Bus Safety Hazard	47
-------------------	----

Bus Disruptions	48
-----------------	----

Emergency Exits	48
-----------------	----

Unauthorized Bus or Exit	48
--------------------------	----

Cell Phone /Electronic Devices on Buses	48
---	----

Distracting the Bus Operator	48
------------------------------	----

PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES

	48
--	----

Audio or Video Recording	50
--------------------------	----

Academic Dishonesty with a Device	50
-----------------------------------	----

STUDENT INCIVILITY

	51
--	----

Offensive Language	51
--------------------	----

Offensive Materials	51	Theft	59
Offensive Language toward Adult	51	SEXUAL OFFENSES	59
Insubordination	51	Sexual Misconduct	59
Public Displays of Affection (PDA)	51	Sexual Harassment	60
DISRUPTION OF SCHOOL	51	Sexual Battery	60
School-wide Disruption	51	Sexual Molestation	61
Trespassing	52	STIMULANTS	62
Unauthorized Area	52	TECHNOLOGY OFFENSES	63
FALSE REPORTS	52	Hacking or Altering School Technology	63
False Call to Emergency Services	52	Piracy	63
False Fire Alarms	52	Access/Distributing Inappropriate Material	63
GAMBLING	53	TOBACCO	63
GANG-RELATED ACTIVITY	54	WEAPONS	63
Engaging in Gang Activity	54	Curriculum Display of a Weapon or	
Displaying Gang Affiliation	54	Dangerous Instrument/	
Recruiting/Soliciting	54	Unauthorized Item	64
HARASSMENT, INTIMIDATION, THREATS		Category I Weapon - Dangerous Weapon	
(VERBAL, WRITTEN OR ELECTRONIC),		or Firearm (Loaded or Unloaded	64
AND BULLYING BEHAVIOR	54	Category II Weapon – Hazardous Object:	65
Harassment	54	Category III Weapon	66
Threats	54		
Terroristic Threats	55	ALTERNATIVE SCHOOL	67
Bullying	55	CLUBS AND ORGANIZATIONS	67
INCENDIARY DEVICES	56	CHRONIC DISCIPLINARY PROBLEM	
OFF-CAMPUS OFFENSES	56	STUDENTS	67
OVER-THE-COUNTER MEDICATION	56	DRIVERS' LICENSES	68
Distribution/Selling	57	DISCIPLINED STUDENTS ON CAMPUS	68
PARTIES TO THE OFFENSE	57	REMOVING DISRUPTIVE STUDENTS	
PHYSICAL OFFENSES	57	FROM THE CLASSROOM	68
Horseplay	57	TRUANCY	69
Physical Offenses by a Student to any		REPORTING TO LAW ENFORCEMENT	70
Person Other Than a School Employee	57		
Battery	57		
Fighting	57	STUDENT FORMS	74
Physical Harm to Employee	58	Publicity Release and Student Handbook	
Battery of School Employee	58	Acknowledgement Form	75
Assault of School Employee	58	Parent Permission Form Cellular Telephone/	
PRESCRIPTION DRUGS	59	Personal Electronic Device	76
PROPERTY RELATED OFFENSES	59	School Bus Conduct	78
Vandalism	59	Student Bullying Incident Form	79

FERPA NOTICE

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

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

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

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

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

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

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

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

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

The District records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school publications and websites. In many cases, recordings contain 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 school activities.

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

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Assistant Principal, no later than September 1, 2015, or within ten calendar days of the student's enrollment.

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

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

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Adamsville	286 Wilson Mill Rd., SW 30331	802-4300
Beecher Hills	2257 Bollingbrook Dr., SW 30311	802-8300
Benteen	200 Cassanova St., SE 30315	802-7300
Bethune	220 Northside Dr., NW 30314	802-8200
Bolton Academy	2268 Adams Dr., NW 30318	802-8350
Boyd	2250 Perry Blvd. 30318 <i>(temporary location)</i>	802-8150
Brandon	2741 Howell Mill Rd., NW 30327	802-7250
<i>Brandon Primary</i>	<i>2845 Margaret Mitchell Dr.</i>	802-7280
Burgess– Peterson	480 Clifton St., SE 30316	802-3400
Cascade	2326 Venetian Dr., SW 30311	802-8100
Cleveland Avenue	2672 Old Hapeville Rd. 30315	802-8400
Connally	1654 S. Alvarado Ter., SW 30311	802-8450
Continental Colony	3181 Hogan Road, SW 30331	802-8000
Cook	211 Memorial Dr., SE 30312	802-8500
Deerwood	3070 Fairburn Rd., 30331	802-3300
Dobbs	2025 Jonesboro Rd., SE 30315	802-8050
Dunbar	500 Whitehall Terrace SW 30312	802-7950
Fain	101 Hemphill School Rd., NW 30331	802-8600
Fickett	3935 Rux Rd., SW 30331	802-7850
Finch	1114 Avon Ave., SW 30310	802-4000
Garden Hills	285 Sheridan Dr., NW 30305	802-7800
Gideons	897 Welch St., SW 30310	802-7700
Grove Park	20 Evelyn Way, NW 30318	802-7750
Heritage Academy	3500 Villa Cir., SE 30354	802-8650
Hope Hill	112 Boulevard, NE 30312	802-7450
Humphries	3029 Humphries Dr., SE 30354	802-8750
Hutchinson	650 Cleveland Ave., SW 30315	802-7650
Jackson	1325 Mt. Paran Rd., NW 30327	802-8800
<i>Jackson Primary</i>	<i>4191 Northside Dr., NW 30342</i>	802-8810
Jones, M.A.	1040 Fair St., NW 30314	802-3900
Kimberly	1090 Windsor St. SW 30310 <i>(temporary location)</i>	802-7600
Lin	586 Candler Park Dr., NE 30307	802-8850
Miles	4215 Bakers Ferry Rd., SW 30331	802-8900
Morningside	1053 E. Rock Springs Rd., NE 30306	802-8950
Parkside	685 Mercer Street, SE 30312	802-4100
Perkerson	2040 Brewer Blvd., SW 30315	802-3950
Peyton Forest	301 Peyton Rd., SW 30311	802-7100
Rivers	4360 Powers Ferry Rd., NW 30327	802-7050
Scott	1752 Hollywood Rd., NW 30318	802-7000
Slater	1320 Pryor Rd., SW 30315	802-4050
Smith	370 Old Ivy Rd., NE 30342	802-3850
<i>Smith (Primary)</i>	<i>4141 Wieuca Rd.</i>	802-3880
Springdale Park	1246 Ponce de Leon Ave., NE 30306	802-6050
Stanton, D.H.	970 Martin St., SE 30315	802-4200
Stanton, F.L.	1625 M. L. King Jr. Dr., SW 30314	802-7500

Thomasville	1820 Henry Thomas Dr., SE 30315	802-5750
Toomer	65 Rogers St., NE 30317	802-3450
Towns	760 Bolton Rd., NW 30331	802-7400
Usher	631 Harwell Rd., NW 30318	802-5700
Venetian Hills	1910 Venetian Dr., SW 30311	802-4550
West Manor	570 Lynhurst Dr., SW 30311	802-3350
Whitefoord	35 Whitefoord Ave., SE 30317	802-6900
Woodson	1605 D.L. Hollowell Pkwy., NW 30318	802-7350

MIDDLE SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Brown	225 James P. Brawley Dr., SW 30314 <i>(temporary location)</i>	802-6800
Bunch	1925 Niskey Lake Rd., SW 30331	802-6700
Harper Archer	3399 Collier Dr., NW 30331	802-6500
Inman	774 Virginia Ave., NE 30306	802-3200
King	1550 Hosea Williams Dr., NE 30317 <i>(temporary location)</i>	802-5400
Long	3200 Latona Dr. SW30315	802-4800
Price	1670 B.W. Bickers Dr., SE 30315	802-6300
Sutton	2875 Northside Dr., NW 30305	802-5600
Sylvan Hills	1461 Sylvan Rd., SW 30310	802-6200
Young	3116 Benjamin E. Mays Dr. 30311	802-5900

SINGLE-GENDER SCHOOLS Grades 6-12

SCHOOL	ADDRESS	TELEPHONE
B.E.S.T. Academy	1890 D. L. Hollowell Pkwy., NW 30318	802-4944
C. S. King Academy	1190 Northwest Drive, NW 30318	802-4962

HIGH SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Carver Early College	55 McDonough Blvd. 30315	802-4405
Carver High School		802-4415
Douglass	225 Hamilton E. Holmes Dr., NW 30318	802-3100
Grady	929 Charles Allen Dr., NE 30309	802-3001
Jackson	801 Glenwood Ave., SE 30316	802-5200
Mays	3450 Benjamin E. Mays Dr. SW 30331	802-5100
North Atlanta	4111 Northside Pkwy., NW 30327	802-4700
South Atlanta	800 Hutchins Rd., SE 30315	802-5000
Therrell	3099 Panther Trail, SW 30311	802-5300
Washington	45 Whitehouse Dr., NW 30314	802-4600

NON-TRADITIONAL PROGRAMS

SCHOOL	ADDRESS	TELEPHONE
Crim Open Campus	256 Clifton St., SE 30317	802-5800
Forrest Hill Academy	2930 Forrest Hill Dr., SW 30315	802-6950
West End Academy	1445 Maynard Rd., 30331	802-2900
Adult Literacy Program	1757 Mary Dell Dr. SE, 30316	802-3560
North Metro	601 Beckwith St, SW 30314	802-6070

CHARTER SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Atlanta Classical Academy	3260 Northside Dr. 30305	369-3500
Atlanta Neighborhood Charter Executive Director	688 Grant St., SE 30315	678-904-0051
Atlanta Neighborhood Charter Primary Grades K-5	688 Grant St., SE 30315	624-6226
Atlanta Neighborhood Charter Middle Grades 6-8	820 Essie Ave., SE 30316	678-904-0051
Centennial Place Academy (K-7)	531 Luckie St., NW 30313	802-8550
Drew Charter - Executive Director	301 East Lake Blvd., 30317	687-0001
Drew Charter (Pre K – 5)	301 East Lake Blvd., 30317	687-0001
Drew Charter (Grades 6-8)	300 East Lake Blvd., 30317	687-0001
Drew Charter (Grades 9 - 11)	300 East Lake Blvd., 30317	687-0001
The Kindezi School (K-5)	1890 Detroit Ave, NW 30314	671-4910
KIPP Atlanta Collegiate (9-12)	98 Anderson Ave., NW 30314	574-5126
KIPP STRIVE (5-8)	1444 Lucille Ave., 30310	753-1530
KIPP Strive Primary Grades K-3	1444 Lucille Ave., 30310	753-1530
KIPP Vision Charter (5-8)	660 McWilliams Rd., SE 30315	537-5252
KIPP Vision Primary Academy K-2	660 McWilliams Rd., SE 30315	537-5252
KIPP West Atlanta Young Scholars (Ways) Academy (6 -8)	350 Temple St. NW 30314	475-1941
KIPP West Atlanta Young Scholars Primary (K-1)	350 Temple St. NW 30314	475-1941
Latin Academy	1442 Metropolitan Pkwy, SW 30310	404-753-4050
Wesley International Academy (K-8)	211 Memorial Drive 30312	678-904-9137
Westside Atlanta (K-4)	1903 Drew Drive, NW 30318	228-9678

Atlanta Public Schools Calendar 2015-2016

July 2015

- 1 First day – Annual employees
- 4 Independence Day

January 2016

- 1 New Year's Day
- 1 – 4 Semester Break –
(Students, 190/ 191 employees only)
- 5 Teacher Professional Learning Day
- 6 Begin Semester 2
- 18 M.L. King, Jr. Birthday (Holiday)
(Students, all employees)

August 2015

- 5 First day of school

February 2016

- 12 - 16 Winter break/Presidents' Day
(Students, 190/ 191 employees)

September 2015

- 2 Labor day (Holiday)

March 2016

- 17 Midpoint, Semester 2
- 18 Teacher Professional Learning Day

October 2015

- 7 Midpoint, Semester 1
- 8 Teacher Professional Learning Day
- 9 - 12 Fall Break/Columbus Day

April 2016

- 4 - 8 Metro Spring Break

November 2015

- 23-27 Thanksgiving Break
(Students, 190/191 employees only)
- 26 Thanksgiving Break
(students, all employees)

May 2016

- 25 Last day of school for students
- 30 Memorial Day (Holiday)
(all employees)

December 2015

- 20 End, First Semester
- 23-31 Semester Break
(Students, all employees)

June 2016

- 30 Last day, Annual employees

Progress Report Dates:

- 9/8/2015
- 11/11/2015
- 2/9/2016
- 4/27/2016

Report Cards Dates:

- 10/14/2015
- 1/8/2016
- 3/23/2016
- 6/3/2016

APS NONDISCRIMINATION

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

These laws prohibit and APS forbids discrimination on the basis of age, race, color, national origin, religion, sex, disability, pregnancy, and veteran status in all APS programs and activities. This includes APS academic, extracurricular, athletic, and other District programs, as well as on District buses, during field trips, and in District classes or training programs that take place off school grounds. Sexual harassment is a form of sex discrimination prohibited by Title IX. The District is committed to upholding these laws and takes discriminatory behaviors seriously.

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

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

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

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

ATTENDANCE INFORMATION

ATTENDANCE

Students are expected to be present and arrive on time to school. Students who are absent or tardy miss valuable instructional time and other important school activities and are less likely to master those skills, concepts, and principles needed for success. Students who violate the

attendance policy will be disciplined. Unexcused absences and/or truancy may also lead to legal action against the student and/or parents/guardians (see Student Attendance Policy, JB).

COMPULSORY ATTENDANCE LAW

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that has more than 5 unexcused absences, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

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

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

EARLY CHECK-OUTS

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

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

ABSENCES DUE TO PREGNANCY

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

MAKING UP MISSED ASSIGNMENTS OR TESTS

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

DROP OUTS

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

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

NO SHOWS

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

ENROLLMENT, REGISTRATION AND TRANSFERS

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

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

For more information about enrolment or if you are contemplating moving or a transfer, please call or visit your school, or visit the Atlanta Public Schools website at www.atlantapublicschools.us.

CUSTODY

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. APS personnel may request custody documentation should a question arise. Student enrollment forms, as well as other official documents of the school, should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such order exists, a copy must be presented to the principal.

CHANGE OF ADDRESS

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

SCHOOL CHOICE/ GENERAL ADMINISTRATIVE TRANSFERS

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

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

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

The General Administrative Transfer Application Window for the 2015-16 school year will be posted on the APS website.

VERIFICATION OF RESIDENCY

A school system employee or designee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time. Schools may request a parent/guardian provide proof of residency if: (1) mail is returned from the student's address of record; (2) a student's attendance record

indicates a pattern of absences, tardies; or (3) other circumstances are presented that place the school on notice that the address of record is invalid/inaccurate for the student.

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

GRADE PLACEMENT

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

WITHDRAWAL FROM SCHOOL

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

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

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

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

GENERAL INFORMATION

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

APS complies with the rules of the GHSA regarding eligibility and other athletic issues. Please visit www.ghsa.net for more information.

FIELD TRIPS

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

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

CLUBS, ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES

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

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

BIRTHDAYS

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

BOOK BAGS, SPORTS BAGS AND OTHER BAGS

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

CANCELLATION OF SCHOOL

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

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

CHILD ABUSE

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

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

DRIVER'S LICENSE / CERTIFICATE OF ATTENDANCE

The Teenage and Adult Driver Responsibility Act requires that students must satisfy school attendance requirements in order to receive and maintain a Georgia driver's permit or license. There is a \$5.00 fee for all Certificates of Enrollment. Students should submit their request for a Certificate of Enrollment at least two weeks prior to the date needed. For additional information, contact the school office. During the summer months, Certificates of Enrollment are issued by the Department of Student Relations, 130 Trinity Avenue – 2nd Floor, Atlanta, Georgia 30303 (404-802-2233).

Driving and Parking on School Campus – Parking on school grounds is a privilege which can be revoked. Students who drive to school must follow all safety rules and procedures established by the principal, including obtaining a parking permit if required. Violation of the rules, regulations, and policies of the Board of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense. **While a student's**

vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student. If you disagree with the school's ability to search your vehicle, do not park on school property.

EMERGENCY CONTACT INFORMATION

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

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

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

LOCKERS

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

LOST AND FOUND

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

LUNCH WITH STUDENTS

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

ILLNESS

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

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

MEDICINE

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

GENDER EQUITY IN SPORTS

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

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

PARENT-TEACHER CONFERENCES

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

Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Each school has a scheduled conference day and the teachers remain at the school to talk

with parents and guardians. Please contact your child's teacher to schedule a student or classroom observation. If you have questions or concerns resulting from an observation, please schedule a conference with the teacher or other appropriate school personnel. If you submit a concern, complaint or issue, please allow time for the principal and/or teacher to investigate your concern before giving you a reply.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

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

STUDENT USE OF DISTRICT TECHNOLOGY

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

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

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

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Atlanta Public Schools provides the most appropriate instructional resources available and uses a rigorous selection process to ensure our textbooks and educational materials meet our goals. Instructional resources may include textbooks, software, online materials and programs, workbooks, and specialized formats, e.g., Braille, audio, digital, large print or other versions. All instructional resources are aligned with the Common Core Georgia Performance Standards and other standards for our course offerings. The number of materials available is based on the instructional requirements for the course. In some cases, students are assigned textbooks to take home; in other cases, the materials are available only during classroom time. In all cases, students should receive all materials needed to successfully complete the homework assigned by the teacher. **The APS Homework Helpline is available Monday through Thursday, 3:00pm – 9:00 pm at 678-553-3029, to assist your child in completing his/her homework if he or she needs extra help.**

VISITORS/UNAUTHORIZED PERSONS ON SCHOOL GROUNDS

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

- The parent/guardian of a current student;
- Other family members of a current student at the request of the parent/guardian; or

- Individuals with official business invited by the school, including, but not limited to, community volunteers, student mentors, and guest speakers.

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

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

REQUIREMENTS FOR GRADUATION

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

GRADUATION CEREMONY

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

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

VALEDICTORIAN / SALUTATORIAN

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

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

PARENT AND STUDENT RESOURCES

CAMPUS PORTAL FOR PARENTS

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

CHILD FIND

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

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact the Department of Special Education or visit the District's website at www.atlantapublicschools.us.

HOMELESS CHILDREN AND YOUTH

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

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

5. Unaccompanied Youth are students who are not in the physical custody of a parent/guardian and are living in a homeless situation.

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

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

HOME SCHOOLING ATTENDANCE REPORTING

Parents and guardians wishing to establish or continue utilizing the home school program must complete 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.

For more information regarding home school programs contact the GaDOE at 404-656-2093 or visit <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>.

HOMEWORK HOTLINE

The Homework Hotline is a joint effort between Atlanta metro school districts and Public Broadcasting Atlanta's (PBA) E-Learning/Cyber Center. You are encouraged to call and ask questions about your homework problems. Homework Hotline teachers give one-on-one assistance and easy-to-understand explanations. These teachers have access to current textbooks and school curricula when helping students understand and solve homework problems. They won't do your work, but they will guide you through a learning process.

Homework Hotline is available Monday through Thursday, 3:00 p.m. to 9:00 p.m., except during holiday and semester breaks. The **hotline telephone number is 678-553-3029**. The Homework Hotline service is FREE. Support for the Homework Hotline has been made possible by local school districts and corporate and foundation contributions.

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

HOSPITAL/HOMEBOUND

Hospital Homebound (HHB) instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students in Atlanta Public Schools

whose medical needs, either physical and psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in an Atlanta Public School in order to receive HHB instruction. For additional information, **contact the Homebound/Student Support Team Liaison.**

MY BACKPACK



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

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

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

PARENT TEACHER ASSOCIATION (PTA)

Through PTA initiatives and activities, parents work with faculty to enhance the school environment and improve student achievement. At most schools, the PTA meets at least once a month, with membership drives beginning a few weeks after the new school year begins. Contact your child's school to secure information on membership, meetings, dues and upcoming activities.

SCHOOL COUNSELORS

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

School counselors do not take the place of private therapists and cannot provide long-term therapy for students.

Middle and high school counselors also help with student advisement and focusing on career pathways. Parents, teachers, and students can initiate a referral to the school counselor.

SCHOOL HEALTH SERVICES

The School Health Services Program provides coordinated school-based nursing services for students. Services provided by school nurses require a referral and parental / guardian consent for individualized screenings (e.g. vision, hearing, dental, scoliosis). Referrals of individuals with health problems or suspected health problems are accepted from parents, school personnel, students and health care providers in the community and may be submitted to the school-based health services professional or the central health office personnel. **For additional information contact Health Services.**

SCHOOL NUTRITION PROGRAM

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

SCHOOL SOCIAL WORKERS

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

SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS

Notice of Rights of Students and Parents Under Section 504

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Atlanta Public School District's Section 504 Coordinator at the following address:

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

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35. . Office of Student Services 130 Trinity Avenue Atlanta, Georgia 30303. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

1. 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.
2. 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.
3. 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.

4. 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.
5. You have the right to examine your child's educational records. 34 CFR 104.36.
6. 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.
7. 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.
8. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
9. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

504 Procedural Safeguards

1. Overview:

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

2. Hearing Request:

The Request for Hearing must include the following:

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

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

3. Mediation:

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

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., a recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more APS representatives, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision:

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

6. Review:

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

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

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, APS informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

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

APS Who To Call List

Department	Phone Number		
Accounting	404-802-2400	Civil Service Commission	404-802-2345
Accounts Payable	404-802-2485	Class and Compensation	404-802-2325
Adult Education	404-802-3560	Clayton County Schools	770-473-2700
Administrative Services	404-802-2656	Client/Technical Support	404-802-1000
After School Programs	404-802-2656	Cobb County Schools	770-426-3300
Alternative Education	404-802-5800	Cobra Benefits	404-802-2334
Atlanta Assn. of Educators	404-758-9444	Common Core	404-802-2780
Atlanta Fed. Of Teachers	404-728-9500	Communications	404-802-2800
American Fed. Of State Employees	404-472-0028	Community Affairs	404-802-2826
Annuities	404-802-2336	Community Partnerships	404-802-2814
A+ Teachers	404-802-2312	Comptroller	404-802-2400
A+ Awards	404-802-2312	Construction Management	404-802-3730
APS Cable 22	678-686-0321	Contract Compliance	404-802-1700
APS Rental Property	404-802-3733	Counseling (K-8)	404-802-2685
Archivist	404-802-2170	Counseling (High School)	404-802-2645
Army JROTC	404-802-5863	CRCT Test	404-802-1719
Art	404-802-2698	Crossing Guard	404-802-3535
Atlanta Plus	404-802-2312	Crisis	404-802-2899
Athletics Division	404-802-5575	Curriculum & Instruction	404-802-2700
Attorneys, Board	404-802-2801	Custodial Services	404-802-2118
Auctions	404-802-2532	Decatur Schools	404-370-4400
Audiology Services	404-802-2206	DeKalb County Schools	678-676-1200
Auditing	404-802-2400	Demographics	404-802-2710
Babies Can't Wait	404-802-2230	Detectives	404-802-2000
Background Checks	404-802-2358	Drug Free Zone	404-802-2095
Bencore Retirement	404-802-2377	Deputy Supt. Curriculum	404-802-2700
Benefits	404-802-2327	Deputy Supt. Operations	404-802-2503
Bilingual Education	404-802-7580	Direct Deposit	404-802-2209/8
Board Docs	404-802-2818	Early Learning	404-802-3640
Board Attorney	404-802-2801	Employee Benefits	404-802-2327
Board Members	404-802-2200	Employee ID Badges	404-802-2358
Board of Education	404-802-2255	Employee Relations	404-802-2345
Brewer Building	404-802-3526	Employee Services SRT 1-5	404-802-2312
Budget Management	404-802-2400	Employment Applications	404-802-2312
Building Maintenance	404-802-2118	Employment Verification	404-802-2312
Cabinet, Superintendent's	404-802-2820	English Language Center	404-802-7580
Cafeteria Accounting	404-802-2544	ESOL	404-802-7580
Calendar	404-802-2897	Ethics Hotline	877-801-7754
Campbell Annex	404-802-7550	Evening School	404-802-5800
Capitol Projects/Fixed Assets	404-802-2400	Exceptional Services	404-802-1699
Career/Technical Programs	404-802-5853	EAPS/MyAPS Issues	404-802-2551
Challenge	404-802-7585	Facilities Services	404-802-3700
Charter Schools	404-802-2864	Family Leave	404-802-2330/2365
Chief Financial Officer	404-802-2400	Family Involvement Center	404-802-2231
Chief Human Resource Officer	404-802-2310	Field Trips	404-802-2358
Chief Information Officer	404-802-2480	Fine Arts Department	404-802-2698
Child Find	404-802-1695	Finger Printing	404-802-2358
Cigna Behavioral Health	1-800-799-8172	Finance	404-802-2400
City Pension	404-330-6260	Fixed Assets	404-802-1700
		Foreign Language Program	404-802-7580

Fulton County School	404-768-3600	Mail Services	404-802-2236
GA Dept. of Education	404-656-2800/2497	Math Coordinator	404-802-2717/04
	800-311-3627	Media Relations	404-802-2836
Garnishment	404-802-2209	Mentoring Program	404-802-2315
GED Adult Literacy	404-802-3560	Miscellaneous Accounting	404-802-2423
General Counsel	404-802-2801	Network Operations	404-802-1200
General Information	404-802-3500	North Metro	404-802-6070
Gifted & Talented Education	404-802-7585	Nursing	404-802-2674/2678
Grant Management	404-802-2768	Nutrition Program	404-802-1599
Gwinnett County Schools	678-301-6000	Nutrition Customer Service	404-802-2540
Handbooks (student)	404-802-2233	Office of Employee Relations	404-802-2345
Health Department	404-802-2707	Office of Internal Compliance	404-802-2789
Health Services	404-802-2678	Open Records Request	404-802-2874
Hearing Testing	404-802-2207	Operational Technology	404-802-2549
Help Desk	404-802-1000	Operations	404-802-2503
Homebound (Special Education)	404-802-1695	Operators/Switchboard	404-802-3500
Homebound (Regular)	404-802-2630	Organizational Advancement	404-802-2825
Homeless Liaison	404-802-2245	Parent Involvement Center	404-802-3673
Home School	404-463-1765	Parental Services	404-802-3673
	404-656-2093	Parking	404-802-2522
Homework Hotline	678-553-3029	Parking Attendant	404-802-2029
Human Resources	404-802-2312	Payroll	404-802-2209
Human Resources Records	404-802-2312	Pension	404-802-2377
ID Badges	404-802-2352	Physical Education	404-802-5575
IEP Online	404-802-2613	Psychological Services	404-802-2610
Infinite Campus	404-802-1000	Pinnacle Credit Union	404-888-1648
Information App. Tech	404-802-2549	Policy Manual	404-802-2897
Information Proc. Center	404-802-2357	Pre-K Diagnostics	404-802-1690
Information Services	404-802-2549	Pre-Kindergarten	404-802-3640/3644
Instruction	404-802-2700	Pre-Kindergarten (Special Education)	404-802-1690
Instructional Service Center	404-802-3580	Pre-School Testing	404-802-1690
Instructional Technology	404-802-2480	Procurement	404-802-2532
Insurance	404-802-2327	Professional Development	404-802-2701
Internship	404-802-2652	Professional Standards	404-657-9000
Internal Federal Grants/Compliance	404-802-2768	Program Exceptional Children	404-802-2602
International Student Exchange	404-802-7580	Program Evaluation	404-802-2672
In-School Scouting	404-802-1695	Project GRAD	404-802-2388
I.T. Department	404-802-2500	Public Relations	404-802-2836
JROTC Central Supply	404-802-5863	Procurement	404-802-2428
JROTC Programs	404-802-5863	Radio, WABE	678-686-0321
Lakewood Stadium	404-802-5575	Reading	404-802-2658
Lawson	404-802-2512	Records Center	404-802-2150
Lawson ID	404-802-1000	Recruitment	404-802-2310
Learning Disabilities	404-802-2612	Region (North)	404-802-6537
Learning Excellence	404-802-1684	Region (South)	404-802-7550
Legal	404-802-2801	Region (East)	404-802-3751
Library, ISC Professional Literacy	404-802-3580	Region (West)	404-802-3667
Locksmith	404-802-2623	Report Card Information	Regional #
	Contact SRT Office	Research Screening	404-802-2672
		Retirement Benefits	404-802-2334
		Requisitions	404-802-2400
		Research & Evaluation	404-802-2672

Retirement	404-802-2377	Substitute Finder	404-802-0029
Risk Management	404-802-2327	Substitute Services	404-802-2328/2320
SABLE	404-802-2614	Superintendent's Cabinet	404-802-2820
Safety Emergency Management	404-802-2536	Superintendent's Office	404-802-2822
Safe & Drug Free Schools	404-802-2629	Superstar Program	404-802-3113
SASI/Infinite Campus	404-802-2489	Summer School	404-802-7585
School Attorney	404-802-2801	Surrogate Parent	404-802-1695
School Auditing	404-802-2415	TAP Program	404-802-2667
School Detectives	404-802-2000	Targets	404-802-2709
School Facilities Services	404-802-3700	Teach Certification/Re-Certification	404-802-2632
School Numbers	404-802-3500	Teacher Renewal	404-802-2632
School Reform Team I	404-802-3667	Teacher Resource Center	404-802-3580
School Reform Team II	404-802-7550	Teacher Transfer	404-802-2312
School Reform Team III	404-802-3751	Telephone Operators	404-802-3500
School Reform Team IV	404-802-6537	Telephone Problems	404-802-1000
School Reform Team V	404-802-5875	Television, WPBA	678-686-0321
School Nutrition	404-802-2540	Testing Materials Center	404-802-3526
Science	404-802-2704	Testing (Regular/Special Education)	404-802-2694
Security (Director)	404-802-2522	Textbooks	404-802-2634
Security Kiosk	404-802-2237	Title I/II Program	404-802-2750
Shipping/Receiving (CLL)	404-802-2236	Transition/Recovery (Special)	404-802-1691
Shipping/Receiving (LaFrance)	404-802-3700	Transitional Work (Workers Comp.)	404-802-2312
Social Studies	404-802-2623/2371	Transportation	404-802-5500
Social Work	404-802-2247	Transportation (Drivers)	404-802-5501
Sodexo	404-802-1592	Travel	404-802-2449
South Metro	404-802-6088	Travel Card	404-802-2484
Special Accommodations	404-802-2312	Tribunal	404-802-2233
Special Education	404-802-1699	Truancy Center	404-802-3648/9
Special Education Records	404-802-2150	Vacant APS Facilities	404-802-3700
Special Needs Transportation	404-802-5511	Vendor Information	404-802-2486
Speech Testing	404-802-2609	Virtual Learning	404-802-2784
State Health Benefits	1-800-610-1863	Voicemail	404-802-3000
Student Placement	404-802-2204	WABE FM Radio	678-686-0321
Student Programs and Services	404-802-1699	WPBA Channel 30	678-686-0321
Student Records	404-802-2150	Warehouse Services	404-802-3775
Student Services	404-802-2600	Web Master	404-802-2882
Student Support Team	404-802-2648/2665	Workers	404-802-2301/2335
Student Tribunal	404-802-2233	Comp./Unemployment	
Student Work Permits	404-802-2150	Zoning	404-802-2233

STUDENT CODE OF CONDUCT

Introduction

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

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

All students, regardless of age or grade level, are required to know the contents of the Code of Student Conduct and abide by it and any other rules of conduct imposed by the schools they attend. Parents are asked to read the Handbook and Code of Conduct to understand the responsibilities of their children.

A student whose behavior shows disrespect for others, including interference with their access to a public education and/or a safe environment, will be subject to disciplinary action. APS or individual schools may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbooks or posted in classrooms.

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

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

If school administration is uncertain as to the interpretation of the Student Code of Conduct they should contact the Student Relations Department.

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

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

1. 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 APS and privately owned vehicles used for transportation to and from school activities;

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

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

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

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

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

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

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

all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. School police and other support staff may be utilized for their expertise as determined by the circumstances of the matter.

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

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

3. **STUDENT QUESTIONING BY OFFICIALS** – Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent and notification is not required prior to the questioning of students.
4. **PROGRESSIVE DISCIPLINE** - Progressive discipline is designed to correct a student's misconduct and encourages the student to be a responsible citizen of the school community. Progressive discipline should promote positive student behavior while establishing clear and fair consequences for unacceptable behavior; and state what is unacceptable. Disciplinary actions are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help students resolve such problems. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, counseling with school counselor, school social worker involvement, school resource officer reports, behavior, attendance and academic contracts or plans, peer mediation, and prevention programs.

The offenses have been organized into three (3) levels of prohibited behaviors: Level 1 Offenses, Level 2 Offenses, and Level 3 Offenses. **In addition to the following interventions, if a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats in the school or on the school bus, the student's parent/guardian shall be required to meet with the Principal or designee to execute a behavior contract.**

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

Elementary Level 1 Consequences: Consequences range from administrative conference to three (3) days of Administrative Detention and/or restitution.

Middle and High School Level 1 Consequences: Consequences range from administrative conference to three (3) days of In-School-Suspension (ISS) and/or restitution.

Below is a suggested list, not all-inclusive, of interventions and supports. A combination of these appropriate to the situation and student needs may be used when students commit Level 1 offenses.

- 4.1.1. Use proximity control to keep student on task.
- 4.1.2. Pre-correct individual student behavior.
- 4.1.3. Use nonverbal cues/signaling.
- 4.1.4. Conduct in-class conference with student.
- 4.1.5. Determine root causes and functions of student misbehavior and respond appropriately.
- 4.1.6. Teach, practice, and reinforce positive replacement behaviors.
- 4.1.7. Provide special work assignment.
- 4.1.8. Provide movement breaks between low-energy activities for individual student as deemed appropriate.
- 4.1.9. Use think chair, time-out chair, or reflection area in the classroom.
- 4.1.10. Require the student to complete a written reflection/apology for misbehavior.
- 4.1.11. Provide choices for learning activities and behavior.
- 4.1.12. Use student behavior strategies, progress reports, behavior contracts, and/or behavior point sheets.
- 4.1.13. Use goal setting paired with acknowledgment of improved behavior for individual student.
- 4.1.14. Assign a student buddy supporter.
- 4.1.15. Recommend peer mediation support.
- 4.1.16. Recommend conflict resolution support.
- 4.1.17. Withhold student privilege(s).
- 4.1.18. Contact student's parent.
- 4.1.19. Hold a parent and student conference.
- 4.1.20. Assign detention.
- 4.1.21. Provide small group character-building and social skills training.
- 4.1.22. Refer student to student support services staff for support.
- 4.1.23. Give student a timeout with adult supervision.

- 4.1.24. Refer student to student support team (SST).
- 4.1.25. Develop and implement, or review and revise, a 504 plan for eligible student, including behavioral accommodations as deemed necessary.
- 4.1.26. Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP).
- 4.1.27. Review and revise a student's existing BIP.
- 4.1.28. Refer eligible student to individual education program (IEP) team.
- 4.1.29. Develop and implement IEP for eligible student.
- 4.1.30. Include behavior interventions, supports, or strategies as supplementary aides and services in the student's IEP if deemed necessary by the IEP team.

4.2. **Level 2 Discipline:** Level 2 discipline offenses are intermediate acts of misconduct. Level 2 offenses are generally MAJOR INFRACTIONS and are serious safety violations which include behaviors such as: physical injury, possession of weapons, sale or possession of controlled substances, robbery, extortion, assault/battery, and sexual assault. Major Infractions are addressed by administrators. Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion and may include referral to the alternative school.

Elementary Level 2 Consequences: Consequences range from In-School Isolation (ISI) to five (5) days Out-of-School Suspension (OSS) and/or restitution.

Middle and High School Level 2 Consequences: Consequences range from Saturday School and/or In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution.

Below is a suggested list, not all inclusive, of interventions and supports. A combination of these appropriate to the situation and student needs may be used when students commit Level 2 offenses.

- 4.2.1. Use appropriate interventions and supports from Level 1.
- 4.2.2. Contact parent.
- 4.2.3. Hold a parent and student conference.
- 4.2.4. Require student to return property, pay for property, pay restitution for property damages, or assign student to an approved supervised service to school.
- 4.2.5. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
- 4.2.6. Review and revise the 504 plan for eligible student, including behavioral accommodations as deemed necessary to help improve student's behavior.
- 4.2.7. Review and revise the behavior intervention plan for eligible student as deemed necessary to help improve student's behavior.
- 4.2.8. Review and revise the eligible student's IEP as deemed necessary by the IEP team to help improve student's behavior.

- 4.2.9. Use community partners and interagency partners to provide support and resources to student to help improve behaviors.
- 4.2.10. Refer two or more students to peer mediation to resolve a conflict.
- 4.2.11. Refer student to school counselor for support in changing behavior.
- 4.2.12. Warn student of Level 3 consequences

4.3. **Level 3 Discipline:** Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. Level 3 offenses are generally MAJOR INFRACTIONS and are serious safety violations. Major acts of misconduct should be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school. Administrators will notify the appropriate Associate Superintendent, School Resource Officer and law enforcement agencies as deemed appropriate or required by law.

Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

Elementary Level 3 Consequences: Consequences range from out-of-school-suspension to permanent expulsion.

Middle and High School Level 3 Consequences: Consequences range from out-of-school suspension to permanent expulsion and may include referral to the alternative school.

Below is a suggested list, not all-inclusive, of interventions and supports. A combination of these appropriate to the situation and student needs may be used when students commit Level 3 offenses.

- 4.3.1. Use appropriate interventions from **Levels 1 and 2.**
- 4.3.2. Contact parent (mandatory).
- 4.3.3. Hold required parent and student conference.
- 4.3.4. Referral to the Superintendent's designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program
- 4.3.5. Contact police if a clear violation of the law is committed or when reporting is required.
- 4.3.6. When returning to home school from an alternative program assignment, in cooperation with the alternative program staff, develop and implement the student's transition plan.

4.4. **ADDITIONAL INTERVENTIONS** - In conjunction with any violation, school administrators may also utilize the following interventions as appropriate:

- 4.4.1. Anecdotal Record (Teacher Record)
- 4.4.2. Referral to School Counselor, Student Support Team (SST), Social Worker
- 4.4.3. Mentoring
- 4.4.4. On the Bus Probation
- 4.4.5. Schedule Change
- 4.4.6. Written Disciplinary Assignments
- 4.4.7. Involvement of Outside Agency (Initiated by parent)
- 4.4.8. Warning to student
- 4.4.9. Student Journal
- 4.4.10. Peer Mediation
- 4.4.11. Revoke Privileges
- 4.4.12. Individualized Behavior Contract
- 4.4.13. Behavior Checklist
- 4.4.14. Escort to and From Class/Change of Class
- 4.4.15. Moving the Student's Seat in Class
- 4.4.16. Invite Parent to Visit the School and Shadow the Student
- 4.4.17. Referral to School Psychologist
- 4.4.18. Parent Accompany Student to the Bus Stop
- 4.4.19. Tutoring (with parent's consent)
- 4.4.20. Revisit IEP for Additional Modifications
- 4.4.21. Review classroom/school rules
- 4.4.22. Conference with student and/or parent
- 4.4.23. Parents notified by phone of problem
- 4.4.24. Saturday School
- 4.4.25. Other school based consequences

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

5. **STUDENT OFFENSES**

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

The disciplinary levels noted below correspond to the progressive discipline levels detailed above. However, Principals or designee working in conjunction with Student Relations or the Associate Superintendent may use a higher level of progressive discipline based on extremely serious circumstances. The Student Behavior Code provides examples of offenses that may occur and is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify every behavior which might result in disciplinary consequences.

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

Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).

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

Elementary Consequences

- **First Offense and Additional Offenses:**
 - Minimum of one (1) day of out-of school suspension.
 - Maximum of ten (10) days of out-of-school suspension.
 - Notify the appropriate Associate Superintendent and DFCS appropriate.
 - **Contact Safety and Security.**

Middle and High School Consequences for Possession or Personal Use

- **First Offense:**
 - Minimum of three (3) days of out-of school suspension and possible social worker/school counselor referral
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
 - Notify the appropriate Associate Superintendent.
 - **Contact Safety and Security.**
- **Second Offense:**
 - Minimum of ten (10) days of out-of school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
 - Maximum of ten (10) days of out-of-school suspension plus a

recommendation for expulsion for a specified time.

- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

- **Third and Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion from school for a period of one (1) calendar year.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

5.2.1 **Drug Paraphernalia:** No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.2-4.3).**

5.2.2 **Counterfeit Drugs or Look Alike Drugs:** No student shall falsely present or identify a substance to be alcohol or an illegal drug. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.2-4.3).**

5.2.3 **Selling/Distributing/Buying Drugs:** No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, inhalants, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.

Elementary Consequences

- **First Offense and Additional Offenses:**

- Minimum of three (3) days of out-of school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- Notify the appropriate Associate Superintendent and DFCS as appropriate.
- **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**

- Minimum of ten (10) days of out-of school suspension plus a

recommendation for long-term suspension for the remainder of the current semester.

- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**
- **Second Offense:**
 - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for the remainder of the current school year.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
 - Notify the appropriate Associate Superintendent.
 - **Contact Safety and Security.**
- **Third and Subsequent Offenses:**
 - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
 - Notify the appropriate Associate Superintendent.
 - **Contact Safety and Security.**

5.3 ATTENDANCE VIOLATIONS

5.3.1 **Tardy/Skipping Class:** No student shall be tardy for or miss a class or activity for which he/she is enrolled without a valid excuse. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1 interventions, supports, and disciplinary responses for this offense. (See section 4.1)**

5.3.2 **Leaving School Grounds:** Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-2 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.2)**

5.4 **BOMB THREATS:** A 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 via email, text, and social media.

Elementary Consequences

- Minimum of one (1) day of out-of-school suspension.

- Maximum of ten (10) days of out-of-school suspension.
- **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**

- Minimum of ten (10) days of out-of school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**

- **Second Offense:**

- Minimum of ten (10) days of out-of school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- **Contact Safety and Security.**

- **Third and Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- **Contact Safety and Security.**

5.5 **BULLETS, BB’S, PAINT BALL 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. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

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

5.6.1 **Bus Personal Safety:** Students must keep all body parts inside the bus at all times. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.1 to 4.3).**

5.6.2 **Bus Safety Hazard:** Nothing may be thrown into, within, out of, or at the bus.

Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.2 to 4.3).

- 5.6.3 **Bus Disruptions:** No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.1 to 4.3).**
 - 5.6.4 **Emergency Exits:** Emergency doors and windows are to be used only at the direction of the driver. **(Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.2 to 4.3).**
 - 5.6.5 **Unauthorized Bus or Exit:** Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.1 to 4.3).**
 - 5.6.6 **Cell Phone /Electronic Devices on Buses:** Students shall not use any electronic devices during the operation of a school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device that may interfere with the bus' communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.1 to 4.3).**
 - 5.6.7 **Distracting the Bus Operator:** Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense and/or the student may be suspended from the bus for a specified time. (See sections 4.1 to 4.3).**
- 5.7 **PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:** All students may possess mobile telephones and other personal electronic devices (PEDs) **with the expressed, written consent of their parents/guardians.** The parent or legal guardian must complete the

Parent Permission Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property.

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

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

Violations are cumulative across the student's school career in the Atlanta Public Schools. A transfer to another school does not entitle the student to a "fresh start." All fines collected will be deposited in the school's activity fund.

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

5.7.1 Disciplinary actions for students whose parent/legal guardians **have** completed the Parent Permission Form are as follows:

- **First violation:** The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Second violation:** The device will be confiscated, the student will be fined \$25.00, the student will receive one (1) day suspension, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay the fine. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Third violation:** The phone will be confiscated, the student will lose the

privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and receive a three (3) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

- **Fourth (or more) violation:** The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

5.7.2 Disciplinary actions for students whose parent/legal guardians **have not** completed the Parent Permission Form are as follows:

- **First violation:** The device will be confiscated, the student will be fined \$25.00 and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay the fine. The parent/legal guardian will be given the opportunity to complete the Parent Permission Form at the first conference. Failure to pay fines may result in sanctions until restitution is made, per board policy JS Student Fees, Fines and Charges.
- **Second violation:** The device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year and a fine of \$50.00 and a five (5) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Third violation:** The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

5.7.3 **Audio or Video Recording:** Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. (**Level 1-3;** Any violation will result in the device being confiscated and will also result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year and a fine of \$50.00.)

5.7.4 **Academic Dishonesty with a Device:** Students shall not use of a mobile phone during a test or quiz. (**Level 2;** Any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year and a fine of \$50.00.)

5.8 STUDENT INCIVILITY:

- 5.8.1 **Offensive Language:** No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.8.2 **Offensive Materials:** No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.8.3 **Offensive Language toward Adult:** A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward APS personnel or other adults on school property or at school sponsored events. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.8.4 **Insubordination:** All students shall comply with reasonable directions or commands of all authorized APS personnel or designees. This may include, but is not limited to, the directions of a staff member to remove themselves from the location of a disruptive situation, the directions of a staff member to identify themselves, and repeated violations of the school dress code. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.8.5 **Public Displays of Affection (PDA):** No student shall be engaged in amorous kissing, touching, other inappropriate displays of affection. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

5.9 DISRUPTION OF SCHOOL:

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

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

offense. (See sections 4.2 - 4.3).

5.9.2 **Trespassing:** Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. Students may not return to campus or attend any school function while on suspension, expulsion, or assignment to alternative school. Students who have been assigned to another school for disciplinary purposes may not be on the campus of their previous/home school without the permission of the Principal of that school, except when the student is competing/participating in an official event as a member of a team or club at the home school. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

5.9.3 **Unauthorized Area:** Students may not be present in an unauthorized area. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

5.10 FALSE REPORTS:

5.10.1 **False Report:** No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse APS employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

5.10.2 **False Call to Emergency Services:** No student shall knowingly make or cause a false call to be made to emergency services.

Elementary School Consequences

- **First and Subsequent Offenses:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension.
- **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**

- Minimum of five (5) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**

- **Second Offense:**

- Minimum of ten (10) days of out-of school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a

- recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**
- **Third and Subsequent Offenses:**
 - Minimum of ten (10) days of out-of school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
 - **Contact Safety and Security.**

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

Elementary School Consequences

- **First and Subsequent Offenses:**
 - Minimum of one (1) day of out-of-school suspension.
 - Maximum of ten (10) days of out-of-school suspension.
 - **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**
 - Minimum of five (5) days of out-of-school suspension.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
 - **Contact Safety and Security.**
- **Second Offense:**
 - Minimum of ten (10) days of out-of school suspension.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
 - **Contact Safety and Security.**
- **Third and Subsequent Offenses:**
 - Minimum of ten (10) days out-of-school suspension a recommendation for long-term suspension for the remainder of the current semester.
 - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
 - **Contact Safety and Security.**

Note – in addition to disciplinary consequences, the City of Atlanta may charge parents for the costs of emergency services related to false alarms or calls made by students.

5.11 **GAMBLING:** No student shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. Students may not possess gambling devices to be used in gambling activity (e.g., dice,

cards). **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

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

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

5.12.2 **Displaying Gang Affiliation:** No student shall hold himself/herself out as a member of a gang, including displaying gang tattoos and displaying gang symbols. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

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

5.13 **HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:**

5.13.1 **Harassment:** Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), APS employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

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

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

5.13.4 **Bullying:** No student shall bully another student or students. Bullying can occur on school property or through school technology resources, but can also occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:

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

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

Bullying behavior is defined as:

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
 - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
 - 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.

Elementary School Consequences

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

Middle and High School Consequences

- Minimum of five (5) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

If a Third and Subsequent Offenses occurs within one school year, as determined by a hearing officer/tribunal, the student shall be expelled for at least one calendar year, but may be assigned to the alternative school during this discipline.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. At least one parent/guardian will be required to attend a conference with the Principal or designee concerning the student's bullying offense. The school will provide information on bullying and a list of free assessment providers to the parents/guardians. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

- 5.14 **INCENDIARY DEVICES:** No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.15 **OFF-CAMPUS OFFENSES:** Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **Contact Safety and Security and depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.2 - 4.3).**
- 5.16 **OVER-THE-COUNTER MEDICATION:** Possession of all over-the-counter medication on school property must be in compliance with Policy JGCD. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-2 interventions,**

supports, and disciplinary responses for this offense. (See sections 4.1 to 4.2).

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

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

5.18 **PHYSICAL OFFENSES:**

5.18.1 **Horseplay:** Students shall not engage in rough, boisterous or horseplay activities. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-2 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 - 4.2).**

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

These physical offenses include:

- a) **Battery:** Intentionally making physical contact of an insulting or provoking nature with another person. (Battery) Physical contact which causes harm may result in increased consequences. Harm may include, but is not limited to, significant injuries such as swelling, bleeding, concussions, broken bones, sprains, or where medical attention was sought for a significant injury;
- b) **Fighting:** Mutually participating in a physical altercation; or
- c) Attempting to cause physical injury, threaten bodily harm, or commit an act which places a person in reasonable apprehension of immediately receiving physical injury.
- d) Participating in consensual bodily harm or alterations (e.g. tattooing, branding, piercing, initiations).

Consequences (Level 1-3) Additionally, if a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the

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

- 5.18.3 **Physical Harm to Employee:** Students shall not intentionally make physical contact which causes physical harm to a school employee unless such physical contacts or physical harms were in self-defense as provided by O.C.G.A. § 16-3-21. (Battery) 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 Rule 5.18.4, below.

Elementary School Consequences:

1-10 days OSS, with a hearing referral for long-term suspension and/or expulsion. If expelled, upon recommendation of the hearing fact finder, an elementary school student may be readmitted to a traditional school for grades 9-12. If there is not an alternative education program for students in elementary school, then the student may be permitted to reenroll in the elementary school as permitted by the hearing fact finder. (O.C.G.A. § 20-2-751.6).

Middle and High School Consequences:

10 days OSS with a hearing referral and a minimum recommendation for permanent expulsion. The hearing fact finder may allow an expelled student to attend the alternative school. Upon recommendation of the hearing fact finder, a middle school student may be readmitted to a traditional school for grades 9-12. (O.C.G.A. § 20-2-751.6).

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

Consequences: Short term suspension up to expulsion and assignment to alternative school. A mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee and the student's parent/guardian/student age 18 or older. If the employee is not available in the opinion of Student Relations, the school principal may waive the hearing on the employee's behalf.

- 5.18.5 **Assault of School Employee.** Attempt to cause physical injury, threaten bodily harm, or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury (Coded as assault if reasonable

apprehension of immediately receiving a violent injury is present, but no contact made).

Consequences: Level 2-3, and a mandatory disciplinary hearing shall be held regardless of the recommended discipline, unless waived. The hearing may only be waived by agreement of the employee and the student's parent/guardian/student age 18 or older. If the employee is not available in the opinion of Student Relations, the school principal may waive the hearing on the employee's behalf.

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

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

5.20 PROPERTY RELATED OFFENSES:

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

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

NOTE: Parents/guardians and/or students will be held responsible for restitution of the full value of any damaged or stolen property.

5.21 SEXUAL OFFENSES: See 5.8.5 for "PDA" Offenses; Report offenses of 5.21 to the Department of Family and Children's Services (DFCS) as Appropriate

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

5.21.2 No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks

of a male or female and the breasts of a female. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**

- 5.21.3 No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 1-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.1 to 4.3).**
- 5.21.4 **Sexual Harassment:** No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.2 to 4.3).** **NOTE:** See Policy JCAC, for further requirements, information and explanation.

Examples of Sexual harassment may include, but are not limited to, the following:

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

- 5.21.5 **Sexual Battery:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a

female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

Elementary Consequences:

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

Middle and High School Consequences

• **First Offense:**

- Minimum of ten (10) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

• **Second Offense:**

- Minimum of ten (10) of days out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

• **Third and Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**

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

Elementary Consequences:

- Minimum of one (1) day of out-of-school suspension.

- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- Notify the appropriate Associate Superintendent and DFCS as appropriate.
- **Contact Safety and Security.**
- Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

Middle and High Consequences

Contact DFCS as appropriate

- **First Offense:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**
- Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

- **Second or Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- Notify the appropriate Associate Superintendent.
- **Contact Safety and Security.**
- Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

5.22 STIMULANTS: NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to that Section. A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense. (See sections 4.2 - 4.3).**

5.23 TECHNOLOGY OFFENSES:

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

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

5.23.3 **Access/Distributing Inappropriate Material:** Students will not use any technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

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

Depending on age of student, level of severity or repetition, the administrator may utilize Level 2-3 interventions, supports, and disciplinary responses for this offense and contact Safety and Security. (See sections 4.1 to 4.3).

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

5.25 **WEAPONS:** A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Safety and Security or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or

his/her designee, in conjunction with law enforcement. There is no exception for students who have a valid legal license to carry a weapon.

Curriculum Display of a Weapon or Dangerous Instrument/Unauthorized Item - Any individual wishing to bring a look-alike weapon or dangerous instrument/unauthorized item to school for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon or dangerous instrument/unauthorized item will be displayed, as well as prior written permission from the principal which includes a description of the dangerous instrument(s)/item(s) authorized and the time period during which dangerous instrument(s)/item(s) may be on campus.

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

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

5.25.1 Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):

Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

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

Elementary First and Subsequent Offenses:

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- Maximum of ten (10) days out of school suspension plus a recommendation of permanent expulsion.
- The hearing officer, tribunal, panel, principal, Superintendent or Board of

Education has the authority to modify these expulsion requirements on a case-by-case basis.

- Notify the appropriate Associate Superintendent and DFCS as appropriate.
- **Contact Safety and Security.**

Middle and High School First and Subsequent Offenses:

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- Maximum of ten (10) days out of school suspension plus a recommendation for permanent expulsion.
- The hearing officer, tribunal, panel, principal, Superintendent or Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- Notify the appropriate Associate Superintendent and Student Relations.
- **Contact Safety and Security.**

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

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

Elementary First and Subsequent Offenses:

- Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- Minimum of two (2) days of out-of-school suspension.

- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**

- Minimum of ten (10) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- **Contact Safety and Security.**

- **Second and Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- **Contact Safety and Security.**

5.25.3 **Category III Weapon:** Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot.

Elementary First and Subsequent Offenses:

- Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**

Middle and High School Consequences

- **First Offense:**

- Minimum of five (5) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Contact Safety and Security.**

- **Second and Subsequent Offenses:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation long-term suspension/expulsion for a specified time.
- Maximum of ten (10) day out-of-school suspension plus a recommendation for permanent expulsion.
- **Contact Safety and Security.**

Note: For items such as smoke bombs, stink bombs, fireworks, cigarette lighters,

matches, or similar devices see section 5.14.

6. **ALTERNATIVE SCHOOL** - In lieu of expulsion or suspension of a student for more than ten (10) school days, a student may be assigned to an alternative school. Students who attend the alternative school may do so pursuant to behavioral, academic and attendance conditions. Students may also have their expulsion/suspension waived to allow the student to attend the alternative school during this time, provided they abide by behavioral, academic and attendance conditions.

If the student violates the conditions, he/she may forfeit the opportunity to attend the alternative school. The student may also receive further discipline, in addition to the reinstatement of his/her expulsion or long-term suspension.

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

8. **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.

9. **DRIVERS' LICENSES** - In addition to the discipline specified in this Code of Conduct for attendance and selected conduct, students may find their eligibility for a Georgia instructional/learner's permit or driver's license impacted by their school enrollment. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver's license or learner's permit.
10. **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 or transferred to another school as the result of a disciplinary hearing 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.
11. **REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM** - The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 20-2-738. A teacher may remove from class a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

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

Conference

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

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

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

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

When a student has been formally removed from class, the principal or other administrator may not return the student to the teacher's class without the appropriate teacher's consent unless the Placement Review Committee determines that the teacher's class is the best or only alternative.

Placement Review Committee (PRC)

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

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

- placement in another appropriate classroom,
- in-school suspension
- out-of-school suspension of not more than nine (9) days following an informal hearing,
- an alternative education program with an appropriate disciplinary hearing,
- another placement consistent with local board policy and regulations,
- return the student to the class from which he/she was removed upon completion of any disciplinary or placement action taken, or
- any combination of these.

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

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

of unexcused absences is considered truant. The law states the following:

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

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

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

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

STUDENT FORMS

**PUBLICITY RELEASE AND
STUDENT HANDBOOK ACKNOWLEDGEMENT
FORM**

**Please complete and return within five (5) days of receipt of the
Student and Parent Handbook.**

PUBLICITY RELEASE

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

_____ I grant permission for APS to use or publicly display me/my child's photograph, video, audio clip, name, age, grade, school and school activities or achievements on the District's Web site(s), individual school Web pages, District or school social media (such as Facebook, Twitter, Instagram or similar), or in other official District publications without further notice for any purpose deemed acceptable to the District. I acknowledge the District's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I also agree that my child/I will participate in any publicity activities for events sponsored by the District. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I understand that although the District makes efforts to only engage students in positive media activities, the District has no control over how third party media use information from me/my child.

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

HANDBOOK ACKNOWLEDGEMENT

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

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

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

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

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

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

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

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

Print Student Name

School & Grade

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Student

Date

Homeroom Teacher/Advisor: _____

CLUBS/ORGANIZATIONS

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

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

Parent Permission Form for Cellular Telephone/Personal Electronic Device

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

My child and I have read and understand Policy JCDAF and the associated regulations. **Cellular telephones and other personal electronic devices must be out of sight and turned off during the school day, during the lunch break, and on the school bus, even in emergency situations.**

Disciplinary actions for students whose parent/legal guardians **have** completed the Parent Permission Form are as follows:

- **First violation:** The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- **Second violation:** The device will be confiscated, the student will be fined \$25.00, the student will receive one (1) day suspension, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay the fine. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Third violation:** The phone will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and receive a three (3) day suspension. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.
- **Fourth (or more) violation:** The device will be confiscated, the student will lose the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per board policy JS, Student Fees, Fines and Charges.

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

Student Name: _____ Grade: _____

Parent/Legal Guardian Name: _____

Home Telephone: _____ Work Telephone: _____

Type of Device: _____ Serial Number: _____

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

I understand that the possession of a cellular telephone or portable communication device is a privilege. I have read and agree to all provisions specified in Policy JCDAF and the associated regulations.

Parent/Legal Guardian's signature

Date

Student's signature

Date

ATLANTA PUBLIC SCHOOLS SCHOOL BUS CONDUCT

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

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

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

Print Parent/Legal Guardian Name	Signature Parent/Legal Guardian	Date:	
Print Student Name	Signature Student	Date:	

This statement will be kept on file in the student's cumulative folder.

STUDENT BULLYING INCIDENT FORM

Name of Reporter/Person Filing the Report: _____

_____ Check whether you are the: _____ Target of the behavior or _____ Reporter (not the target)

Check whether you are a: __ Student __ Parent __ Administrator __ Staff member (specify role): _____

_____ Other (specify): _____ Your contact information/telephone number: _____

If student, state your school: _____ Grade: _____

If staff member, state your school or work site: _____

Information about the Incident

Name of Target (of behavior): _____

_____ Name of Aggressor (Person who engaged in the behavior): _____

_____ Date(s) of Incident(s): _____ Time When Incident(s) Occurred: _____

_____ Where did the incident happen (choose all that apply)?

___ On school property ___ At a school-sponsored activity or event off school property ___ On a school bus

___ On the way to/from school ___ Electronic/Cyber Bullying

Location of Incident(s) (Be as specific as possible): _____

_____ Witnesses (List people who saw the incident or have information about it):

Name: _____ ___ Student ___ Staff ___ Other: _____

Name: _____ ___ Student ___ Staff ___ Other: _____

Name: _____ ___ Student ___ Staff ___ Other: _____

Name: _____ ___ Student ___ Staff ___ Other: _____

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

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

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

Taunting and Insults Threat Stalking Theft Social Isolation/Exclusion Verbal Intimidation Retaliation

Physical Intimidation Public humiliation Rumor-spreading Name Calling Mean Comments

Physical violence - Hitting, kicking, shoving, spitting, hair pulling, or throwing something Getting another person to hit or harm the student Demeaning and making the victim of jokes Making rude and/or threatening gestures

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

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

NO YES If yes, please give a brief explanation: _____

Has this incident been reported to anyone before? NO YES If yes, to whom? _____

When: _____

Signature of Person Filing this Report: _____ Date: _____

Form Given to: _____ Position: _____ Date: _____

Received by _____ Signature: _____ Date: _____

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

Atlanta Board of Education

The Atlanta Board of Education comprises six district representatives and three at-large representatives, all of whom are elected. In addition to creating policy for Atlanta Public Schools, the nine-member board appoints the district's superintendent, who oversees the district's day-to-day operations.

Leslie Grant
District 1
lgrant@atlanta.k12.ga.us

Nancy M. Meister, Vice Chair
District 4
nmeister@atlanta.k12.ga.us

Courtney D. English, Chair
At-Large Seat 7
cenglish@atlanta.k12.ga.us

Howard W. Grant, Ph.D.
Board Executive Director
hgrant@atlanta.k12.ga.us

Byron D. Amos
District 2
bamos@atlanta.k12.ga.us

Steven Lee
District 5
slee@atlanta.k12.ga.us

Cynthia Briscoe Brown
At-Large Seat 8
cbriscoe_brown@atlanta.k12.ga.us



Matt Westmoreland
District 3
mwestmoreland@atlanta.k12.ga.us

Eshé P. Collins
District 6
epcollins@atlanta.k12.ga.us

Jason Esteves
At-Large Seat 9
jesteves@atlanta.k12.ga.us

DISTRICT/SEAT ELEMENTARY SCHOOLS

District 1
Seat 7
Benteen, D.H. Stanton, Dobbs, Hope-Hill, Lin, Parkside, Slater, Thomasville Heights, Intown Academy Charter Elementary, Wesley International Academy Charter Elementary, Atlanta Neighborhood Charter Elementary, KIPP Vision Primary Charter

District 2
Seat 7
Bethune, Centennial, Dunbar, F.L. Stanton, Finch, M.A. Jones, KIPP Strive Primary Charter, The Kindezi School Charter

District 3
Seat 8
Burgess-Peterson Academy, Morningside, Springdale Park, Toomer, Whitefoord, Drew Charter Elementary

District 4
Seat 8
Brandon, Brandon Primary, Garden Hills, Jackson, Jackson Primary, Rivers, Smith, Smith Primary

District 5
Seat 9
Adamsville Primary, Beecher Hills, Bolton Academy, Boyd, Connally, Fain, Grove Park Intermediate, Miles Intermediate, Peyton Forest, Scott, Towns, Usher-Collier Heights, West Manor, Woodson Primary, Westside Academy Charter

District 6
Seat 9
Cascade, Cleveland Avenue, Continental Colony, Deerwood Academy, Fickett, Gideons, Heritage Academy, Humphries, Hutchinson, Kimberly, Perkerson, Venetian Hills

MIDDLE SCHOOLS

King, Price, Atlanta Neighborhood Charter Middle, Intown Academy Charter Middle, KIPP Vision Charter, Wesley International Academy Charter Middle

Brown, KIPP Strive Academy Charter, KIPP WAYS Academy Charter

Inman, Drew Charter Middle

Sutton

B.E.S.T. Academy Middle, Coretta Scott King YWLA Middle, Harper-Archer, Young

Bunche, Long, Sylvan Hills, Latin Academy Charter

HIGH SCHOOLS

The New Schools at Carver, Grady, Maynard H. Jackson

Douglass, Washington, KIPP Atlanta Collegiate Charter

Crim, Grady, Drew Charter High

North Atlanta

B.E.S.T. Academy High, Mays, Coretta Scott King YWLA High

South Atlanta, Therrell



Our Superintendent

Meria Joel Carstarphen, Ed.D

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

EMAIL:
suptoffice@atlanta.k12.ga.us

FOLLOW DR. CARSTARPHEN ON TWITTER:
@ATLsuper

Student Calendar

Students at all APS schools follow the school calendar below.

August 5, 2015

First Day of School

September 7, 2015

Labor Day Holiday

October 8, 2015

Teacher Professional Learning Day

October 9 & 12, 2015

Fall Break & Columbus Day Holiday

November 23-27, 2015

Thanksgiving Holidays

December 21-31, 2015 & January 4, 2016

Winter Holidays

January 5, 2016

Teacher Professional Learning Day

January 18, 2016

Martin L. King, Jr. Holiday

February 12 & 15-16, 2016

Winter Break & President's Day Holiday

March 18, 2016

Teacher Professional Learning Day

April 4-8, 2016

Metro Spring Break

May 25, 2016

Last Day of School

Progress Reports:

9/8/2015

11/11/2015

2/9/2016

4/27/2016

Report Cards:

10/14/2015

1/8/2016

3/23/2016

6/3/2016



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

atlantapublicschools.us

Atlanta Public Schools welcomes everyone. APS does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status or sexual orientation in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions, contact the Office of Employee Relations, 130 Trinity Avenue, S.W., Atlanta, Georgia 30303, 404-802-2345 or officeofemployeerelations2@atlanta.k12.ga.us.

For more information:

- Visit atlantapublicschools.us, wabe.org, pba.org/education/aps and talkupaps.com
- Listen to WABE 90.1 FM
- Watch PBA 30 and APS Cable Channel 22
- Follow @apsupdate on Twitter and YouTube
- Follow Atlanta Public Schools on Facebook and Pinterest

